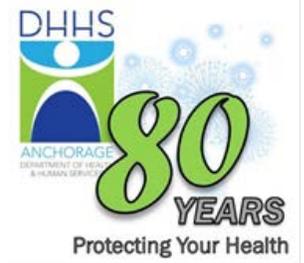




**Municipality of  
Anchorage  
Ethan Berkowitz, Mayor  
Housing and Community  
Development  
2018 Action Plan**



**October 4, 2018**



**Municipality of Anchorage**

**Housing and Community Development  
2018 Action Plan**

***Ethan Berkowitz***  
***Mayor***

**Department of Health and Human Services**

Natasha Pineda, Director

**Housing and Community Services Division**

Steven P. Ashman, Division Manager

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269723  
0001399072  
\$522.90

# AFFIDAVIT OF PUBLICATION

STATE OF ALASKA  
THIRD JUDICIAL DISTRICT

Emma Dunlap  
being first duly sworn on oath deposes and says that he/she is a representative of the Alaska Dispatch News, a daily newspaper. That said newspaper has been approved by the Third Judicial Court, Anchorage, Alaska, and it now and has been published in the English language continually as a daily newspaper in Anchorage, Alaska, and it is now and during all said time was printed in an office maintained at the aforesaid place of publication of said newspaper. That the annexed is a copy of an advertisement as it was published in regular issues (and not in supplemental form) of said newspaper on

January 25, 2017

and that such newspaper was regularly distributed to its subscribers during all of said period. That the full amount of the fee charged for the foregoing publication is not in excess of the rate charged private individuals.

Signed Emma Dunlap

Subscribed and sworn to before me this 25th day of January, 2017

Britney Thompson

Notary Public in and for  
The State of Alaska.  
Third Division  
Anchorage, Alaska  
MY COMMISSION EXPIRES

2/23/2019



**PUBLIC NOTICE**  
**Municipality of Anchorage**



**2017 and 2018 Annual Action Plans**  
**Notice of Public Hearing and the 30 Day Public Comment Period**

The Municipality of Anchorage announces that the Housing and Community Development 2017 Action Plan is available for review and a 30 day public comment period. The draft 2017 Action Plan projects federal Department of Housing and Urban Development (HUD) allocations of CDBG \$1,606,172; HOME \$545,535; and ESG \$145,258 for a total of Total \$2,296,965.

The 2018 Action Plan is in the planning phase and a 30 day public comment is being accepted on potential projects to be funded in 2018 with HUD grants.

The Action Plans outline program and budget priorities for the HUD grants that include Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and Emergency Solutions Grant (ESG). CDBG activities are subject to 24 CFR Part 570, HOME activities are subject to 24 CFR Part 92, and ESG funding is authorized under Subtitle B of Title IV, McKinney-Vento Homeless Assistance Act, 24 CFR Part 576. The 2017 Action Plan is the fifth of five annual plans to the 2013-2017 Consolidated Plan.

The draft 2017 Action Plan is available at:  
<http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx> for a 30 day public comment period starting January 25, 2017. Comments received by 4:00 P.M., February 27, 2017 will be accepted by mail, email or delivery to the following location:

Mail: Municipality of Anchorage  
Department of Health and Human Services  
James Boehm, Senior Neighborhood Planner  
PO Box 196650  
Anchorage, AK 99519-6650

Email: BoehmJH@muni.org  
Hand Delivery: 825 L Street, Room 506

A public hearing on the plans will be held:  
**Wednesday, February 8, 2017, 3:30 – 4:30 p.m.**  
Municipality's Department of Health and Human Services  
825 L Street, Room 423, Anchorage, AK

Individuals in need of a language interpreter or with disabilities who need auxiliary aids, services, special accommodations or modifications to participate should contact Pat Monday two days before the public hearing by telephone at 343-4822 or email [mondaye@muni.org](mailto:mondaye@muni.org)




Published: January 25, 2017

Notary Public  
**BRITNEY L. THOMPSON**  
State of Alaska  
My Commission Expires Feb 23, 2019

# ANCHORAGE DAILY NEWS

## AFFIDAVIT OF PUBLICATION

Account #: 269723  
MUNI OF ANC/DHHS  
COMMUNITY SAFETY AND DEVELOPMENT  
PO BOX 196650  
ANCHORAGE AK 99510

Order#	0001421396	Product	ANC-Anchorage Daily News
Cost	\$522.90	Placement	0300
		Position	0301

STATE OF ALASKA  
THIRD JUDICIAL DISTRICT

Joleesa Stepetin  
being first duly sworn on oath deposes and says that he/she is a representative of the Anchorage Daily News, a daily newspaper. That said newspaper has been approved by the Third Judicial Court, Anchorage, Alaska, and it now and has been published in the English language continually as a daily newspaper in Anchorage, Alaska, and it is now and during all said time was printed in an office maintained at the aforesaid place of publication of said newspaper. That the annexed is a copy of an advertisement as it was published in regular issues (and not in supplemental form) of said newspaper on

May 16, 2018

and that such newspaper was regularly distributed to its subscribers during all of said period. That the full amount of the fee charged for the foregoing publication is not in excess of the rate charged private individuals.

Signed Joleesa Stepetin  
Joleesa Stepetin

Subscribed and sworn to before me  
this 16th day of May, 2018

Britney Thompson

Notary Public in and for  
The State of Alaska,  
Third Division  
Anchorage, Alaska

MY COMMISSION EXPIRES

2/23/2019  
Notary Public  
BRITNEY L. THOMPSON  
State of Alaska  
My Commission Expires Feb 23, 2019



### PUBLIC NOTICE

#### Municipality of Anchorage



**Draft 2018-2022 Housing and Community Development Consolidated Plan  
Draft 2018 Annual Action Plan  
Draft 2016 Annual Action Plan Substantial Amendment #5  
Draft 2017 Annual Action Plan Substantial Amendment #3  
Notice of One Public Hearing and the 30 Day Public Comment Period**

The Municipality of Anchorage (MOA) announces that the Housing and Community Development Consolidated Plan and Action Plans noted above are available for review and public comment. The 5-year Consolidated Plan and Annual Action Plans propose how HUD funds will be used to meet the national objectives of decent affordable housing, suitable living environments and expanded economic opportunities for low-income households and neighborhoods. The 2018 Action Plan outlines programming and budget priorities for the Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Shelter Grant (ESG) and National Housing Trust Fund (HTF) HUD programs. This funding must be used in accordance with the overarching priorities outlined in the MOA Housing and Community Development 2018-2022 Consolidated Plan. HOME activities are subject to 24 CFR Part 92. CDBG activities are subject to 24 CFR Part 570. ESG funding are authorized under Subtitle B of Title IV, McKinney-Vento Homeless Assistance Act, 24 CFR Part 576. HTF activities are subject to 24 CFR Part 93. The 2018 Action Plan includes programming CDBG \$1,726,068; HOME \$733,068; ESG \$145,198 and HTF \$733,068 funds for a total of \$3,337,402. Substantial Action Plan amendments to the 2016 and 2017 Action Plans include reprogramming \$25,621 2016 CDBG funds and \$5,194 2017 CDBG funds to Rental Development.

The draft Plans are available at: <http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx> for a 30 day public comment period starting May 16, 2018. Comments received by 4:00 P.M., June 18, 2018 will be accepted by mail, email or delivery to the following location:

**Mail:** Municipality of Anchorage  
Department of Health and Human Services  
James Boehm, Senior Neighborhood Planner  
PO Box 196650  
Anchorage, AK 99519-6650

**Fax:** 249-7858  
**Email:** Boehm.JH@muni.org  
**Hand Delivery:** 825 L Street, Room 506

A public hearing on the plan will be held:

**Wednesday, June 6, 2018, 3:00 – 4:00 P.M.**  
Department of Health and Human Services  
825 L Street, Conference Room 423  
Anchorage, Anchorage



Individuals in need of a language interpreter or with disabilities who need auxiliary aids, services, special accommodations or modifications to participate should contact Pat Monday two days before the public hearing by telephone at 343-4822 or email [MondayPC@muni.org](mailto:MondayPC@muni.org).



Published: May 16, 2018

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## AP-05 Executive Summary

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### 1. Introduction

This document is the first of five annual action plans under the Municipality of Anchorage (MOA) Housing and Community Development Consolidated Plan for 2018-2022 (Con Plan). The MOA is a participating jurisdiction and is eligible to receive U.S. Department of Housing and Urban Development (HUD) funding for three federal entitlement programs that focus on the housing and community development needs of low and moderate income persons. These programs are: 1) Community Development Block Grants (CDBG), 2) HOME Investment Partnerships Program (HOME), and 3) Emergency Solutions Grant (ESG). The MOA also receives National Housing Trust Fund (HTF) funds from Title 1 of the Housing and Economic Recovery Act of 2008 as a sub-grant through Alaska Housing Finance Agency (AHFA). The MOA is required to submit a Consolidated Plan that covers a five-year period that outlines the intended distribution of these HUD dollars. To meet this requirement, the MOA submitted the 2018-2022 Con Plan for the local HUD office to review. In addition to the submission of a five-year plan, the MOA is required to submit an annual action plan that reflects funding for specific activities and projects that meet Con Plan goals for each year thereafter.

The 2018 Action Plan projected allocations for the MOA include the following federal programs: CDBG \$1,726,068; HOME \$733,068; ESG \$145,198 and HTF \$733,068 for a total of \$3,337,402. The 2018 Action Plan also includes budgeting \$16,900 CDBG Program Income and \$287,917 HOME Program Income. The 2018 Action Plan details the distribution of HUD funding as guided by the Municipal Mayor and Assembly and three public comment hearings.

Affordable housing and homelessness touches many of the residents living in the MOA. In January 2016 there were 573 homeless persons in Anchorage in emergency shelters, 292 in transitional housing and 240 unsheltered according to the 2016 Point-In-Time (PIT) count. Appropriate and affordable housing must be in place for Anchorage to assist individuals and families with preventing and ending homelessness. The 2017 PIT count numbers were not available at the time the 2018 Action Plan was written.

### 2. Summary of the objectives and outcomes identified in the Plan

**This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.**

HUD requires grantees to incorporate a standardized performance measurement system. The system is designed to enable HUD to aggregate results of its programs and report to congress and the public on a more outcome-oriented system (March 7, 2006 Notice in Federal Register).

Each activity in the 2018 Action Plan corresponds to one of the following two objectives:

- Suitable Living Environment
- Decent Affordable Housing

In addition, each activity in the 2018 Action Plan corresponds to one of the following three outcome categories:

- Availability/Accessibility
- Affordability
- Sustainability: Promoting Livable or Viable Communities

The AP-35 Projects section of the 2018 Action Plan, details respective objectives and outcomes for each of the activities proposed.

### **3. Evaluation of past performance**

**This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.**

The yearly reduction of HUD funding allocated to the MOA makes the process of setting goals a challenge. Because of the cuts to the FY2012, FY2013, FY2014 and FY2015 budgets for CDBG and HOME programs, the goals laid out in the 2018-2022 Consolidated Plan have been adjusted to reflect the decreased available funding.

The MOA actively participated in the writing of the Anchorage Community Plan to Prevent and End Homelessness (Homeless Plan) dated October 14, 2015. The Homeless Plan was written by the Planning Committee in partnership from MOA Department of Health and Human Services (DHHS), Housing, Homeless and Neighborhood Development (HHAND) Commission and Anchorage Coalition to End Homelessness.

The Analysis of Impediments to Fair Housing (AI) completed February 2015 identified six impediments to fair housing in the MOA. All of the six impediments are addressed in the Homeless Plan.

This 2018 Action Plan represents the first year of implementation of the objectives set forth in the 2018-2022 Consolidated Plan. The MOA submitted the 2017 Consolidated Annual Performance Evaluation Report for the programs covered by the prior five-year Consolidated Plan on March 31, 2018.

### **4. Summary of Citizen Participation and Consultation Process**

**Summary from citizen participation section of plan.**

Pursuant to federal regulations (24 CFR 91.115), the MOA developed and adopted a Citizen Participation Plan which is included as an appendix to the 2018 Action Plan. The key annual activities designed to encourage citizen participation are to hold at least three public hearings during the program year and offer public comment periods for the draft version of the 2018 Action Plan for various groups such as non-profit organizations and the general public.

A display ad was placed in the Alaska Daily News, a newspaper with statewide distribution, on January 25, 2017 to announce the beginning of the 2018 Action Plan process, public hearing, and the comment period.

A discussion with the opportunity for public comment to gather ideas for the 2018 Action Plan was held on February 8, 2017 in the DHHS Conference Room #423, 825 L Street, Anchorage, from 3:30 PM to 4:30 PM.

A second display ad was placed in the Alaska Daily News on May 16, 2018 to announce the availability of the 2018 Action Plan for review, 30 day public comment period and the June 6, 2018 public hearing. The public hearing was held from 3:00 PM to 4:00 PM at the DHHS, 825 L Street, 4<sup>th</sup> Floor, Room 423.

Comments regarding the above public notice were accepted from May 16, 2018 to 4:00 PM June 18, 2018. Copies of the draft 2018 Action Plan were available at the MOA DHHS, at 825 L Street, Room 506, and through the MOA web site at:  
<http://www.muni.org/Departments/health/PHIP/CSD/Pages/PlansandReports.aspx>.

A summary of public comments are included below and were considered in drafting and making revisions to the 2018 Action Plan. The final public hearing was held before the Anchorage Municipal Assembly on July 17, 2018.

To help the MOA broaden public participation in the development of the draft 2018 Action Plan was posted on the Municipality's DHHS website, emailed to 354 on the citizen participation list maintained by DHHS, emailed to the 40 community councils, emailed to 38 news medias, emailed to the Anchorage Coalition to End Homelessness membership list, and emailed to partner agencies that participated in drafting the plan.

## **5. Summary of public comments**

**This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.**

### **February 8, 2017 Public Hearing.**

**Curtis Ecklund, Weatherization Manager II, Rural Alaska Community Action Program (RurAL CAP)** – Mr. Ecklund spoke about the Mobile Home Repair Program funded by the MOA with CDBG and that RurAL CAP strongly supports continued funding for the Mobile Home Repair Program for 2018 and beyond.

**Corrinne O'Neill, Supportive Housing Division Director, Rural Alaska Community Action Program (RurAL CAP)** – Ms. O'Neill spoke about CDBG Public Service grants and would like to see the funding continue with a preference for homelessness. She then said that she is happy to see the Community Housing Development Organization Operating Assistance put into the HOME budget. RurAL CAP would like the Municipality to look at smaller more rehabilitative projects because being able to couple the funding together is becoming more and more difficult in sort of a challenging, economic and political climate.

On ESG, RurAL CAP appreciates the MOA's efforts on Rapid Re-housing and continued support.

### **June 6, 2018 Public Hearing.**

**Comment period May 16, 2018 to 4:00 PM, June 18, 2018.**

No Comments were received.

**6. Summary of comments or views not accepted and the reasons for not accepting them.**

There were no comments or views not accepted.

**7. Summary**

As evidenced by the Con Plan, there are many needs in the MOA. The MOA has identified projects to fund in the 2018 Action Plan to help end homelessness through priorities established by Mayor Berkowitz and activities identified in the Homeless Plan. The 2018 Action Plan reflects the CDBG, HOME, and ESG funding for projects that are intended to serve low-income and the homeless residents living in the MOA. Specifically, funding is directed towards maintaining and developing affordable housing and homeless prevention.

## **PR-05 Lead & Responsible Agencies**

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### **1. Agency/entity responsible for preparing/administering the Consolidated Plan**

**Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

**Table PR-05.1. - Responsible Agencies**

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
Lead Agency	Municipality Of Anchorage	Department of Health & Human Services/Community Safety and Development

### **Contact Information**

Mailing Address:

Department of Health and Human Services  
Housing and Community Services Division  
Community Safety and Development  
P.O. Box 196650  
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Anchorage, AK 99501

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Electronic Addresses:

Fax number: 907-249-7858

E-mail: [BoehmJH@muni.org](mailto:BoehmJH@muni.org)



## AP-10 Consultation

---

### 1. Introduction

This section provides a summary of MOA activities utilized to involve other public and private agencies that provide housing, health services, and social services in the development and review of the 2018 Action Plan.

The MOA published a display ad in the Alaska Daily News, a newspaper with statewide distribution, on January 25, 2017 for the Draft 2018 Action Plan to obtain guidance, data, and comments. Email notices were sent to all agencies on the Community Safety and Development and Anchorage Coalition to End Homelessness email lists announcing the public hearing and comment period. DHHS has a dedicated seat on the Anchorage Coalition to End Homelessness board of directors.

#### **Summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies.**

The MOA made efforts to consult with adjacent units of local government and regional government agencies, particularly agencies with planning and transportation. Emails were sent and phone calls made to these agencies. In addition, the MOA communicated with the Community Development Department (MOA Planning Department), Department of Health and Human Service, Enstar, State Historic Preservation Office, Solid Waste Services, AWWU, Anchorage Police Department, Anchorage Fire Department, Parks and Recreation Department, MOA Traffic Division of Public Works Department and other agencies when preparing Environmental Assessments for projects in the 2017 Action Plan.

The MOA collaborates with its constituents in several ways. Staff from MOA DHHS support and are part of various local committees and commissions including the Anchorage Coalition to End Homelessness, Housing, Homeless and Neighborhood Development (HHAND) Commission, Senior Citizens Advisory Commission, Americans with Disabilities Act Advisory Commission, and the Health and Human Services Commission.

MOA coordinates with the 2016 and 2017 Action Plan subrecipients that include Rural Alaska Community Action Program, NeighborWorks Alaska, Habitat for Humanity Anchorage, Anchorage Community Mental Health Services, Alaska Legal Services Corporation, Catholic Social Services, Challenge Alaska, Alaska Literacy Program, Anchorage Senior Activity Center, United Nonprofits, Alaskan AIDS Assistance Association, Cook Inlet Housing Authority and Volunteers of American Alaska. Also MOA works with Abused Women's Aid in Crisis, Standing Together Against Rape and Victims for Justice through the Alaska Domestic Violence and Sexual Assault Intervention Program.

The MOA continues to collaborate with the Alaska Housing Finance Corporation, the Alaska Mental Health Trust Authority, the State of Alaska's Department of Health and Social Services, United Way and other entities to enhance financing opportunities for additional housing, rental assistance and supportive services within the Municipality of Anchorage.

Previous consultations with the State of Alaska, Department of Health and Social Services, Division of Public Health, Section of Epidemiology, has resulted in the State's referral to

Bulletin No. 7: Blood Lead Epidemiology and Surveillance, Non-Occupational Exposures in Adults and Children – Alaska, 1995–2006. The results in the bulletin indicate no instances of elevated blood-lead level in the target population, children under six and pregnant women, due to lead-based paint in housing. Furthermore, the MOA’s own research of its housing programs, published in the 2014 Action Plan, also indicate zero occurrences. Since there are no issues with housing and lead-based paint, the consultations with the State have been paired down to a monitoring of its announcements. On the subject of lead-based paint in housing, there have been no significant announcements.

However, the MOA continues to comply with the requirements of Part 35. It implements this compliance through the MOA Lead-Based Paint Policy and Lead-Based Paint Procedures, which continues to be part of the required activities of the MOA’s Subrecipients and CHDOs administering programs including housing built before 1978.

**Coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The MOA actively participated in the writing of the Anchorage Community Plan to Prevent and End Homelessness (Homeless Plan) dated October 14, 2015. The Homeless Plan was written by the Planning Committee in partnership from MOA DHHS, Housing, Homeless and Neighborhood Development (HHAND) Commission and Anchorage Coalition to End Homelessness. MOA meets regularly with the Planning Committee to discuss the status of the Homeless Plan.

DHHS has a dedicated seat on the Anchorage Coalition to End Homelessness board of directors. MOA works with the Continuum of Care to identify areas of unmet needs and develop strategies to address the needs of homeless persons.

The Municipality has assisted the community with health services, social and fair housing services that focused on low-income families, persons with disabilities, elderly persons, children, youth, persons with HIV and homeless persons and all special groups through the Department of Health and Human Services.

The consolidated planning process requires the Municipality as a jurisdiction to reach out and consult with other public and private agencies. HUD has laid out a coordinated entry process. Efforts by the Continuum of Care (CoC) were formulated to create a standard intake process called the Coordinated Entry System (CES).

The Continuum of Care (CoC) agencies service the Municipality’s area. ESG program has benefited from the Coordinated Entry efforts of CoC by assisting in the development of standardized policies, performance standards, program evaluations and coordinating housing services funding for homeless families and individuals.

As a partner, the State of Alaska agencies provide children, juvenile, public assistance, public health, mental and behavioral health and senior and disabilities services with the Municipality and other public and private agencies.

Agencies, recipients and churches address health, social services, victim services, employment, and education needs, low-income, homeless and special needs populations with housing as a basic human right.

**Consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS.**

MOA staff participated in the Continuum of Care work sessions on the FY2017 Continuum of Care Application that includes the ESG funds administered by MOA. The MOA and ESG subrecipients collect and enter data into the Continuum of Care HMIS database on all individuals served with ESG funds.

MOA participates in the Continuum of Care Coordinated Entry by entering data in AKHMIS on individuals who are living in homeless camps and have been interviewed by the Anchorage Police Department as part of the Homeless Action Response Team.

Systems of care and publicly funded institutions discharge persons into homelessness, such as health-care and mental health facilities, foster care and corrections programs. State, locals and private and public agencies work in consortium to provide assisted and fair housing, health and social services, to children, elderly, disabled, homeless and person with HIV and their families and other special groups affected into homeless or at risk of homelessness.

State, public and private agencies, local health and child welfare agencies perform services to diminish lead-based paint hazards

Agencies work tirelessly on the methods of distribution of assistance within the community. Homelessness is a community wide effort. Members of CoC ranked homeless families with children and youth as the highest priorities. Effort by government programs, non-profit agencies, businesses and the public were formulated to create standard intake processes, increases to funding for more low-cost affordable housing, better access to prevention services, and funding for medical and behavioral treatment.

Representatives from the Municipality of Anchorage, U.S. Housing and Urban Development, State of Alaska, Alaska Housing Finance Corporation, Alaska Legal Services Corporation's Fair Housing Enforcement Project, CoC members and many other stakeholders developed a plan to reduce barriers to housing and supportive services while providing access to legal assistance to low-income households. We are discovering more unmet needs related to preventing and ending homelessness in Anchorage such as obtaining employment, housing the poor with criminal records, accessing civil legal help on housing related issues, and the necessary establishment of on-going support.

**2. Agencies, groups, organizations and others who participated in the process and consultations:**

The table below lists the commissions, committees and agencies who participated in developing the 2018 Action Plan.

**Table AP-10.1. - Agencies, groups, organizations and others who participated in the process and consultations**

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
1. Municipality Of Anchorage (MOA)	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-Homeless Health Agency	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs – Veterans Homelessness Needs - Unaccompanied Youth Non-Homeless Special Needs Economic Development Market Analysis Lead-based Paint Strategy Anti-poverty Strategy	Departments/Divisions/Sections are consulted through meetings, emails and phone calls. DHHS staffs committees and commissions that provide oversight to MOA’s programs. Anticipated outcomes are better coordinated and referral services at DHHS.
2. Abused Women's Aid in Crisis (AWAIC)	Housing Services-Victims of Domestic Violence Services-Homeless	Housing Need Assessment Homelessness Strategy Homeless Needs— Chronically homeless	MOA reviews performance reports submitted by AWAIC. Anticipated outcome is that AWAIC receives Alaska Domestic Violence Sexual Assault Intervention Program funding for providing emergency financial assistance to women and their children who are victims of domestic violence and may be experiencing homelessness.
3. Alaska Legal Services Corporation	Housing Services-Children	Homeless Needs - Families with Children	MOA reviews performance reports submitted by ALSC. Anticipated outcome is that ALSC

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
(ALSC)	Services-Homeless	Housing Need Assessment Other: Barriers to Affordable Housing	receives CDBG Public Service funding for providing direct assistance individuals and families to prevent homelessness.
4. Alaska Literacy Program (ALP)	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Homeless Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs – Veterans Homelessness Needs - Unaccompanied Youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strat	MOA reviews performance reports submitted by ALP that provides English language instruction to adults with low literacy skills and limited English proficiency. ALP received 2016 CDBG funding for the rehabilitation of their office which will be completed in 2018.
5. Anchorage Coalition to End Homelessness (ACEH)	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Homeless Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs – Veterans Homelessness Needs - Unaccompanied Youth Non-Homeless Special	The MOA interacts on a regular basis with ACEH. DHHS has a designated board seat on the ACEH.

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
		Needs	
6. Anchorage Senior Activity Center (ASAC)	Services-Elderly Persons Services-Persons with Disabilities Services-Homeless Services-Health Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homelessness Needs – Veterans Non-Homeless Special Needs Economic Development Market Analysis	MOA reviews performance reports submitted by ASAC funded by MOA’s Aging and Disability Resource Center’s operating funds.
7. Brother Francis Shelter (BFS)	Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Homeless	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homelessness Needs - Veterans	MOA reviews performance reports submitted by BFS. Anticipated outcome is that BFS receives CDBG Public Service funding for providing beds at a shelter for homeless individuals.
8. Catholic Social Services (CSS)	Housing Services-Children Services-Persons with Disabilities Services-Homeless Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs - Unaccompanied Youth	MOA reviews HMIS reports entered by CSS. Anticipated outcome is that CSS receives ESG funding for providing Rapid Re-housing services to individuals and families.
9. Chugiak Senior Citizens (CSC)	Services-Elderly Persons	Housing Need Assessment Homelessness Strategy	MOA reviews performance reports submitted by ASAC funded by MOA’s Aging and Disability

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
	Services-Persons with Disabilities Services-Homeless Services-Health Services-Education	Homeless Needs - Chronically Homeless Homelessness Needs – Veterans Non-Homeless Special Needs Economic Development Market Analysis	Resource Center’s operating funds.
10. Cook Inlet Housing Authority (CIHA)	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Homeless Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs - Veterans	MOA reviews the performance of CIHA. Anticipated outcome is that CIHA receives CDBG and HOME funding for rehabilitation of rental housing for low-income individuals and families.
11. Downtown Hope Center (DHC)	Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Homeless	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homelessness Needs - Veterans	MOA reviews performance reports submitted by BFS. Anticipated outcome is that DHC receives CDBG Public Service funding for providing beds at a shelter for homeless women.
12. Habitat for Humanity Anchorage (HFHA)	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with Children Homelessness Needs - Veterans	MOA reviews the performance of HFHA. Anticipated outcome is that HFHA receives HOME funding for the development of new housing and down payment assistance to individuals and families purchasing their first

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
	Service-Fair Housing		home.
13. NeighborWorks Alaska (NWA)	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Homeless Services-Education	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs - Veterans	MOA reviews the performance of NWA. Anticipated outcome is that NWA receives HOME funding for the Tenant-Based Rental Assistance program for the chronically homeless.
14. Rural Alaska Community Action Program (RurAL CAP)	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Homeless Services-Education	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs - Veterans	MOA reviews the performance of RurAL CAP. Anticipated outcome is that RurAL CAP receives CDBG and HOME funding for rehabilitation of rental housing and mobile homes for low-income individuals and families. CDBG Public Service funding for providing direct assistance to homeless individuals and case management for homeless individuals to keep them housed.
15. Standing Together Against Rape (STAR)	Housing Services-Children Services-Persons with HIV/AID Services-Victims of Domestic Violence Services-Homeless Services-Health	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with Children Homelessness Needs - Unaccompanied Youth	MOA reviews performance reports submitted by STAR. Anticipated outcome is that STAR receives Alaska Domestic Violence Sexual Assault Intervention Program funding for providing emergency financial assistance to women and men who are victims of sexual assault and are experiencing homelessness.

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
	Services-Education		
16. United Nonprofits, LLC	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-Homeless Services-Health Services-Education Health Agency	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs – Veterans Homelessness Needs - Unaccompanied Youth Non-Homeless Special Needs Economic Development Market Analysis Lead-based Paint Strategy Anti-poverty Strategy	MOA reviews performance reports submitted by United Nonprofits. United Nonprofits received 2016 CDBG funding for the rehabilitation of common areas in a building which will be completed in 2018. The building is occupied by the following organizations: Standing Together Against Rape, Alaska AIDS Assistance Association, Habitat for Humanity Anchorage, Big Brothers/Big Sisters, Victims for Justice, Anchorage Community Councils, the American Civil Liberties Union of Alaska, and the Statewide Independent Living Council.
17. Veterans Administration (VA)	Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Homeless Services-Education Other government - Federal	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with Children Homelessness Needs - Veterans Non-Homeless Special Needs	The MOA meets monthly with agencies serving veterans with the VA. The anticipated outcomes of the consultation are to improve coordination of housing and services to veterans and to include their input in the Consolidated Plan and Action Plan.
18. Victims for Justice	Housing	Housing Need Assessment	MOA reviews performance reports submitted by

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
(VFJ)	Services-Children Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-Homeless Services-Health Services-Education	Homelessness Strategy Homeless Needs - Families with Children Homelessness Needs - Unaccompanied Youth	VFJ. Anticipated outcome is that VFJ receives Alaska Domestic Violence Sexual Assault Intervention Program funding for providing emergency financial assistance to women and men who are victims of interpersonal violence and may be experiencing homelessness.
19. Volunteers of American Alaska (VOA)	Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with Children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied Youth Market Analysis	The MOA works with VOA who is a Community Housing and Development Organization in the MOA.
20. HUD	Housing Other Government - Federal	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically Homeless Homeless Needs - Families with Children Homelessness Needs – Veterans Homelessness Needs - Unaccompanied Youth Non-Homeless Special	The MOA interacts on a regular basis with HUD. Anticipated outcomes are that HUD provides MOA with technical assistance and training opportunities.

Agency Group Organization	Agency Group Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
		Needs Economic Development Market Analysis General Assistance	

**Agency Types not consulted and provide rationale for not consulting**

The MOA made effort to include many interested community members and agencies in the 2018 Action Plan process by holding three public hearings and posting the draft 2018 Action Plan on the MOA website. There was no decision to exclude any community member or agency.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

**Table AP-10.2. - Other local/regional/state/federal planning efforts considered when preparing the Plan:**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Anchorage Continuum of Care (CoC)	Anchorage Coalition to End Homelessness	Common goals: There is an overlap for data driven goals, need to reduce number of homeless households, increase the number of permanent supported housing units, emphasis to provide number of beds needed for chronically homeless, increase in case management and supportive services, and to evaluate discharge of persons from mental health, prisoner, hospital systems and foster care to avoid homelessness.
Anchorage Community Plan to Prevent and End Homelessness	Housing, Homeless and Neighborhood Development (HHAND) Commission and Anchorage Coalition to End Homelessness	Common goals: Establish a centralized or coordinated entry system, participate in the HMIS to track and identify gaps in homeless services, support Point in Time homeless count, measure outcomes goals for the Continuum of Care application, increase in the number of permanent supported housing units, and increase in case management and supportive services.
Alaska Veterans Administration (VA) Healthcare System	VA	Common goal: Commitment to ending veteran homelessness. Increase in the number of VASH Vouchers and permanent supported housing units in Anchorage.

## **AP-12 Citizen Participation**

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### **1. Summary of citizen participation process/Efforts made to broaden citizen participation**

#### **Summary of citizen participation process and how it impacted goal-setting**

The MOA uses a variety of media to notify community members and agencies of various activities associated with the allocation of HOME, CDBG, ESG and HTF funds. Public meetings regarding the 2018 Action Plan were advertised in the Alaska Daily News, a newspaper of general circulation, and posted on the MOA website. Comments received on the 2018 Action Plan focused on housing and supportive services specifically to serve the chronically homeless, homeless families, seniors, veterans, and vulnerable populations, such as, victims of interpersonal violence and persons with disabilities.

**Table AP-12.1. - Citizen Participation Outreach**

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1. Newspaper Ad	<ul style="list-style-type: none"> <li>• Minorities</li> <li>• Non-English Speaking - Specify Other Language: Spanish</li> <li>• Persons with Disabilities</li> <li>• Non-Targeted/</li> <li>• Broad Community</li> <li>• Residents of Public and Assisted Housing</li> </ul>	A public notice was posted in the Alaska Daily on January 25, 2017 for the 2018 Action Plan Public Hearing on February 8, 2017.	NA	N/A	<a href="http://www.muni.org/Departments/health/PHIP/CSD/Documents/2018ActionPlanFirstPublicNotice.pdf">http://www.muni.org/Departments/health/PHIP/CSD/Documents/2018ActionPlanFirstPublicNotice.pdf</a>

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2. First Public Meeting	<ul style="list-style-type: none"> <li>• Minorities</li> <li>• Non-English Speaking - Specify Other Language: Spanish</li> <li>• Persons with Disabilities</li> <li>• Non-Targeted/ Broad Community</li> <li>• Residents of Public and Assisted Housing</li> </ul>	<p>February 8, 2017 - DHHS Conference Room #423, 825 L Street, Anchorage. The hearing discussed the amount of assistance the MOA expected to receive in 2018, the range of activities to be considered to benefit low- and moderate-income persons and the priority needs of the Consolidated Plan.</p>	<p>Summary of public comments found on page 3.</p>	<p>Summary of comments or views not accepted found on page 4.</p>	<p><a href="http://www.muni.org/Departments/health/PHIP/CSD/Documents/2018ActionPlanPoster.pdf">http://www.muni.org/Departments/health/PHIP/CSD/Documents/2018ActionPlanPoster.pdf</a></p>

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3. Newspaper Ad	<ul style="list-style-type: none"> <li>• Minorities</li> <li>• Non-English Speaking - Specify Other Language: Spanish</li> <li>• Persons with Disabilities</li> <li>• Non-Targeted/ Broad Community</li> <li>• Residents of Public and Assisted Housing</li> </ul>	A public notice was posted in the Alaska Daily newspaper on May 16, 2018 for the Public Hearing on June 6, 2018 on the draft the draft 2018 Action Plan. Public Comment period was May 16, 2018 to 4:00 PM June 18, 2018.	N/A	N/A	<a href="http://www.muni.org/Departments/health/Documents/Draft2018ActionPlanSecondPublicNotice.pdf">http://www.muni.org/Departments/health/Documents/Draft2018ActionPlanSecondPublicNotice.pdf</a>

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4. Second Public Meeting	<ul style="list-style-type: none"> <li>• Minorities</li> <li>• Non-English Speaking - Specify Other Language: Spanish</li> <li>• Persons with Disabilities</li> <li>• Non-Targeted/ Broad Community</li> <li>• Residents of Public and Assisted Housing</li> </ul>	On June 6, 2018, a Public Hearing at DHHS Conference Room #423, 825 L Street, Anchorage, AK. The Public Hearing provided an opportunity for the public comment on the draft 2018 Action Plan.	Summary of public comments found on page 3.	Summary of comments or views not accepted found on page 4.	<a href="http://www.muni.org/Departments/health/Documents/2018DraftActionPlan.pdf">http://www.muni.org/Departments/health/Documents/2018DraftActionPlan.pdf</a>

## AP-15 Expected Resources

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### Introduction

Public agencies rely on HUD funding to deliver housing and supportive services programs that address the broad spectrum of housing needs in the community. Reduced funding by HUD has adversely impacted public and private agencies that rely on these monies to assist individuals and families, and affected their ability to leverage resources for State or other funding.

The allocated funding resources that the MOA will have at its disposal in 2018 are approximately \$1,726,068 for CDBG, \$733,068 for HOME, \$145,198 for ESG and \$733,068 for HTF. If the actual award is different, then recipient awards will be adjusted accordingly and reported next year through a Non-Substantial Amendment.

The Expected Amount Available Year 5 columns in Table AP-15.2 for the final year of the 2018-2022 Consolidated Plan incorporates all projected annual funding resources for 2018. It does not include funding from prior resources mentioned in prior Action Plans.

**Table AP-15.1. - HUD Funding Allocation**

Program Year	CDBG	HOME	ESG	HTF
2018	\$1,726,068	\$733,068	\$145,198	\$733,068
2017	\$1,612,907	\$543,890	\$144,598	\$543,890
2016	\$1,606,172	\$545,535	\$145,258	\$545,085
2015	\$1,613,622	\$530,461	\$150,740	
2014	\$1,691,113	\$598,918	\$143,987	
2013	\$1,772,393	\$591,911	\$124,916	
2012	\$1,712,284	\$628,693	\$147,888	
2011	\$1,707,768	\$946,309	\$82,511	
2010	\$1,888,650	\$1,081,372	\$85,000	

### CDBG Narrative Description

In 2018, the CDBG funding will be used to expand the supply of decent and affordable housing for the very low- and low- to moderate-income individuals and families through rehabilitation of low- and moderate-income rental and homeowner housing, and public services by non-profit agencies to provide supportive services to the homeless and low- to moderate-income individuals and families. See section AP-35 for a list of projects that will be funded with 2018 HUD funding and Program Income. The MOA plans to reserve 20% of the CDBG allocation funding for administrative, planning, and compliance purposes.

The benefit to low- and moderate income (LMI) persons is often referred to as the primary national objective because the statute requires that recipients expend 70% of their CDBG funds to meet the LMI national objective. The CDBG programs must further ensure that the projects will primarily benefit low-income persons.

Potential leveraging sources come from the private sector through non-profit agencies contributions, Alaska Housing Finance Corporation grants, Low-Income Housing Tax Credits and foundations.

Program Income generated by MOA and subrecipients will be used to support CDBG program as per HUD's requirements.

### **HOME Narrative Description**

In 2018, the HOME funding will be used to expand the supply of decent and affordable housing for the low- to moderate-income individuals and families through new housing development and Tenant-Based Rental Assistance. See section AP-35 for a list of projects that will be funded with 2018 funding and Program Income. The MOA plans to reserve 10% of the HOME allocation funding for administrative, planning, and compliance purposes. There is a 25% match requirement for each dollar of HOME funds spent on affordable housing. There is also a 5% of HOME funds programmed to Community Housing and Development Organization Operating.

Potential leveraging sources come from the private sector through non-profit agencies contributions, Alaska Housing Finance Corporation grants Low-Income Housing Tax Credits and foundations.

The MOA has an established resale provision that safeguards the property's continued affordability or recaptures all or part of the HOME subsidy. Program Income generated by the MOA and subrecipients will be used to support the HOME program as per HUD's requirements.

### **ESG Narrative Description**

In 2018, the ESG funding will be used to address homeless prevention by providing rental and utility assistance for individuals and families to keep them housed. Additionally ESG funding will be used to address homelessness by providing financial assistance geared toward re-housing individuals and families. ESG emphasizes the need to prevent homelessness with a model to keep individuals and families in their homes, rather than having to enter shelters and/or to support them in the event a shelter stay is unavoidable. See section AP-35 for a list of projects that will be funded with 2018 funding. The MOA plans to reserve 7.5% of the ESG allocation funding for administrative, planning, and compliance purposes.

ESG requires a dollar for dollar match to the federal share. MOA local funds provide for an ESG intake specialist's labor costs through MOA's DHHS Aging and Disability Resource Center; AHFC's Basic Homeless Assistance Program further assists homeless and near-homeless Alaskans and is a match to the Rapid Rehousing Program; a cash match for utilities is generated by the Chugach Electric Heating Assistance Program in Anchorage for customers needing assistance due to severe financial crisis and the Anchorage Water and Wastewater Utility, Coins Can Count Program are two voluntary programs that provide the opportunity to help members of our community who are risk of having their electricity or water disconnected.

### **HTF Narrative Description**

In 2018, the HOME funding will be used to expand the supply of decent and affordable housing for the extremely low-income individuals and families through the production of affordable housing through acquisition, new construction, rehabilitation and operating cost assistance. All HTF-assisted units will be required to have a minimum affordability period of 30 years. See section AP-35 for a list of projects that will be funded with 2018 funding

and Program Income. The MOA plans to reserve 10% of the HTF allocation funding for administrative, planning, and compliance purposes. Up to 30% of the State allocation can be used for operating costs.

Operating cost assistance will only be used on rental housing projects for the HTF-assisted units that do not receive project-based assistance. The eligible amount of HTF per rental unit for operating cost assistance will be determined based on the deficit remaining after the monthly rent payment for the HTF-assisted unit is applied to the HTF-assisted unit's share of monthly operating costs. The maximum amount of the operating cost assistance to be provided to an HTF-assisted rental housing project will be based on the underwriting of the project and be specified in a written agreement between MOA and the subrecipient. The written agreement may commit HTF for operating cost assistance for a multi-year period provided the HTF grant is expended within 5 years from the date the HTF grant was awarded to Alaska Housing Finance Corporation.

**Table AP-15.2. - Anticipated Resources 2018 – Priority Table**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			
			2018 Annual Allocation	Program Income	Total	Expected Amount Available Remainder of Con Plan
CDBG	Public-Federal	Administration and Planning	\$345,214	\$0	\$345,214	\$6,904,272
		Activity Delivery Costs	\$125,000		\$125,000	
		Housing Programs	\$996,944	\$16,900	\$1,013,844	
		Public Services	\$258,910		\$258,910	
		<b>Total:</b>	<b>\$1,726,068</b>	<b>\$16,900</b>	<b>\$1,742,968</b>	
HOME	Public-Federal	Administration and Planning	\$73,307	28,792	\$102,099	\$2,932,272
		CHDO Operating Assistance	\$36,653		\$36,653	
		Housing Programs	\$398,108	259,125	\$657,233	
		Tenant-Based Rental Assistance	\$225,000		\$225,000	
		<b>Total:</b>	<b>\$733,068</b>	<b>\$287,917</b>	<b>\$1,020,985</b>	
ESG	Public-Federal	Administration and Planning	\$10,890	48,000	\$58,890	\$580,792
		Rapid Re-housing	\$61,889	61,889	\$123,778	
		Homeless Prevention	\$72,419	72,000	\$144,419	
		<b>Total:</b>	<b>\$145,198</b>	<b>\$181,889</b>	<b>\$327,087</b>	
HTF	Pass Thru Federal	Administration and Planning	\$73,306		\$73,306	\$2,313,568
		Housing Programs	\$659,762		659,762	
		<b>Total:</b>	<b>\$733,068</b>	<b>\$0</b>	<b>\$733,068</b>	

**Note: The amounts may contain rounding values for reporting purposes.**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

**Other Sources**

In 2009 an assessment was undertaken by MOA, SOA and community partners to identify Anchorage’s area need of adult residential beds for Substance Abuse Disorders (SUD). The Anchorage area is limited on treatment beds for provide Substance Abuse Disorder Treatment. In 2016, the Planning and Design for the Alaska Center for Treatment was initiated by SOA and awarded to MOA.

The design build of the project is to provide a sober resource campus with transitional housing, substance abuse treatment and workforce development to assist individuals into transitioning successfully to community life and economic stability post-treatment. The MOA, SOA, MOA DHHS, Alaska Mental Health Authority (AMHTA), community partners and local consultants are investigating sites and beginning the process of site development for full eventual campus build-out.

Services include development of a financial plan, public process, site planning, concept design and the development of bridge documents for the design/build process. Budget projections of \$5M.

The following is an overview of federal, State, and local public and private sector resources that are expected to be available to address identified needs beginning in 2018, it is anticipated that a similar pattern of leveraging will be used for the following four years (2019-2022).

The MOA will continue its efforts to coordinate housing resources with other community funders such as Alaska Housing Finance Corporation, Cook Inlet Housing Authority and Alaska Mental Health Trust Authority regarding housing opportunities. The MOA and subrecipients will continue to leverage all opportunities and funding to assist low- to moderate-income individuals and families with affordable housing.

ESG funds eligible activities designated to prevent homelessness or the risk of homelessness to individuals and families. ESG provides essential supportive services to individuals and families through rental and utility assistance, Rapid Re-housing and essential supportive services. ESG requires a dollar for dollar match to the federal award.

Of particular relevance in the 2018 Action Plan are the leveraged resources associated with the HOME Program. HOME regulations require a 25% match to HOME funds drawn down from the treasury on eligible projects (not including administrative or operating expense assistance funds). Last year, the MOA carried-forward over \$8.55 million of unrestricted match. Furthermore, the MOA has carried on its books over \$7.4 million in restricted match-credit from affordable housing bonds proceeds. However, housing bond proceeds may only be used for up to 25% of the annual match obligation. There are no additional match sources expected in 2018.

All sources of match will be reported in the Consolidated Annual Performance and Evaluation Reports.

### **2018 Action Plan**

The anticipated program income for CDBG for 2018 is \$16,900 and \$287,917 for HOME. No program income is expected for ESG or the HTF.

Other sources expected to be available for Duke's Place project include interim construction financing, \$1,799,425 LIHTC equity, CIHA sources (Program Income, \$376,179 Deferred Developer Fee, \$83,462 NAHASDA), \$750,000 Federal Home Loan Bank AHP grant, \$200,000 AHFC Supplemental grant, \$200,000 Rasmussen Foundation grant, and \$1,016,958 AHFC Multi-family mortgage or simple permanent financing.

The Elizabeth Place Project is an approximately \$12.5 million project. Other sources of funding expected for this project include an interim construction loan followed by long-term financing of Federal Solar Energy Credit equity, Low Income Housing Tax Credit equity, Cook Inlet Housing Authority cash (program income), Native American Housing Assistance and Self Determination Act, Alaska Housing Finance Corporation mixed-use financing loan, and a Federal Home Loan Bank Affordable Housing Program grant.

No other funds are expected to be available in the HTF projects.

The MOA will continue its efforts to coordinate housing resources with other community funders such as Alaska Housing Finance Corporation and Alaska Mental Health Trust Authority regarding housing opportunities. The MOA and subrecipients will continue to leverage all opportunities and funding to assist low- to moderate-income individuals and families with affordable housing.

ESG funds eligible activities designated to prevent homelessness or the risk of homelessness to households. ESG provides Homeless Prevention to households through rental and utility assistance. ESG provides Rapid Re-housing to homeless households through rental and down payment assistance. ESG requires a dollar for dollar match to the federal award.

MOA local funds provide for an ESG intake specialist's labor costs through MOA's DHHS Aging and Disability Resource Center; AHFC's Basic Homeless Assistance Program further assists homeless and near-homeless Alaskans and is a match to the Rapid Rehousing Program; a cash match for utilities is generated by the Chugach Electric Heating Assistance Program in Anchorage for customers needing assistance due to severe financial crisis and the Anchorage Water and Wastewater Utility, Coins Can Count Program are two voluntary programs that provide the opportunity to help members of our community who are risk of having their electricity or water disconnected.

Of particular relevance in the 2018 Action Plan are the leveraged resources associated with the HOME Program. HOME regulations require a 25% match to HOME funds drawn down from the treasury on eligible projects (not including administrative or operating expense assistance funds). Last year, the MOA carried-forward over \$8.55 million of unrestricted match. Furthermore, the MOA has carried on its books over \$7.4 million in restricted match-credit from affordable housing bonds proceeds. However, housing bond proceeds may only be used for up to 25% of the annual match obligation. There are no additional match sources expected in 2018.

All sources of match will be reported in the 2018 Consolidated Annual Performance and Evaluation Report.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

There is no publically owned land or property located within the Municipality of Anchorage that may be used to address the needs identified in the 2018-2022 Consolidated Plan or the 2018 Action Plan.

#### **4. Discussion**

The MOA will continue to work with housing and supportive service agencies to develop strategies where monies can be coordinated to support mutually identified goals and outcomes that assist low- and moderate-income individuals and families.

## AP-20 Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

**Table AP-20.1. - Goals Summary Information**

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Priority Needs Addressed	Funding	Goal Outcome Indicator
1.	Rental Housing Development	2018	2018	Affordable Housing	Anchorage	Low-Income & Housed Populations	CDBG: \$644,959 HOME: \$657,233 HTF: \$659,762	Rental units constructed: 40 Household Housing Units Rental units rehabilitated: 27 Household Housing Units
2.	Public Services	2018	2018	Homeless	Anchorage	Public Services	CDBG: \$258,910	Public Service for Low/Moderate Income Housing Benefit: 350 Households Assisted & 200 Homeless Assisted
3.	Mobile Home Rehabilitation	2018	2018	Affordable Housing	Anchorage	Low-Income & Housed Populations	CDBG: \$400,000	Homeowner Housing Rehabilitated: 20 Household Housing Units
4.	Homeless Prevention and Rapid Re-housing	2018	2018	Homeless	Anchorage	Homeless Populations	ESG: \$134,308	Homelessness Prevention 40 Persons Assisted and Rapid Re-housing: 35 Households Assisted
5.	Tenant-Based Rental Assistance	2018	2018	Affordable Housing	Anchorage	Low-Income & Housed Populations	HOME: \$225,000	Tenant-Based Rental Assistance: 20 Households Assisted
6.	CHDO Operating Expense Assistance	2018	2018	Affordable Housing	Anchorage	Low-Income & Housed Populations	HOME: \$36,653	Other: 3 Other
7.	Homeowner	2018	2022	Affordable	Anchorage	Low-Income &		Other: 1 Other

	Development Program			Housing		Housed Populations		
8.	Homeowner Rehabilitation	2018	2022	Affordable Housing	Anchorage	Low-Income & Housed Populations		Other: 1 Other

**Table AP-20.2. - Goal Descriptions**

1	<b>Goal Name</b>	Rental Housing Development
	<b>Goal Description</b>	Acquisition, New Construction, Rehabilitation and Operating Cost Assistance Cook Inlet Housing Authority - \$613,844 CDBG funds and Program Income Cook Inlet Housing Authority - \$547,273 HOME funds and Program Income TBD - \$109,960 HOME CHDO funds TBD - \$659,762 HTF funds
	<b>Outcome</b>	Availability/accessibility
	<b>Objective</b>	Provide decent affordable housing
2	<b>Goal Name</b>	Public Services
	<b>Goal Description</b>	Downtown Hope Center - Emergency Overflow Shelter \$72,000 CDBG funds Rural Alaska Community Action Program - Case Management Sitka Place \$71,560 CDBG funds Alaska Legal Services Corporation – Homeless Prevention Legal Services \$72,255 CDBG funds Rural Alaska Community Action Program – Homeless Outreach - \$43,095 CDBG funds
	<b>Outcome</b>	Availability/Accessibility
	<b>Objective</b>	Create suitable living environments
3	<b>Goal Name</b>	Mobile Home Rehabilitation
	<b>Goal Description</b>	Rural Alaska Community Action Program - \$400,000 CDBG funds
	<b>Outcome</b>	Affordability
	<b>Objective</b>	Provide decent affordable housing

4	<b>Goal Name</b>	Homeless Prevention and Rapid Re-housing
	<b>Goal Description</b>	Municipality of Anchorage - Homeless Prevention \$72,419 ESG funds Catholic Social Services - Rapid Re-housing \$61,889 ESG funds
	<b>Outcome</b>	Availability/Accessibility
	<b>Objective</b>	Create suitable living environments
5	<b>Goal Name</b>	Tenant-Based Rental Assistance
	<b>Goal Description</b>	NeighborWorks Alaska - \$225,000 HOME funds
	<b>Outcome</b>	Availability/Accessibility
	<b>Objective</b>	Provide decent affordable housing
6	<b>Goal Name</b>	Community Housing Development Organization Operating Expense Assistance
	<b>Goal Description</b>	NeighborWorks Alaska, Habitat for Humanity Anchorage & Rural Alaska Community Action Program - \$36,653 HOME funds
	<b>Outcome</b>	Affordability
	<b>Objective</b>	Provide decent affordable housing
7	<b>Goal Name</b>	Homeowner Development Program
	<b>Goal Description</b>	Funding for these projects may be comprised of CDBG and/or HOME to acquire property to construct/rehabilitate housing units. New homeowners must have an annual income at or below 80% of the area median income, as determined by HUD, adjusted for family size.
	<b>Outcome</b>	Affordability
	<b>Objective</b>	Provide decent affordable housing

8	<b>Goal Name</b>	Homeowner Rehabilitation
	<b>Goal Description</b>	These programs may provide assistance for increased accessibility, energy efficiency or repairs to items presenting a threat to health or safety in an owner-occupied home. The assistance will be available to low- and moderate-income residents throughout the Municipality. All homes considered for assistance must be occupied by owners with annual incomes at or below 80% of the area median income, as determined by HUD, adjusted for family size. Funding for these projects may be comprised of CDBG and/or HOME. Thirty percent of the grant award to the Subrecipient will be used for Housing Services Costs.
	<b>Outcome</b>	Affordability
	<b>Objective</b>	Provide decent affordable housing

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)**

The MOA provided Habitat for Humanity Anchorage HOME funding in 2017 HOME that will be used for site development, design/engineering and project management for the construction of 4 new housing units at 8314 Duben Avenue for owners at or below 80% of low/moderate-income.

The MOA will continue to support the Rural Alaska Community Action Program's Mobile Home Repair Program (MHRP), a home rehabilitation program for approximately 20 homeowners of mobile homes per year. The MHRP targets low- to moderate-income households (80% AMI or less).

The MOA will continue to support NeighborWorks Alaska's Tenant-Based Rental Assistance, (TBRA) a rental assistance program for 20 households per year. The TBRA targets the homeless and low-income (50% AMI or less) households simultaneously experiencing homelessness with a physical or mental disability, substance abuse, or chronic health condition.

The MOA plans to provide Cook Inlet Housing Authority 2018 CDBG funds for acquisition/rehabilitation of 630 W. 8<sup>th</sup> Avenue. The Duke's Downtown Housing project will consist of 27 units of low-income rental housing units. – (21 households at 60% AMI and 6 households at 50% AMI).

The MOA plans to provide Cook Inlet Housing Authority 2018 HOME funds for new construction of Elizabeth Place. The rental housing development project will consist of 50 units of rental housing and retail space with 28 households at 60% AMI, 10 households at 50% AMI, 4 households that are homeless and 10 units will be at market rate. (10 of the units will be set aside for disabled households.)

The MOA plans to fund additional new housing projects with HOME CHDO and HTF funds in 2018 that have not yet been determined. HOME CHDO will be included in a Substantial Amendment to the 2018 Action Plan.



## **AP-35 Projects - 91.220(d)**

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### **Introduction**

The MOA expects to receive CDBG, HOME, ESG and HTF funds for program year 2018. The programs that are planned for 2018 are discussed in this section.

### **HUD Programs Addressed in the 2018 Action Plan**

#### **CDBG**

- Mobile Home Repair Program – Rural Alaska Community Action Program
- Rental Housing Development – Cook Inlet Housing Authority
- Activity Delivery Costs
- Public Services – Downtown Hope Center - Emergency Overflow Shelter
- Public Services - Rural Alaska Community Action Program - Case Management Sitka Place
- Public Services - Alaska Legal Services Corporation - Homeless Prevention
- Public Services – Rural Alaska Community Action Program – Homeless Outreach

#### **HOME**

- Rental Housing Development – Cook Inlet Housing Authority
- CHDO Housing Program - TBD
- Tenant-Based Rental Assistance - NeighborWorks Alaska
- CHDO Operating Expense Assistance – NeighborWorks Alaska, Habitat for Humanity Anchorage & Rural Alaska Community Action Program

#### **ESG**

- Homeless Prevention – Municipality of Anchorage
- Rapid Re-housing – Catholic Social Services

#### **HTF**

- Acquisition, New Construction and/or Rehabilitation – TBD
- Operating Cost Assistance – TBD

### 3. Project Information

**Table AP-35.1. - 2018 Projects**

	<b>Projected Sources</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HTF</b>	<b>Total</b>
	2018 Allocation	\$1,726,068	\$733,068	\$145,198	\$733,068	<b>\$3,337,402</b>
	Program Income	\$16,900	\$287,917	0	0	<b>\$304,817</b>
	Total Sources	<b>\$1,742,968</b>	<b>\$1,020,985</b>	<b>\$145,198</b>	<b>\$733,068</b>	<b>\$3,642,219</b>
#	<b>Project Name</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HTF</b>	<b>Total</b>
	<b>Administrative</b>					
1	CDBG Administrative	\$345,214				<b>\$345,214</b>
2	HOME Administrative		\$102,099			<b>\$102,099</b>
14	ESG Administrative			\$10,890		<b>\$10,890</b>
15	HTF Administrative				\$73,306	<b>\$73,306</b>
	<b>CDBG</b>					
3	Mobile Home Repair Program - Rural Alaska Community Action Program (RurAL CAP)	\$400,000				<b>\$400,000</b>
4	Rental Housing Development – Cook Inlet Housing Authority	\$613,844				<b>\$613,844</b>
5	Activity Delivery Cost	\$125,000				<b>\$125,000</b>
6	Public Services – Shelter Overflow– Downtown Hope Center	\$72,000				<b>\$72,000</b>
7	Public Services - Case Management Sitka Place - RurAL CAP	\$71,560				<b>\$71,560</b>
8	Public Services – Homeless Prevention - Alaska Legal Services Corporation	\$72,255				<b>\$72,255</b>
9	Public Services – Homeless Outreach - RurAL CAP	\$43,095				<b>\$43,095</b>
	<b>HOME</b>					
10	Rental Housing Development – Cook Inlet Housing Authority		\$547,273			<b>\$547,233</b>
11	CHDO Housing Program – TBD		\$109,960			<b>\$109,960</b>
12	Tenant-Based Rental Assistance - NeighborWorks Alaska		\$225,000			<b>\$225,000</b>
13	CHDO Operating Expense Assistance - NeighborWorks Alaska, Habitat for Humanity & RurAL CAP		\$36,653			<b>\$36,653</b>
<b>14</b>	<b>Emergency Solutions Grant</b>					
14	Homeless Prevention – Municipality of Anchorage			\$72,419		<b>\$72,419</b>
14	Rapid Re-housing - Catholic Social Services			\$61,889		<b>\$61,889</b>
<b>15</b>	<b>HTF</b>					
15	Rental Housing Development TBD				\$659,762	<b>\$659,762</b>
	<b>Total Uses</b>	<b>\$1,742,968</b>	<b>\$1,020,985</b>	<b>\$145,198</b>	<b>\$733,068</b>	<b>\$3,642,219</b>

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs.**

The allocation priorities for the 2018 Action Plan were derived from the needs recognized in the 2018-2022 Con Plan. The three main obstacles to addressing underserved needs include: lack of funding; lack of available land for construction of affordable housing; and, high cost of land and building materials.

Objectives specifically related to homelessness include: expand the supply of rental housing for special needs populations, with an emphasis on the homeless, as outlined in the affordable housing strategy section; educate the public about the issue of homelessness; engage in homeless prevention activities and homeless services; support case management services in order to assist people in obtaining or retaining permanent housing; assist in the development of a coordinated intake and discharge system in Anchorage; housing affordability through rental assistance; support existing shelter services; and the expansion of permanent housing services. The MOA will continue to develop partnership with other agencies to leverage additional funding for programs to develop low-income rental housing and address underserved needs.



## AP-38 Project Summary Information

### 1. CDBG Administration, Planning, and Grant Management

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	CHDO Rental Housing Development Homeowner Rehabilitation Mobile Home Rehabilitation Affordable Housing Homeless Facilities Public Services Public Facilities and Improvements
<b>Needs Addressed</b>	Homeless Populations Low-Income & Housing Populations Public Facilities Public Services
<b>Funding</b>	CDBG \$345,214
<b>Description</b>	<p>Grant management, planning, and technical assistance to carry out CDBG, HOME and selected other activities. Several planning, technical assistance and grant management activities have been identified for 2018 and include the following:</p> <ul style="list-style-type: none"> <li>A. General management of the CDBG and HOME projects and programs, including the drafting of Action Plans and Consolidated Annual Performance and Evaluation Report, executing procurement processes including RFP procedures and drafting written agreements</li> <li>B. Monitoring subrecipient agreements, recordkeeping and budgets, and assuring all federal and local guidelines are met, including eligibility under HUD national objectives, Davis Bacon Labor Standards, environmental reviews, fair housing and affirmative marketing</li> <li>C. Environmental reviews for projects initiated and funded by HUD (other than CDBG, HOME or ESG projects)</li> <li>D. Assist in the development of planning strategies and community development planning efforts with other housing and service agencies</li> </ul>
	<ul style="list-style-type: none"> <li>E. Program evaluations</li> <li>F. Direct DHHS operational costs and indirect costs as determined by the Intra-governmental Chargeback System</li> </ul> <p>FY 2018, CDBG Administration, Planning, and Grant Management costs are allocated at 20% of the CDBG Entitlement allocation plus 20% of any Program Income funds received.</p>
<b>Target Date</b>	12/31/2018

<b>Estimate the number and type of families that will benefit from the proposed activities</b>	NA
<b>Location Description</b>	Administration for CDBG, HOME, and ESG is at 825 L Street, Anchorage, Alaska.
<b>Planned Activities</b>	24 CFR 570.205 & 206 - Eligible planning and program administrative costs.

## 2. HOME Administration, Planning, and Grant Management

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Rental Housing Development Homeowner Development Program Tenant Based Rental Assistance
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	HOME \$73,307 and Program Income of \$28,792
<b>Description</b>	<p>Up to 10% of all new HOME funds, including Program Income may be used for administration, planning, and grant management. These funds will be used for general management of HOME projects and programs including the drafting of the Action Plans and Consolidated Annual Performance and Evaluation Report, executing procurement processes including Application/RFGP procedures and drafting written agreements, and general office expenses. Funds will also support the monitoring subrecipient agreements, recordkeeping and budgets, and assuring all federal and local guidelines are met, including eligibility under HUD national objectives, Davis Bacon Labor Standards, environmental reviews, fair housing and affirmative marketing.</p> <p>FY 2018, HOME Administration, Planning, and Grant Management costs are allocated at 10% of the HOME Entitlement formula allocation plus 10% of any Program Income funds received.</p>
<b>Target Date</b>	12/31/2018

<b>Estimate the number and type of families that will benefit from the proposed activities</b>	NA
<b>Location Description</b>	Administration for CDBG, HOME, and ESG is at 825 L Street, Anchorage, Alaska.
<b>Planned Activities</b>	24 CFR 92.207 - Eligible administrative and planning costs.

### 3. Mobile Home Repair Program - Rural Alaska Community Action Program

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Homeowner Housing Rehabilitated Mobile Home Rehabilitation Program (MHRP)
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	CDBG \$400,000
<b>Description</b>	The MHRP is administered by Rural Alaska Community Action Program and assists low-income families who own and occupy a mobile home in need of minor repairs. This assistance is in the form of a one-time grant of up to \$20,000. Funds are primarily used for EPDM roof covering, heating system replacement, hot water tank replacement, and mobile home leveling and skirting. Mobile homes comprise an important element of the affordable housing stock in the MOA. The MOA developed the MHRP to focus on repairs of aging mobile homes in order to preserve a portion of this affordable housing stock.
<b>Target Date</b>	12/31/2018 (first-year funding with four option periods remaining)
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	RurAL CAP estimates it will complete 20 units. The target population is owner-occupied mobile-home owner with low/moderate incomes less than 80% AMI.
<b>Location Description</b>	Municipality of Anchorage - City wide (Girdwood to Eklutna).

<b>Planned Activities</b>	24 CFR 570.202 (a)(1) - Privately owned buildings and improvements for residential purposes; improvements to a single-family residential property which is also used as a place of business, which are required in order to operate the business, need not be considered to be rehabilitation of a commercial or industrial building, if the improvements also provide general benefit to the residential occupants of the building.
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#### 4. Rental Housing Development – CDBG - Cook Inlet Housing Authority

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Rental Housing Development
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	\$596,944 2018 CDBG \$25,621 2016 CDBG SA#5 \$5,494 2017 CDBG SA#3 \$16,900 Program Income \$424,215 Proposed 2019 CDBG Total: \$1,069,174
<b>Description</b>	Acquisition/Rehabilitation of 630 W. 8 <sup>th</sup> Avenue. The Duke’s Downtown Housing project will consist of 27 units of low-income rental housing units.
<b>Target Date</b>	12/31/2018
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	21 households at 60% AMI, 6 households at 50% AMI
<b>Location Description</b>	630 W. 8 <sup>th</sup> Avenue, Anchorage, AK 99501
<b>Planned Activities</b>	24 CFR 570.202 (b)(1) - Assistance to private individuals and entities, including profit making and nonprofit organizations, to acquire for the purpose of rehabilitation, and to rehabilitate properties, for use or re-sale for residential purposes.

#### 5. Activity Delivery Costs

<b>Target Area</b>	Anchorage
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<b>Goals Supported</b>	Rental Housing Development Affordable Housing Mobile Home Repair Program Tenant-Based Rental Assistance Homeowner Rehabilitation
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	CDBG \$125,000
<b>Description</b>	Activity Delivery Costs for the MOA
<b>Target Date</b>	12/31/2018
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The goal is to provide Activity Delivery Costs.
<b>Location Description</b>	Municipality of Anchorage
<b>Planned Activities</b>	<p>24 CFR 570.202 (a)(1) - CDBG funds may be used to finance the rehabilitation of privately owned buildings and improvements for residential purposes; improvements to a single-family residential property which is also used as a place of business, which are required in order to operate the business, need not be considered to be rehabilitation of a commercial or industrial building, if the improvements also provide general benefit to the residential occupants of the building.</p> <p>Rental Development. 24 CFR 92.205 (a)(1) - HOME funds may be used by a PJ to provide incentives to develop and support affordable rental housing through the acquisition, new construction, reconstruction, or rehabilitation of non-luxury housing with suitable amenities, including real property acquisition, site improvement. The housing must be permanent or transitional housing. The specific eligible costs are set forth in sections 92.206 through 92.209. 24 CFR 570.202 (b)(1) - Assistance to private individuals and entities, including profit making and nonprofit organizations, to acquire for the purpose of rehabilitation, and to rehabilitate properties, for use or re-sale for residential purposes.</p>

## 6. CDBG Public Services – Downtown Hope Center - Emergency Shelter Overflow

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Public Services
<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG \$72,000
<b>Description</b>	The Downtown Hope Center and Catholic Social Services/Brother Francis Shelter to jointly address the needs of homeless in the community, by providing an extension of Brother Francis Shelter services. The cold weather emergency shelter located at the Downtown Hope Center will accommodate up to 50 women whenever temperatures drop to 45 degrees Fahrenheit or below.
<b>Target Date</b>	12/31/2018
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	160 low-income women
<b>Location Description</b>	240 E 3 <sup>rd</sup> Avenue, Anchorage, Alaska 99501
<b>Planned Activities</b>	570.201(e) – Public Services.

## 7. CDBG Public Services – Rural Alaska Community Action Program - Case Management Sitka Place

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Public Services
<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG \$71,560
<b>Description</b>	Rural Alaska Community Action Program provides case management and supportive services to homeless individuals with disabilities living in permanent supportive housing at Sitka Place.

<b>Target Date</b>	12/31/2018
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Sitka Place will house at least 50 individuals who are chronic homeless and with disabilities and extremely to very low-income.
<b>Location Description</b>	Safe Harbor - Sitka Place
<b>Planned Activities</b>	570.201(e) – Public Services.

### 8. CDBG Public Services – Alaska Legal Services Corporation

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Public Services
<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG \$72,255
<b>Description</b>	Alaska Legal Services Corporation provides direct assistance to at-risk of homelessness individuals and families. The legal assistance is aimed at immediately increasing an at-risk individual and family’s safety and stability by keeping or securing housing, obtaining orders of protection and assisting with income maintenance issues such as securing child support and public benefits.
<b>Target Date</b>	12/31/2018
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	350 low/moderate-income individuals and families
<b>Location Description</b>	1016 W. Sixth Ave., Suite 200, Anchorage, Alaska 99501

<b>Planned Activities</b>	570.201(e) – Public Services.
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**9. CDBG Public Services – Rural Alaska Community Action Program – Homeless Outreach**

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Public Services
<b>Needs Addressed</b>	Public Services
<b>Funding</b>	CDBG \$43,095
<b>Description</b>	RurAL CAP will provide a bridge between homeless services in the community to ensure that individuals experiencing homelessness have access to needed resources and are connecting with housing. The target population will be homeless individuals and individuals who are in crisis, who are experiencing severe needs. Priority will be given to individuals with incomes at 50% of the Area Median Income, who have a history of hospitalization and/or law enforcement contacts, are top users of the Anchorage Safety Center, and with a high vulnerability rating and who often have a substance abuse diagnoses. This population will often have co-occurring disorders (mental health and substance use disorders), as diagnosed in the Diagnostic and Statistical Manual of Mental Disorders (DSM-V).
<b>Target Date</b>	12/31/2018
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	60 individuals who are chronic homeless and with disabilities
<b>Location Description</b>	Scattered sites in Anchorage
<b>Planned Activities</b>	570.201(e) – Public Services.

**10. Rental Housing Development – HOME - Cook Inlet Housing Authority**

<b>Target Area</b>	Anchorage
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<b>Goals Supported</b>	Rental Housing Development
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	\$288,148 2018 HOME \$259,125 Program Income Total: \$547,273
<b>Description</b>	New construction of Elizabeth Place. The rental housing development project will consist of 50 units of rental housing and retail space.
<b>Target Date</b>	12/31/2019
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	28 households at 60% AMI, 10 households at 50% AMI, 4 households that are homeless and 10 units will be at market rate.
<b>Location Description</b>	630 I Street, Anchorage, AK 99501
<b>Planned Activities</b>	Rental Development. 24 CFR 92.205 (a)(1) - HOME funds may be used by a PJ to provide incentives to develop and support affordable rental housing through the acquisition, new construction, reconstruction, or rehabilitation of non-luxury housing with suitable amenities, including real property acquisition, site improvement. The housing must be permanent or transitional housing. The specific eligible costs are set forth in sections 92.206 through 92.209.

#### 11. HOME CHDO Housing Program - TBD

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Housing Program
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	HOME \$109,960
<b>Description</b>	TBD
<b>Target Date</b>	12/31/2018

<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD
<b>Location Description</b>	TBD, Anchorage, AK
<b>Planned Activities</b>	TBD

## 12. Tenant-Based Rental Assistance - NeighborWorks Alaska

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Tenant-Based Rental Assistance
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	HOME \$225,000
<b>Description</b>	NeighborWorks Alaska will administer Tenant-Based Rental Assistance to low-income individuals and families living in scattered sites located in the Municipality. Chronic homeless and low-income households' simultaneously experiencing homelessness with a physical or mental disability, substance abuse, or chronic health condition. The targeted population comprises that segment of the Anchorage homeless population that currently accounts for the highest per capita expenditure rate for police call-outs, emergency room and hospitalization, and Anchorage Safety Center/Safety Patrol encounters.
<b>Target Date</b>	12/31/2018
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 low-income households at or below 50% AMI
<b>Location Description</b>	Scattered sites located in the Municipality

<b>Planned Activities</b>	92.205(a)(1) Eligible activities.
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**13. CHDO Operating Assistance – NeighborWorks Alaska, Habitat for Humanity Anchorage & Rural Alaska Community Action Program**

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Rental Housing Development
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	HOME \$36,653
<b>Description</b>	Housing development costs for administration and overhead of the CHDO agency.
<b>Target Date</b>	12/31/2018
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Households with low/moderate-income
<b>Location Description</b>	Main office sites of NWA, HFHA & RurAL CAP
<b>Planned Activities</b>	92.208 Eligible CHDO Operating Expense and Capacity Building Costs

**14. ESG Anchorage – Municipality of Anchorage and Catholic Social Services**

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Homeless Prevention and Rapid Re-housing
<b>Needs Addressed</b>	Homeless Populations
<b>Funding</b>	2018 ESG \$145,198 NeighborWorks Alaska - Homeless Prevention \$72,419 Catholic Social Services - Rapid Re-housing \$61,889 Administration \$10,890

<b>Description</b>	Homeless Prevention activities and Rapid Re-housing for rent and utility assistance
<b>Target Date</b>	12/31/2018
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	35 persons assisted with Rapid Re-housing with extremely low-income 40 persons assisted with Homelessness Prevention with extreme low-income
<b>Location Description</b>	Administration for ESG is at 825 L Street, Anchorage, Alaska.
<b>Planned Activities</b>	578.53 Supportive Services

#### 15. HTF Anchorage – Rental Housing Development TBD

<b>Target Area</b>	Anchorage
<b>Goals Supported</b>	Rental Housing Development
<b>Needs Addressed</b>	Low-Income & Housing Populations
<b>Funding</b>	HTF Administrative - \$73,306 HTF Acquisition, New Construction, Rehabilitation and Operating Cost Assistance - \$659,762
<b>Description</b>	The MOA plans to use the HTF for the acquisition, new construction, rehabilitation and operating cost assistance of rental housing. The MOA plans to reserve 10% of the HTF allocation funding for administrative, planning, and compliance purposes. Up to 30% of the State allocation can be used for operating cost assistance. Operating cost assistance will only be used on rental housing projects for the HTF assisted units that do not receive project-based assistance. The MOA's 2018 HTF Allocation Plan is part of the 2018 Action Plan and must be approved by HUD.
<b>Target Date</b>	12/31/2019

<b>Estimate the number and type of families that will benefit from the proposed activities</b>	# TBD - Benefit extremely low-income individuals and families with incomes at or below the poverty line, whichever is greater
<b>Location Description</b>	Administration for HTF is at 825 L Street, Anchorage, Alaska
<b>Planned Activities</b>	24 CFR Part 93.200 Eligible activities, 93.201 Eligible project costs, 93.202 Eligible administrative and planning costs



## **AP-50 Geographic Distribution - 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed.**

The following is a description of the MOA’s geographic area for services, which include areas for low-income families and/or racial and minority concentrations where efforts will be directed throughout the 2018 calendar year.

According to the 2010 U.S. Census, the geographic area of the MOA has a total land area of 1,704.68 square miles and includes the Eklutna, Anchorage Bowl, Chugiak and Eagle River, and Girdwood (Turnagain Arm). The MOA is considered a county under the U.S. Census Bureau, and is identified as a unified home rule municipality, which means city government and borough governments are merged. Anchorage is the northern most major city in the United States. According to the U.S. Census Bureau, the estimated population in 2015 in Anchorage is 298,908 residents. Anchorage is the largest city in Alaska and constitutes approximately 41% of the State’s total population.

In 2010, the Census showed a total of 32,469 households resided in census tracts with a median household income below 80% of Anchorage’s median income. The census tracts below 80% median income included: 3, 4, 5, 6, 7.01, 7.03, 8.01, 8.02, 9.01, 9.02, 10, 11, 14, 17.31, 18.02, 19, 20, 21, and 22.02. The Census 2010 Demographic Information for Anchorage shows: White 66.00%, Black 5.60%, American Indian and Alaska Native 7.90%, Asian 8.10%, Native Hawaiian and Other Pacific Islander 2.00%, two or more races 8.10%, Hispanic or Latino origin 7.60%, and White persons not Hispanic 62.60%.

The AK Department of Labor shows the following race by percentage (July 2016): Total 299,037, White 194,470, American Indian and Alaska Native 26,003, Black or African American 18,060, Asian 28,626, Native Hawaiian or Other Pacific Islander 7,566, two or more races 24,312, and Hispanic Origin of any race 26,786.

[www.live.laborstats.alaska.gov/pop/estimates/data/RaceHispBCA.xls](http://www.live.laborstats.alaska.gov/pop/estimates/data/RaceHispBCA.xls)

**Table AP-50.1. – Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Municipality of Anchorage – City Wide	100%

### **Rationale for the priorities for allocating investments geographically**

In 2010 the median income in Anchorage was \$85,200. In 2016 the median income in Anchorage increased to \$87,600. According to the Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates, a total of 31,026 households in Anchorage have a household income below \$75,000.

The MOA has designated the entire city as the target area. This allows low-income households to live in any neighborhood and still be eligible to receive assistance from programs based on income.

## **Discussion**

The MOA will not prioritize the allocating of investments geographically as there is a great need for all programs citywide. To do so would prohibit individuals or families from participation in housing or programs based on where they reside.

## AP-55 Affordable Housing

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### Introduction

The MOA has identified goals in the 2018 Action Plan that provides decent housing by preserving the affordable housing stock and increasing the availability of affordable housing. The 2018 Action Plan lists specific goals and actions that are funded with HOME, CDBG, ESG and HTF funds to work towards achieving these goals.

In the 2018 Action Plan, the MOA will continue to support the Rural Alaska Community Action Program's Safe Harbor rental housing projects. Rural Alaska Community Action Program will CDBG Public Service funds to provide case management and supportive services to homeless individuals with disabilities living in permanent supportive housing at Sitka Place.

The MOA will continue to support NeighborWorks Alaska's Tenant-Based Rental Assistance, (TBRA) a rental assistance program for 20 households per year. The TBRA targets the homeless and extremely to very low-income (30% AMI or less) households simultaneously experiencing homelessness with a physical or mental disability, substance abuse, or chronic health condition.

The MOA will continue to support the Rural Alaska Community Action Program's Mobile Home Repair Program (MHRP). The MHRP rehabilitates 20 owner-occupied mobile home owners with low to moderate incomes (80% AMI or less).

The new affordable housing projects with CDBG, HOME and HTF funds in 2018 are TBD.

The following tables show the goals for affordable housing projects funded with FY 2018 funding.

### Table AP-55.1. - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households to be Supported.	
Homeless:	4
Non-Homeless:	183
Special Needs:	10
Total:	197

### Table AP-55.2. - One Year Goals for Affordable Housing by Support Type

One Year Goals for the Number of Households Supported Through	
Rental Assistance:	110
The Production of New Units:	40
Rehab of Existing Units:	20
Acquisition of Existing Units:	27
Total:	197

### Discussion

#### Housing Needs Assessment

The MOA is providing affordable housing assistance to renters and homeowners who may be homeless and non-homeless. The programs include rehabilitation of owner-occupied mobile homes, new construction of rental and home-owner properties and tenant-based rental assistance.

Mobile Home Repair Program – rehabilitation - 20 households at 80% AMI

Rental Housing Development – CDBG – acquisition/rehabilitation - 21 households at 60% AMI and 6 households at 50% AMI

Rental Housing Development – HOME – new construction - 28 households at 60% AMI, 10 households at 50% AMI, 4 households that are homeless and 10 units will be at market rate.

Tenant-Based Rental Assistance – Rental and down payment assistance for up to 2 years for 20 households at 50% AMI

ESG Anchorage – Rapid Re-housing for rent and down payment assistance for 35 households at 30% AMI

ESG Anchorage – Homeless Prevention for late rent and utility assistance for 40 households at 30% AMI

HTF Anchorage –rental development - TBD

## AP-60 Public Housing

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### Introduction

This information was gathered in consultation with the Alaska Housing Finance Corporation (AHFC), the public housing agency for the MOA. AHFC is a self-supporting corporation with a mission to provide Alaskans with access to safe, quality, affordable housing. They provide a variety of affordable housing programs and tools, including the operation of public housing, housing choice vouchers, and project-based assistance. They also finance housing developments through the Low-Income Housing Tax Credit program, tax-exempt multifamily loans, and the distribution of federal and State housing grants. In addition, a variety of home loan programs for low- and moderate-income residents are offered by AHFC. AHFC promotes self-sufficiency and well-being for people in Anchorage by providing or hosting:

- After-school programs for children and youth in public housing developments;
- Computer labs offer family self-sufficiency and educational resources as well as youth educational activities;
- Jumpstart, an enhanced Family Self-Sufficiency Program, is available to participants of AHFC's rental assistance programs who wish to increase income from employment and decrease dependence on housing assistance;
- Heavy chore services to frail elderly or disabled families;
- Meals on Wheels program at buildings with elderly and disabled families;
- Educational scholarships;
- Summer camp scholarships for children in the Housing Choice Voucher and Public Housing programs;
- Set-aside vouchers for families under the following programs:
  - Empowering Choice Housing Program – a voucher set-aside program for families displaced due to domestic violence directly referred by member agencies of the Alaska Network on Domestic Violence and Sexual Assault; 254 vouchers statewide (115 in Anchorage).
  - Moving Home Program - a voucher set-aside program for persons with disabilities directly referred from the State of Alaska Department of Health and Social Services; 150 vouchers statewide (70 vouchers in Anchorage).
  - Tenant-Based Rental Assistance – a coupon set-aside program for youth aging out of foster care directly referred by the State of Alaska Office of Children's Services; 25 coupons statewide (approximately 10 in Anchorage).
  - Tenant-Based Rental Assistance – a coupon set-aside program for families directly referred by the State of Alaska Department of Corrections who are under a supervision requirement; 75 coupons statewide (20 in Anchorage).

- Veterans Affairs Supportive Housing – a voucher set-aside program for homeless veteran families directly referred by the Alaska VA Healthcare System; 271 vouchers statewide (167 in Anchorage).

AHFC also provides housing-related research, planning, and program development services for Alaskan communities. In Anchorage, AHFC operates:

- 490 Public Housing Program units, of which 120 serve elderly/disabled populations exclusively;
- 137 Section 8 New Multifamily Housing Program units, of which 120 serve elderly/disabled populations exclusively;
- 48 affordable housing units which accept individuals with vouchers;
- 70 Section 8 Moderate Rehabilitation Program single-room occupancy units serving individuals who qualify as homeless under the McKinney-Vento Act;
- 2,435 Housing Choice Vouchers;
- 145 project-based voucher units; and
- Monthly rental subsidy equivalent to 46 project-based vouchers for persons at the Karluk Manor, a Housing First development, targeting chronically homeless individuals with substance abuse and alcohol addictions.
- As of June 2016 in Anchorage there were over 262 families on the Housing Choice Voucher waiting list with an anticipated lottery opening on July 1, 2016 and over 5,461 on the waiting list for various AHFC-owned rental assistance units statewide.

For the coming year, AHFC plans to issue a Request for Proposal to award project-based vouchers in partnership with a Section 811 grant to provide housing and supportive services for persons with disabilities. For the elderly and disabled population, AHFC has 240 one bedroom units for lower income persons. AHFC continues to modify its units with accessibility features such as enlarged door openings, grab bars in bathrooms and hallways, automatic doors, and removing carpet to facilitate wheelchair movement. For new construction, AHFC complies with ADA-504 on all new construction and renovation projects and ensures that at least five percent of the units, or one unit (whichever is greater), will accommodate a person with mobility impairments.

Lastly, AHFC offers a well-defined Reasonable Accommodation process that covers families from the application process through unit modification requests. Additionally, AHFC offers language interpretation services to those families with limited English proficiency.

The lack of affordable housing in the Anchorage area is evidenced by the very low vacancy rates. Many times this is most acutely felt by low-income residents. In particular, the waiting list in Anchorage indicates that one and two bedroom waiting lists are in the highest demand, and units that provide accessible features for the disabled are also very much needed.

Information regarding AHFC's activities can be found in its annual Moving to Work Plans and Reports at <https://www.ahfc.us/publichousing/resources/mtw-plans-and-reports/>.

### **Actions planned during the next year to address the needs to public housing**

Information regarding AHFC's activities can be found in its annual Moving to Work Plans and Reports at <https://www.ahfc.us/publichousing/resources/mtw-plans-and-reports/>.

AHFC continues to research development and partnership opportunities for increasing the number of affordable housing units around the State of Alaska.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

AHFC encourages resident involvement and input on a routine basis. The Resident Advisory Board meets quarterly to discuss program or plan changes affecting both Public Housing residents and Housing Choice Voucher holders. A report from each Resident Advisory Board meeting is provided to the AHFC Board of Directors. The Public Housing Division frequently holds public hearings for resident and public input on a variety of policies and programs. Several of AHFC's Public Housing and Multifamily communities have active Resident Councils across the state, and AHFC produces a newsletter that is available to residents several times per year.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Public Housing Authority is not designated as troubled. AHFC has been designated as a Moving to Work Agency by the US Department of Housing and Urban Development and is considered a High Performing Public Housing Authority.

### **Discussion**

AHFC is the State of Alaska's only Public Housing Authority. Their headquarters is located in Anchorage. AHFC partners with many of the non-profits and agencies in Anchorage and provides funding for many programs/projects. Those activities are listed in its annual plans and reports as well as the detailed list of its housing activities described above.

For its fiscal year ending June 30, 2016, of the 1,393 families admitted into housing programs, 61.7 percent were extremely low-income and 36.6 percent were very low-income. AHFC will continue to provide affordable housing to extremely low-, very low- and low-income families, seniors, and disabled individuals through the public housing program. It will also continue to provide a full service approach to property management and maintenance. General up-keep and maintenance of property is important for curb appeal and resident satisfaction. Property management and maintenance staff conduct regular site inspections using standard checklists at least annually. Inspections results are used to create plans for capital improvements.



## **AP-65 Homeless and Other Special Needs Activities - 91.220(i)**

### **Introduction**

The MOA has identified goals in the 2018 Action Plan that provide decent housing by transitioning homeless persons and families into permanent housing and increasing the supply of supportive services. The 2018 Action Plan lists specific goals and actions that are funded with HOME, CDBG, ESG and HTF funds to work towards achieving these goals.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The MOA continues to meet weekly with the Anchorage Coalition to End Homelessness (Continuum of Care) on the implementation of Coordinated Entry to ensure that individuals and families who are homeless are connected to the appropriate services. Coordinated Entry is designed to coordinate and prioritize access to housing and homeless programs. Weekly coordinated entry provider meetings are held to discuss homeless individuals housing placement and supportive services delivery by Anchorage providers.

The MOA participates in the Homeless Action & Response Team (HART) that addresses the problem of homeless camps located through Anchorage. The HART are partners from the Anchorage Police Department, Department of Health and Human Services, and mental health outreach workers coordinate services to vacate the homeless camps and transition the individuals and families to housing. The MOA funds two position at the MOA and one position at the Rural Alaska Community Action Program to provide a bridge between homeless services in the community to ensure that individuals experiencing homelessness have access to needed resources and are connecting with housing. The target population will be homeless individuals and individuals who are in crisis, who are experiencing severe needs. Priority will be given to individuals with incomes at 50% AMI, who have a history of hospitalization and/or law enforcement contacts, are top users of the Anchorage Safety Center, and with a high vulnerability rating and who often have a substance abuse diagnoses. This population will often have co-occurring disorders (mental health and substance use disorders), as diagnosed in the Diagnostic and Statistical Manual of Mental Disorders (DSM-V).

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The MOA funds one position at the Downtown Hope Center to provide on-sight management of the Emergency Overflow Shelter. The Emergency Overflow Shelter is a temporary shelter for approximately 160 unduplicated homeless women per year when the temperature is 45 degrees or below.

The MOA coordinates the Emergency Cold Weather Shelter program that shelters families at emergency cold weather shelters operated by eight churches. Families are referred to an emergency cold weather shelter when the temperature is below 45 degrees. To access the shelter, families are instructed to call the Abused Women's Aid In Crisis (AWAIC) hotline which is staffed 24-hours a day in Anchorage. Once a family is identified through the

AWAIC hotline, AWAIC will get in touch with the appropriate temporary cold weather shelter and estimate the arrival time of the family.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again:**

The MOA plans to fund one or more affordable housing projects in 2018 through an application process. There will be a substantial amendment to the 2018 Action Plan when projects are selected.

The MOA continues to support decent affordable housing by funding the NeighborWorks Alaska's Tenant-Based Rental Assistance program that assists 20 homeless households at 50% AMI with rental and down payment assistance for up to 2 years. These are households' simultaneously experiencing homelessness with a physical or mental disability, substance abuse, or chronic health condition.

MOA provides two (2) Emergency Solution Grants types, the Rapid Re-housing and Homeless Prevention. The ESG programs provide short-term rental assistance to individuals and families that are homeless or at risk of homelessness by helping them regain stability in their current housing or permanent housing. Case Managers and participants create case plans with up to 3 focus areas to work on. The Try-Out Phase, is the phase the participant becomes more independent as they utilize the resources on their own. The case manager does follow up, to make sure everything is working out on both sides. The case manager then takes a step back supporting the participant when needed. In 2017, Catholic Social Services, Rapid Re-Housing program assisted 250 households with ESG funds and the matched locally funded programs for homeless families and individuals.

MOA works with the CoC to assist homeless persons, especially the chronically homeless individuals, veterans and their families and unaccompanied youth.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The MOA funds the Rapid Re-housing program operated by Catholic Social Services to provide rent and down payment assistance to low-income households at 30% AMI who are homeless or at-risk of homelessness by helping them to quickly be re-housed and stabilized.

Systems of care and publicly funded institutions discharge persons into homelessness, such as health-care and mental health facilities, foster care and corrections programs. State, locals and private and public agencies work in consortium to provide assisted and fair housing, health and social services, to children, elderly, disabled, homeless and person with HIV and their families and other special groups affected into homeless or at risk of homelessness.

Agencies work tirelessly on the methods of distribution of assistance within the community. Homelessness is a community wide effort. Members of Continuum of Care ranked homeless families with children and youth as the highest priorities. Efforts by government programs, non-profit agencies, businesses and the public were formulated to create standard intake processes; increases to funding for more low-cost affordable housing; better access to prevention services, and funding for medical and behavioral treatment.

ESG has benefited from the Coordinated Entry efforts of by assisting in the development of policies, performance standards and program evaluations and coordinating housing services funding for homeless families and individuals.

With ESG Rapid Re-housing (RRH) services, Catholic Social Services (CSS) assists families living in shelters or in place not meant for human habitation to move into permanent housing as quickly as possible. RRH households must have a reliable income source that will sustain housing. ESG assists families for 3 months, if there are extenuating circumstances and funds are available, assistance up to 6 months may be considered. Community Based case management provides intensive case management, limited financial resources and referrals to additional community resources. RRH services does not allow the family to pay more than 30% of their income towards rent.

CSS Homeless Family Services work with multiple outside agencies and service providers to service households experiencing homelessness. Outside agencies must provide a Release of Information for each participant in order for open communication between parties to occur. Regular weekly check-in meeting must occur to ensure appropriate service delivery.

A Self-Sufficiency Plan or Housing Stability Plan is established for each family. Each household must be able to independently maintain permanent housing after program assistance has ended. Applicants can receive case management services up to 90 days as long as they are compliant with the rights and responsibilities outlined in the ESG program.

A review of eligibility will be conducted every 6 months. Discharge planning begins at intake. The participant will complete an After-care/Follow-up form during the intake process that specifies their desire for case management follow-up after discharge. Community partners and landlords working with the participant continue to be a part of the community partners.

At this time CSS is in the process of revamping the RRH program model to an evidenced based model called Critical Time Intervention (CTI). CTI recognizes people need the most support during times of transition. Services can last 3 months to 1 year depending on the grant(s) and the level of the participant's self-sufficiency.

A renter household in Anchorage needs 1.5 full-time jobs at average renter wage to afford a two-bedroom unit at fair market rent.<sup>5</sup> This high cost of rental housing is part of why an estimated 33 percent of all households in the Municipality of Anchorage are cost-burdened, meaning they spend more than 30 percent of their income on housing. Housing is even less affordable for the lowest income residents; to afford a two-bedroom rental unit at fair market rent, a renter earning minimum wage would need to work 102 hours per week as per 2017 Housing Assessment.

The MOA's also funds the Homeless Prevention program operated by the MOA's Aging and Disabilities Resource Center to provide financial assistance with rent and utility

arrears to approximately 40 low-income households at 30% AMI. The program will prevent households from becoming homeless and regain stability in permanent housing.

Housing relocation and stabilization services and short term rental assistance as necessary to prevent the household from moving into an emergency shelter, a place not meant for human habitation or another place of the homeless definition. The cost of homeless prevention are only eligible to the extent that the assistance is necessary to help the participant to regain stability in their current housing or move into other permanent housing and achieve stability in that housing.

The MOA funds the Public Services program operated by Alaska Legal Services Corporation that provides assistance to 350 low-income individuals and families that are at-risk to becoming homeless. The legal assistance is aimed at immediately increasing an at-risk individuals and family's safety and stability by keeping or securing housing, obtaining orders of protection and assisting with income problems, such as, securing child support and public benefits.

### **Discussion**

The goals and activities described above to reduce and end homelessness in the MOA are contingent upon stable funding from the HUD HOME, CDBG, ESG and HTF funds. The MOA will continue the following activities to help end homeless in Anchorage.

- Coordinate with partners to support community efforts that link veterans to case management and housing services.
- Coordinate with the Continuum of Care to seek strategies and actions that improve Coordinated Entry to housing and services.
- Work with community partners to link individuals and families to mainstream support services, such as public assistance, Medicaid/Medicare, and veterans support services.
- Reduce homelessness by increasing the availability of affordable housing, so individuals and families can move off the streets, out of shelters, and into permanent homes.

## AP-75 Barriers to Affordable Housing

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### Introduction

As mentioned in the Consolidated Plan, the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the Municipality. Such policies include:

- Title 21 zoning ordinance residential design standards
- Regulatory processes
- Accessory-dwelling-units regulations
- Land use codes and controls
- Zoning ordinances
- Building codes
- Fees and charges
- Permits and approvals
- Parking requirements
- Infrastructure standards and requirements
- Open space requirements
- Off-site improvements requirements

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

During the period of this Action Plan and the 2018-2022 Consolidated Plan, the Municipality plans to do what it can to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing.

In 2015, the Planning Division worked with the development community to amend the new Title 21 zoning ordinance residential design standards, to revise sections of the new standards that the development community has identified as the most costly (relative to public benefit) or difficult to adhere to. These include, amending the open space requirements, no longer requiring building wall off-sets, no longer requiring storage areas, and organizational changes that simplify and shorten the regulations. Menu choices and standards are becoming clearer and easier to comply with, more flexible and less prescriptive.

In 2016, the Municipality's Planning Department completed the updated Anchorage 2040 Land Use Plan. One of the main objectives to the plan is to make sure that enough land is designated to accommodate anticipated housing needs, including more compact housing types. The Planning Department included as a factor the need for equity in the geographic distribution of compact housing types that tend to be more affordable and transit oriented. The Department of Health and Human Services has partner with the Planning Department on the best use of the limited land in the Municipality of Anchorage for the development and preservation of affordable housing.

The following strategies to remove or ameliorate the barriers to affordable housing in

Anchorage was provided by the Municipality of Anchorage Planning Department.

**Does the Municipality of Anchorage (MOA)'s comprehensive plan include a "housing element? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water.**

The MOA comprehensive plan consists of a series of four overarching plans: Anchorage 2020—Anchorage Bowl Comprehensive Plan (AB 2020), Chugiak-Eagle River Comprehensive Plan (CE), Girdwood Area Plan (GAP), and the Turnagain Arm Comprehensive Plan (TA). Further amplification of these four plans may be found in area specific plans as well as functional plans addressing infrastructure, parks, open space, historic preservation, and natural resource management. The issue of housing is interwoven throughout the comprehensive plan along with such issues as future land use, transportation, and open space. The AB 2020 Plan includes Policy #56, which guides the development of the Housing & Community Development Consolidated Plan in terms of the location and density of housing development. AB 2020 calls for a more focused and compact form of development than had been traditionally found in Anchorage. Subsequent area specific plans have forwarded this focus and provide greater specificity in types of housing, density, their planned location, and the design and character of desired for new housing development.

The recently adopted Anchorage 2040 Land Use Plan (2040 LUP) supplements the AB 2020 Plan. The 2040 LUP sets the stage for future growth and development, with an emphasis on future housing needs. The 2040 LUP incorporates the adopted area specific plans, public facility plans, and recent analyses regarding population, housing, commercial, and industrial needs over the next 25 years. The 2040 LUP has a housing Goal (Goal #4) to meet the housing needs of all and adds additional policies to encourage and guide the development of housing. It also includes recommended strategies to carry out the plan and manage growth including strategies to help reduce the cost of housing and alleviate the workforce housing deficit. Some of the recently adopted actions include a new mixed use zoning district – R-3A, which promotes mixed use development near town centers that are served or planned to be served by transit.

**If the MOA has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle income families, for at least the next five years?**

Chapter Two of AB 2020 includes an analysis of the local population, economy, land use, forecasts for planning and infrastructure needs over a twenty year time horizon. The Consolidated Plan estimates the housing needs of low and low-to-moderate income households.

The 2040 LUP includes an updated housing sufficiency analysis forecasting the housing needs through the year 2040. The 2040 LUP encourages a range of housing types to meet those needs, with specific targets for compact and multifamily housing types. The 2040 LUP includes actions to review and amend zoning standards such as parking requirements,

building heights, minimum lot sizes, and mixed use regulations to further encourage housing development.

**Does the MOA zoning ordinance and map, development and subdivision regulations or other land use controls conform to MOA's comprehensive plan regarding housing needs by providing: a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the plan? (For purposes of this notice, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.)**

Title 21, Anchorage's zoning code was overhauled in 2013. Title 21 includes updated standards that promote and encourage redevelopment and infill development with higher land use densities and intensities. It provides a range of multifamily districts allowing moderate, medium, and high density housing types—both market and affordable—by right.

**Does the MOA's zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?**

Title 21 sets minimum dwelling unit size. It does not set minimum size of structures.

**If the MOA has development impact fees, are the fees specified and calculated under local or state statutory criteria? If yes, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation?**

The MOA does not charge impact fees but it does require off-site improvements to streets and utilities in proportion to the development's off-site impacts.

**If the MOA has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?**

N/A

**Has the MOA adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis.**

Any modifications (rehabilitation) of a building must meet the International Existing Building Code (IEBC). Any modification (rehabilitation) of a building for the purposes of a voluntary seismic upgrade does not have to fully meet code but it does have to move toward compliance and can't make conditions worse.

**Does the MOA use a recent version (i.e. published within the last 5 years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the**

**Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA) without significant technical amendment or modification.**

MOA has adopted the 2012 International Building Code (IBC) with modifications. The Fire Department uses NFPA standards that are referenced in the adopted IBC and IFC. Amendments have been adopted for both codes. The IBC has not been amended to disallow the requirements for sprinklers; however the International Residential Code has. The IRC addresses single-family and duplexes. The Fire Department has limited jurisdiction with the IRC and that does not include residential sprinklers.

**Alternatively, if a significant technical amendment has been made to the above model codes, can the jurisdiction supply supporting data that the amendments do not negatively impact affordability.**

Unknown.

**Does the MOA's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?**

Title 21 allows manufactured and pre-fab housing by right, as long as it has permanent foundation and meets requirements generally applicable to stick-built housing.

**Within the past five years, has an official (i.e., mayor, city manager, administrator, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?**

In 2012 the MOA contracted with a local consulting firm to conduct a technical analysis of housing demand and preferences in Anchorage. The 2012 Housing Market Analysis evaluated housing demand over the 2010 to 2030 period and the financial feasibility of compact housing types. It found that there is a significant shortage of housing, especially in the multi-family and compact housing types, and recommended measures in response. Many factors affect the supply of housing in Anchorage, including the fact that overall construction costs create a significant feasibility gap for medium and high density housing. The Analysis identified regulatory processes as one of several factors that local government could directly and quickly correct. The MOA is working to address these regulatory process and land use codes barriers as resources allow, in part through the 2040 Anchorage Land Use Plan (2040 LUP) and its policies and action items.

In 2015 the Alaska Mental Health Trust Authority and the United Way of Anchorage funded a fair housing analysis on behalf of the MOA. The Analysis of Impediments to Fair Housing study found that Anchorage's housing challenge affected residents at all economic levels, with lower-income and minority rental households the most seriously impacted.

The 2040 LUP updates the 2012 housing capacity and needs analysis through the year 2040. It corroborates the findings of the reports above, and includes measures for housing such as making reduced parking requirements for rental housing by-right, allowing for smaller lot sizes, more compact housing, and ADUs, facilitate redevelopment of blighted areas, and plan ahead for the potential redevelopment of mobile home parks.

The current Administration has designated a Housing Coordinator in the Real Estate Department who's primary focus is to encourage housing development on underutilized or vacant City owned lands.

**Within the past five years, has the MOA initiated major regulatory reforms either as a result of the above study?" If yes, attach a brief list of these major regulatory reforms.**

The MOA overhauled its zoning ordinance, called Title 21, in 2013. The new code introduced lower parking requirements, administratively available parking reductions, narrow lot housing, ADUs, and density and parking incentives for affordable / transit supportive housing. As users have developed projects under the new Title 21, amendments have been made to address adding greater flexibility in parking standards for small lot subdivisions, and other adjustments.

Within the past five years has the MOA modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?

Some are underway and more are called for in 2040 LUP. The Anchorage Water and Wastewater Utility (AWWU) is conducting an analysis of its rate setting processes in an attempt to develop greater flexibility in the approval of water and wastewater infrastructure improvements. Presently, AWWU has limited means to authorize new infrastructure technologies to significantly reduce the cost of housing.

**Does the MOA give "as-of-right" density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, "as of right" means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)**

Title 21 offers as of right density bonuses for increases in floor-area-ratio (FAR) for affordable rental housing. The amount of floor area bonus is directly tied to the amount of floor area of affordable rental housing. The affordable housing receiving the bonus must meet three non-discretionary (as of right) standards: be at least partly above grade to have windows, be intermingled with market units in the project, and be indistinguishable in appearance from market units.

**Has the MOA established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?**

The MOA has the ability to conduct concurrent reviews for some of the required permits and approvals. The new LUP calls for formalizing "permit assistance teams" for housing.

**Does the MOA provide for expedited or “fast track” permitting and approvals for all affordable housing projects in Anchorage?**

Not formally, but does have this ability if requested.

**Has the MOA established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time period, results in automatic approval?**

Yes.

**Does the MOA allow “accessory apartments” either as: a) a special exception or conditional use in all single-family residential zones or, b) “as of right” in a majority of residential districts otherwise zoned for single-family housing?**

Yes, and is in the midst of expanding these with a LUP target of 1,000 accessory-dwelling-units (ADU)s over next 25 years. An ADU ordinance is currently under review by the Assembly that amends current ADU regulations. If these amendments are adopted as submitted, ADU units will be allowed in all residential zoning districts.

**Does the MOA have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?**

Yes, Traffic Engineer and Planning Director may approve a 15 to 30 percent reduction to the number of required off-street parking spaces for each affordable housing unit.

**Does the MOA require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?**

No.

### **Discussion**

The MOA will continue to provide information to developers and project sponsors on how to comply with accessibility guidelines. HOME funding automatically requires the minimum of 5% accessible and 2% site and sound unit thresholds.

MOA grant agreements have requirements to affirmatively further fair housing.

The MOA displays the Fair Housing Poster in its office and reasonable accommodation requests are encouraged in all communication regarding public meetings.

## **AP-85 Other Actions - 91.220(k)**

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### **Introduction**

The limited amount of funding provided to the MOA through HUD programs is not sufficient to solve the affordable housing or homeless issues in Anchorage. It will take collaboration and support from several organizations to succeed with these priorities. The MOA coordinates its efforts with the Anchorage Coalition to End Homelessness, Continuum of Care partners, State Department of Health and Social Services, Alaska Mental Health Trust Authority, Alaska Housing Finance Corporation and non-profit agencies serving individuals and families who may be low-income, homeless or a person with special needs.

### **Actions planned to address obstacles to meeting underserved needs**

The main obstacle that the MOA has had to address for the last several years are decreases in CDBG and HOME funding. Reduced HUD funding has made it difficult for the MOA to fund projects in the community to solve the lack of affordable housing, the chronic homeless population and supportive services to individuals and families to help them from becoming homeless. The MOA anticipates that funding will continue to decrease in the immediate future due to the continuing federal budget cuts at HUD. For all projects in the 2018 Action Plan, the MOA is working with partners to leverage federal and State funds to meet the underserved housing needs of individuals and families in Anchorage.

### **Actions planned to foster and maintain affordable housing**

In the 2018 Action Plan, the MOA will foster affordable housing by funding two affordable housing projects, Elizabeth Place and Dukes Place. Also the MOA will continue to fund the Rural Alaska Community Action Program's Mobile Home Repair Program for health and safety rehabilitation to maintain mobile homes owned by low/moderate-income families.

### **Actions planned to reduce lead-based paint hazards**

Lead-based paint (LBP) in Anchorage's housing continues to be a rare occurrence. Nevertheless, all CDBG, HOME and HTF funded programs dealing with rehabilitation of older homes include funds to address LBP according to Part 35 regulations. The MOA will continue to collaborate as appropriate with State and local agencies, nonprofit groups, and the private sector to reduce housing related LBP hazards, especially for low-income families and children. The MOA has developed LBP Policies and Procedures in compliance with 24 CFR 35 (LBP Poisoning Prevention in Certain Residential Structures) which are incorporated into all its programs. These include acquisition and rehabilitation programs funded by CDBG, HOME and HTF. Where program specific policies impose funding caps per client or per unit, these caps may be waived when costs required address LBP testing, evaluations, assessments and mitigation cause the project to exceed program limits.

### **Actions planned to reduce the number of poverty-level families**

In the 2018 Action Plan, the MOA will reduce the number of poverty-level families by funding two programs. The Tenant-Based Rental Assistance (TBRA) program will help the homeless individuals and families with disabilities with rental assistance to keep them housed until permanent rental assistance becomes available. The Homeless Prevention and Rapid Re-housing programs assist individuals and families who are at risk of homelessness

due to short-term crisis or have been homeless for a short-term. These individuals and families need short-term financial assistance for preventing evictions, utility shut-offs or down payment for starting a new rental lease.

Poverty is so often the result of chronic struggles with hunger, addiction, housing insecurity, mental illness, unemployment, educational voids and various forms of abuse. These interconnected struggles continue year after year and often span generations. Many organizations work to meet the needs of the whole person through short and long-term assistance.

Housing insecurity and prolonged poverty are strongly linked. Many organizations offer programs to struggling men, women, children, and families. This includes overnight and emergency shelters for those finding themselves homeless for the first time to transitional living centers that help rebuild lives. Permanent housing is achieved through programs that keep a household together through counseling, coaching and maintaining a budget.

Employment assistance is part of the comprehensive approach to helping families and individuals overcome poverty, many organizations offer educational resources, job placement opportunities, and career coaching that will assist those in need of stable and gainful employment.

Bill paying assistance, help is given to struggling families and individuals by avoiding the cycle of crisis by supplanting their income with rent, utility, food and other vital payments. This assistance at times is the difference between shelter and eviction, keeping a families together and off the streets.

Medical services and government health coverage has provided medical, dental and behavioral services for low-income families, elderly, veterans, chronic conditions and people with disabilities. To become eligible individuals must meet certain conditions based on income, category, age, disabilities and non-medical benefits.

### **Actions planned to develop institutional structure**

The MOA participated in the implementation of the Anchorage Community Plan to Prevent and End Homelessness (The Plan) dated October 14, 2015. The Plan was written by the Planning Committee in partnership from the DHSS, Housing, Homeless and Neighborhood Development (HHAND) Commission and Anchorage Coalition to End Homelessness. The Plan is one of the basis in setting priorities for distributing CDBG, HOME, ESG and HTF funds in 2018.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The Anchorage Coalition to End Homelessness (Continuum of Care), a non-profit organization comprised of providers of homeless services that come together to address homelessness as a partner with the MOA. The MOA DHSS has a dedicated staff member that is on the board of directors.

In 2018, the MOA will continue to coordinate its efforts with Housing, Homeless and Neighborhood Development (HHAND) Commission, Anchorage Coalition to End Homelessness, Continuum of Care partners, Alaska Department of Health and Social

Services, Alaska Mental Health Trust Authority, Alaska Housing Finance Corporation and non-profit, public and private housing agencies and social service agencies.

**Discussion**

See above.



## **AP-90 Program Specific Requirements - 91.220(I)(1,2,4)**

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### **Introduction**

The jurisdiction must describe activities planned with CDBG, HOME, ESG and HTF funds expected to be available during the year. All such activities are also included in the projects section.

### **CDBG, HOME and HTF**

- Mobile Home Repair Program – Rural Alaska Community Action Program - Renovate owner occupied mobile homes with CDBG funding.
- Rental Housing Development – Cook Inlet Housing Authority – Acquisition/Rehabilitation of rental housing with CDBG funds.
- Rental Housing Development – Cook Inlet Housing Authority – New Construction of rental housing with HOME funds.
- HOME CHDO and HTF Housing Program(s) – TBD.
- **Housing Development Program** – Habitat for Humanity Anchorage – Site development, design/engineering and project management with HOME funding for construction of housing for new homeowners.
- Tenant-Base Rental Assistance – NeighborWorks Alaska – CDBG funds
- Operating Expense Assistance – NeighborWorks Alaska, Habitat for Humanity Anchorage & Rural Alaska Community Action Program – HOME funds

### **CDBG Public Services**

- Public Services – Downtown Hope Center – Provide staffing and overhead for operating an emergency overflow shelter for up to 50 homeless women per night.
- Public Services – Rural Alaska Community Action Program – Provide case management to persons who were recently homeless in Sitka Place, permanent housing, and who may have chronic alcoholism and other disabilities.
- Public Services – Alaska Legal Services Corporation – Provide direct legal assistance to individuals and families at-risk of homelessness.
- Public Services – Rural Alaska Community Action Program - Provide a bridge between homeless services in the community to ensure that individuals experiencing homelessness have access to needed resources and are connecting with housing.

### **Community Development Block Grant CDBG**

#### **Reference 24 CFR 91.220(I)(1)**

**Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies Program Income that is available for use that is included in projects to be carried out.**

**Table AP-90.1. – CDBG Program Income**

	<b>Amount</b>
1. The total amount of Program Income that will have been received before the start of the next program year and that has not yet been reprogrammed.	\$0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0
3. The amount of surplus funds from urban renewal settlements.	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	\$0
5. The amount of income from float-funded activities.	\$0
<b>Total Program Income</b>	<b>\$0</b>

**Other CDBG Requirements**

**Table AP-90.2. - Estimated Percentage of National Objective Benefits**

	<b>Amount</b>
1. The amount of urgent need activities.	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00% +

**HOME Investment Partnership Program (HOME)**

**Reference 24 CFR 91.220(I)(2)**

**The jurisdiction must describe activities planned with HOME funds expected to be available during the year. All such activities should be included in the Projects screen. In addition, the following information should be supplied:**

**1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

The Municipality does not intend to use other forms of investment beyond those identified in Section 92.205.

**2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

**Resale/Recapture Provision**

The Municipality is only establishing a recapture provision. Resale requirements for ensuring affordability are not being implemented.

**A. Recapture Model: Recapture Entire Amount**

Recapture applies to the downpayment and closing-cost assistance loans to homebuyers in conjunction with the Homebuyer Development Program, funded by the HOME Investment Partnerships Program (HOME) in the 2017 Annual Action Plan, being initiated with Habitat for Humanity Anchorage. The Homebuyer Development Program, a CHDO program, provides direct assistance to homebuyers through loans for downpayment and closing costs.

Loans shall be non-forgivable, at 0% interest, with the HOME loan amount due and payable upon alienation. There are no payments associated with these loans. The Municipality shall enforce the loans through deeds of trust and deed of trust notes. The loans continue past the HUD affordability periods and are not assumable. Buyers may sell at any time with no limits on the sale price.

**Limitation** When repayment is initiated by a sale (voluntary or involuntary) of the property, and there are no net proceeds or the net proceeds are insufficient to repay the HOME loan balance, the amount recaptured will be limited to the net proceeds, if any. The net proceeds are the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

Two examples: A voluntary sale that results in insufficient funds may include a sale when changing location for a job. An involuntary sale may include foreclosure by a superior mortgage-holder.

**Alienation:** alienation occurs when the homeowner ceases to live on the property for any reason including sale of the property; death of the assisted homebuyer; or vacating the property for a job change, marriage, or for any other purpose.

HOME regulations require the assisted homebuyer to live in the residence for the entire affordability period. The recapture provision is a requirement of the HOME Program that ensures the funds are assisting qualified individuals or families.

## **B. Amount Subject to Recapture**

Only the direct subsidy to the homebuyer (i.e., the downpayment and closing cost assistance) is subject to recapture. Development subsidies are not considered.

### **3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:**

A description of the MOA's guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds is the same as the description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities. See description above.

### **4. Market Conditions Indicating the Need for TBRA**

The MOA certifies that an assessment has been completed of market factors, and because there is an ample supply of housing, a Tenant-Based Rental Assistance (TBRA) program is an effective way to expand affordable housing opportunities for the community. The lack of affordable housing in the Anchorage area is evidenced by the very low vacancy rates which have caused rents to increase. The average rent for a one-bedroom apartment in Anchorage increased 13% from \$1,112 in 2015 to \$1,259 in 2016. (Rental Survey by Alaska Department of Labor and Workforce Development). As of June 2016 in Anchorage there were over 262 families on the Housing Choice Voucher waiting list and over 5,461 on the

waiting list for various Alaska Housing Finance Corporation (AHFC) -owned rental assistance units statewide.

TBRA is essential to meeting the unmet needs of special needs and at-risk populations by providing opportunities for those seeking a way out of homelessness. AHFC cannot issue TBRA vouchers in the MOA and the rental assistance programs currently available through AHFC for chronic homeless have all been leased and have waiting lists (Moving Home Program and Veterans Affairs Supportive Housing).

The MOA has identified the need to provide TBRA to eligible households that are at or below 50% of the median area income. Preference is given to special needs populations identified in AHFC's Moving Home Voucher Program. Case Managers have been able to successfully engage the chronically homeless and introduce the Housing First concept to them, only to be let down later over the time it takes to obtain permanent long term rental subsidy. TBRA is intended to fill this gap by providing temporary rental assistance while waiting for an AHFC voucher to be processed or while waiting for their name to come up on the waiting list.

NeighborWorks Alaska administers Tenant-Based Rental Assistance to low-income persons living in the MOA. Chronic homeless and low-income households' simultaneously experiencing homelessness with a physical or mental disability, substance abuse, or chronic health condition. The targeted population comprises that segment of the Anchorage homeless population that currently accounts for the highest per capita expenditure rate for police call-outs, emergency room and hospitalization, and Anchorage Safety Center/Safety Patrol encounters.

**5. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:**

There are no plans for refinancing existing debt with HOME funds.

**Emergency Solutions Grant (ESG)  
Reference 91.220(I)(4)**

**1. Included written standards for providing ESG assistance (may include as attachment)**

Written standards for providing ESG assistance is included in the Appendix.

**2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.**

ESG staff are required to take part in and act in accordance with the Continuum of Care (CoC) Coordinated Entry process, this includes using CoC's standard assessment tools and practices. CoC is a community-based homeless assistance planning network whose accountabilities include effective use of mainstream programs. CoC and ESG coordinate and integrate to the extent possible, all assistance programs available to the homeless. Prioritization for Homeless Prevention and Rapid Re-housing assistance comply with CoC standards.

All applicants are assessed to determine eligibility based on homeless definitions, eligibility and assessments. ESG establishes documented intake procedures with AKHMIS data collection and recordkeeping.

**3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations) will be allocated.**

The MOA awards an annual grant to Catholic Social Services to expend monies for the Rapid Re-housing Program. Homeless Prevention funds will be administered by the Aging and Disability Resource Center at DHHS, MOA.

MOA works in partnership with Chugach Electric Association (CEA) and Anchorage Water and Wastewater Utility (AWWU) to provide utility assistance to their members. In 2017, AWWU provided utility assistance \$10,760 to 35 AWWU households through their “Coins Can Count” program and CEA provided \$77,884 to 260 Chugach Electric households.

**4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.**

MOA DHSS has a dedicated member of the Anchorage Coalition to End Homelessness (Continuum of Care) board of directors.

**5. Describe Performance Standards for Evaluating ESG**

Summarized Performance Standards:

ESG funds will be used to provide short and medium-term housing for homeless and at risk of homelessness individuals and families. ESG assistance reports client data through Alaska Homeless Management Information System (AKHMIS). In order to receive funding under the HEARTH Act the ESG program uses a coordinated centralized assessment system, AKHMIS.

Updates and input from the Anchorage Coalition to End Homelessness will help determine if the services should be increased or decreased. This includes: (1) continued development and implementation of policies and procedures, (2) the maintenance of the ESG, (3) establishing processes for monitoring and evaluating project activities and compliance, and (4) development and facilitation of a community plan to end or reduce homelessness.

**5. Housing Trust Fund (HTF)  
Reference 24 CFR 91.220.(I)(5)**

**1. Distribution of Funds**

**a. A description of the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2)**

Section 92.205 is about housing and homeless needs. The HOME funds and other forms of investment related to the HOME

Applicants for National Housing Trust Fund (HTF) awards are required to demonstrate familiarity with the requirements of other Federal, State or local housing programs that may

be used in conjunction with the HTF to ensure compliance with all applicable requirements and regulations of such programs.

The review of applicant eligibility for HTF awards will take place at the initial qualification stage in the application process and will be verified again at the final application stage.

MOA's review of applicant eligibility requires that the experience with other Federal, State and local programs be within the past 10 years.

Any substitution or change in partners or contract staff used to satisfy the experience requirements requires MOA's approval, in advance and in writing.

The specific provisions of 24 CFR 93.2 detailed in the definition of recipient listed below apply to the allocation plan and will be explicitly stated as requirements in the application instructions.

Recipient means an organization, agency, or other entity (including a public housing agency, or a for-profit entity or a nonprofit entity) that receives HTF assistance from a grantee as an owner or developer to carry out an HTF-assisted project. A recipient must:

- (1) Make acceptable assurances to the grantee that it will comply with the requirements of the HTF program during the entire period that begins upon selection of the recipient to receive HTF funds, and ending upon the conclusion of all HTF-funded activities;
- (2) Demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity;
- (3) Demonstrate its familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with HTF funds to ensure compliance with all applicable requirements and regulations of such programs; and
- (4) Have demonstrated experience and capacity to conduct an eligible HTF activity as evidenced by its ability to own, construct, or rehabilitate, and manage and operate an affordable multifamily rental housing development.

**b. A description of the MOA's application requirements for eligible recipients to apply for HTF funds.**

An eligible recipient of HTF funds will be required to comply with uniform administrative requirements in 2 CFR Part 200 and 24 CFR Part 93. The MOA will only award HTF funds for rental housing and/or operating cost assistance for rental housing. Operating cost assistance may only be awarded with rehabilitation.

**APPLICATION REQUIREMENTS – All required items are **threshold items**.**

**(1) Application - General**

One complete application package with original signatures and three (3) additional copies must be submitted hard copy by the due date/time to:

Municipality of Anchorage  
Department of Health and Human Services

Housing and Community Services Division  
Community Safety and Development (CSD)  
825 L Street, Room 506  
Anchorage, AK 99501  
Mail: P.O. Box 196650  
Anchorage, Alaska 99519-6650

- Application should be arranged in the order listed in the application checklist and must include each of the items listed on the application checklist.
- Include one (1) complete application package with original signatures and three (3) additional copies, all bound in three-ring binders.
- All application material should be bound in the order in which they are identified.
- Application must be organized using a cover page and a table of contents.
- Application must include numbered tabs, placed between the application and each threshold and supporting application material item.
- Application must be on 8½ x 11 inch paper. Maps on larger size paper must be folded to an 8½ x 11 size and attach to the back of the proposal.
- Application must include a thumb drive containing the complete proposal in MS Word and the application pro-forma in Excel.

No funds, HTF, Municipal or other, may be committed to a project for which the applicant has applied before the environmental review according to 24 CFR Part 93.301 and CPD Notice 16-14 is complete by MOA. Options to purchase a site executed prior to completion of the environmental review must comply with the NSP Policy Alert dated September 16, 2011. All buy/sell agreements must be reviewed and approved by Municipal staff. **If the project has begun prior to the submitted Application, the project MUST STOP ALL WORK and no further expenditures are incurred until the Application process has been completed which includes the environmental review.** All funding awards, contracts or agreements made by MOA are conditional upon successful completion of the environmental review and receipt from HUD of a Release of Funds. The environmental review process takes at least 45 days from the date all supporting documentation is complete.

Provide a signed letter of transmittal (A brief letter signed by a corporate officer or other individual who has the authority to bind the firm that includes a brief statement of your firm's understanding of the services to be performed, AND the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.

The Application must be complete with all questions answered, all schedules completed, and all required narratives included. An application which, in MOA's sole opinion, has not met the required submissions, will be considered non-responsive, and may NOT be considered further in this Notice of Funding

Availability cycle. MOA reserves the right to request technical corrections to the application.

**(2) Signed Certifications**

Applicant must certify that housing units assisted with HTF funds will comply with HTF requirements.

Certification that housing units assisted with the HTF will comply with HTF requirements.

Applicant must provide Debarment Certification [www.sam.gov](http://www.sam.gov)

**(3) Project Description**

Provide a detailed project description including a description of the eligible activities to be conducted with HTF funds.

Describe ongoing services that will be provided, if any.

If project includes rehabilitation, are any new housing-units created?

Describe how the project is related to the Market Study.

Summarize the development milestones made to date.

Describe the challenges to the project development that have been encountered so far and if they have they been overcome. If so, how?

Summarize major development milestones that need to be accomplished prior to expending funds.

What foreseeable obstacles may prevent you from expending the funds in a timely manner?

Describe how this HTF project will be administered in a manner that provides housing that is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d–2000d–4), the Fair Housing Act (42 U.S.C. 3601 *et seq.*, E.O. 11063, 3 CFR, 1959–1963 Comp., p. 652) and HUD regulations issued pursuant thereto; and promotes greater choice of housing opportunities.

For new construction of rental housing or new rental housing using Project Based Vouchers (PBV), in carrying out the site and neighborhood requirements with respect to new construction of rental housing, provide narrative on how the proposed site for new construction meets the requirements in 24 CFR 983.57(e)(2).

**(4) Project Timeline**

Provide assurances that construction can reasonably be expected to start within 12 months of the agreement date with the MOA.

MOA and the successful applicant(s) must have an executed agreement by March 2, 2019 for 2016 HTF funds and October 31, 2019 for 2017 HTF funds.

All 2016 HTF funds must be expended by March 2, 2022 and 2017 HTF funds must be expended by October 31, 2022.

Projects must have initial disbursement of funds within 12 months after setup in the HUD IDIS database.

Remaining HTF funds will be reduced or recaptured.

**(5) Acceptable Assurances**

Provide acceptable assurances that applicant will comply with the requirements of the HTF program during the entire period that begins upon selection of the recipient to receive HTF funds, and ending upon the conclusion of all HTF-funded activities at the end of the 30-year affordability period. Provide a schedule of actions for carrying out the activities, consisting of schedules, timetables, and milestones. Provide a management plan that assigns responsibilities which in MOA's opinion adequately demonstrates the ability of the applicant to manage the proposed project.

**(6) Financial Capacity**

Demonstrate the ability and financial capacity of applicant to undertake, comply, and manage the eligible activity.

**(7) Financial Statements**

Non-Profit Organizations: Most recent audited or unaudited financial statements.

**(8) Project Financial Feasibility**

Provide evidence demonstrating the financial feasibility of the proposed project. Both development feasibility (i.e., sources of development funds equal development costs) and operational feasibility (project revenue + other operating subsidies, if any, exceed in an acceptable amount the projects operating expenses and debt service requirements) must be evident.

All applicable worksheets in the workbook must be completed.

Customized workbooks of the application and/or unapproved (by MOA) modifications to the MOA workbook will not be accepted.

Minimally, this evidence should include:

- i. Provide credible third party detailed scope write-ups in accordance with 2 CFR 200, detailed cost estimates and narratives. The MOA must review and approve all scope write-ups and written cost estimates. If rehabilitation is proposed, a comprehensive property-inspection report in accordance with 24 CFR 93.301 to include health and safety; major systems; lead-based paint; accessibility; disaster mitigation; State and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; capital needs assessments; and broadband infrastructure. Provide acceptable assurances using cash-flow analysis and narratives that applicant has adequate cash-flow for the duration of the project development period.
- ii. Data which supports estimated project-revenue (rent levels), vacancy rates,

operating expenses, and debt carrying capability. If the proposal is an expansion of a prior development phase owned and/or operated by the sponsor (or related party), operating expense data (audited if available, unaudited if no audited financial area available) for the earlier and/or adjacent development(s) should be provided in the application.

- iii. Support for the reliability of other proposed project funding sources have been confirmed, i.e. letters of funding commitment, preliminary loan-review, evidence of application for other funding sources, etc.
- iv. If applying for low-income housing tax-credits (LIHTCs), applicants must provide letters of interest from potential investors in their projects. These letters of interest must identify the following:
  - The amount of credit the investor is willing to purchase for the applicant's project;
  - The price-per-credit the investor anticipates offering for credits awarded to the project;
  - For the purpose of the subsidy layer review process, the credit price used by MOA to size the LIHTC award will not exceed the highest credit price documented by the letters of interest; and
  - MOA reserves the right to use the documented credit price it determines most reasonable for the proposal, or averages of the documented credit prices, during the subsidy layer review process.
- v. Reasonable assurances that the project can be successfully implemented within the proposed time frame.

**(9) Other Funding**

Provide documentation that all funding sources have been confirmed and/or substantiated by written documentation. Written documentation may include award letters, offer letters, final term sheets, or other commitments which are conditioned upon receipt of the HTF funds. LIHTC applicants must have received a reservation from the Housing Credit Allocator and be able to provide a good faith offer of equity investment from an investor.

**(10) Program income**

Program income is to be remitted to Alaska Housing Finance Corporation.

**(11) Market Analysis**

All project proposals must have a completed and comprehensive Market Analysis documenting the demand and need for the proposed units. The analysis must include an assessment of the current market demand in the neighborhood in which the project will be located, the experience of the applicant, the financial capacity of the applicant, and firm written financial commitments for the project.

At the minimum, the analysis shall address the following issues.

- i. Evaluate general demographic, economic, and housing conditions in the community.
- ii. Delineate the market area by identifying the geographic area from which the majority of a project's tenants are likely to come.
- iii. Quantify the pool of eligible tenants in terms of household size, age, income, and other relevant factors.
- iv. Analyze the competition by evaluating other housing opportunities with an emphasis on other affordable rental developments opportunities in the market area.
- v. Assess the market for the planned units and determine if there is sufficient demand to rent the HTF-assisted housing within 18 months of construction completion.
- vi. Evaluate the effective demand and the capture rate, usually expressed as a percentage (the project's units divided by the applicant pool). The capture rate is the percentage of likely eligible and interested households living nearby who will rent the units in the proposed project in order to fully occupy it.
- vii. Estimate the absorption period. Plan how many units can be successfully leased each month and how long it will take to achieve initial occupancy of the HTF units and stabilized occupancy for the project as a whole.

Independent or third-party studies are acceptable if they meet the standards above. Independent or third-party studies are not required, or may not be practical or cost effective for smaller projects. Program criteria may make simplified or in-house market assessment more appropriate. Assessments for projects serving special needs can often be completed using primary data from service providers whose existing client base will form the primary pool of potential tenants.

It is allowable in small projects, 1-4 units, with specifically targeted clients in a pre-approved pool, for the applicant to describe its marketing procedures. The description must ensure all units will be rented within 18 months of the completion of construction.

**(12) Units**

- i. For all projects with 5 or more units provide documentation that a minimum of 5% of the total unit count (fractional units rounded up), specifically equipped for persons with physical disabilities. All projects with 5 or more units must provide a minimum of 2% of the total unit count (fractional units rounded up), equipped for persons with sensory impairments. Separate units must satisfy these threshold conditions. Consequently, in a six-unit project at least one unit will need to be equipped for physical disabilities and a separate unit will also need to be equipped for persons with sensory impairments.
- ii. Provide documentation that all units will be constructed or rehabilitated to the applicable standard as required by the specific program under which funds

are requested and must meet the requirements of the funding program and any of the following applicable laws:

1. Americans with Disabilities Act
  2. U.S. Fair Housing Amendments Act of 1989
  3. Alaska Statute AS 18.80.240
  4. Local Government Ordinances
  5. HTF assisted projects that are rehabilitated must comply with the rehabilitation standards noted for the HOME Investment Partnership program.
- iii. Provide documentation that the project will exclusively use certified Energy Star appliances.
  - iv. Provide documentation that all medicine cabinets in the project must include locking mechanisms.
  - v. For projects with units accessible through common hallways provide documentation that units will have secured entryways.
  - vi. Provide documentation that all projects targeting families with children must have a recreation area on-site for children which is designed and equipped with age appropriate equipment. The play area and its associated access route(s) must be compliant with the Americans with Disabilities Act.

**(13) Capital Needs Assessment**

Provide a Capital Needs Assessment for all new construction and/or rehabilitation projects. Provide an assessment of the long-term physical needs of the project including all capital assets. In undertaking a Capital Needs Assessment, first identify the useful life of each asset. Then, calculate the payment stream necessary to replace each asset using the time-value of money. The applicant must insure the useful life of the project will exceed the compliance period for the project.

**(14) Familiarity**

Demonstrate applicant familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with HTF funds to ensure compliance with all applicable requirements and regulations of such programs.

**(15) Experience and Capacity**

The Applicant shall have under contract all team members (A&E, attorneys, general contractor, etc.) necessary to undertake the project prior to submitting the application. Provide information demonstrating experience and capacity of applicant to conduct an eligible HTF activity as evidenced by its ability to own, construct or rehabilitate, manage, and operate an affordable multifamily rental housing development.

Provide company history for the development entity and property management entity. Resumes for the following will be required to

determine whether or not the property management firm passes the experience threshold.

Resumes Required for:

- i. Property Management firm's key staff
- ii. Programmatic operations team participants

Provide a list of all projects which have been developed in the State of Alaska by the applicant or developer. Include location, # of units, year developed and project status. Provide a brief narrative statement describing the experience the development team has in developing similar projects. Address both the organizational experience and the experience of specific individuals who will be involved in this project.

Provide a summary of the property management plan and the team's experience in managing similar projects. Indicate if team members are paid staff, hired consultants, or volunteers.

Provide a list of any other similar projects that are or will be ongoing during the timeframe of this project. Demonstrate how both projects can be undertaken with current resources.

Describe any past monitoring findings and their resolutions.

**(16) Debarment**

Provide printouts from [www.sam.gov](http://www.sam.gov) for the applicant and all team members of the applicant. Printouts must be provided for all contractors and sub-contractors.

**(17) Legal Organizational Status**

Provide evidence of legal organizational status, i.e., non-profit designation letter from the Internal Revenue Service (non-profits and municipalities) or authorizing legislation (Regional Housing Authorities).

**(18) Site Control**

Provide evidence of site control for non-acquisition projects at the time of application for funding, and that site control is maintained until the environmental review, including all required public comment periods, is completed.

Applicants for HTF funds must provide evidence of site control that is consistent with Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Specifically, the site control for a HTF funded project must evidence the appropriate notices regarding voluntary sale terms and the fair market value of the property being sold.

**(19) Displacement and Relocation Assistance Plan**

Provide an Anti-Displacement and Relocation Assistance Plan for all applications which propose to undertake an activity which will involve acquisition or rehabilitation of a property occupied by a "person" other than the owner of that property (i.e., tenant, [including an individual, business or non-profit

organization])). Provide copies of all tenant notifications, evidence of tenant notification (such as return receipt or other signature of delivery and receipt by tenant) and copy of tenant roll (as applicable).

**(20) Affirmative Marketing Plan**

Provide a copy of the affirmative marketing plan for the project. Applicant will be required to adopt and follow the affirmative marketing procedures and requirements. The Affirmative Marketing Plan shall include the following:

- i. Methods for informing the public, owners, and potential tenants about Federal fair housing laws and the grantee’s affirmative marketing policy (e.g., the use of the Equal Housing Opportunity logotype or slogan in press releases and solicitations for owners, and written communication to fair housing and other groups);
- ii. Requirements and practices the grantee and owner must adhere to in order to carry out the Applicant’s affirmative marketing procedures and requirements (e.g., use of commercial media, use of community contacts, use of the Equal Housing Opportunity logo- type or slogan, and display of fair housing poster);
- iii. Procedures to be used by the Applicant to inform and solicit applications from persons in the housing market area who are not likely to apply for the rental housing without special outreach (e.g., through the use of community organizations, places of worship, employment centers, fair housing groups, or housing counseling agencies);
- iv. Records that will be kept describing actions taken by the applicant to affirmatively market rental housing units and records to assess the results of these actions; and
- v. The MOA will annually assess the success of affirmative marketing actions of the applicant and take corrective actions where affirmative marketing requirements are not met up to and including payback.

**(21) Utilities**

If any utilities other than telephone will be paid directly by the tenant, attach the utility allowance you will use to determine the amount of rent the tenant will pay and list all tenant paid utilities.

**c. A description of the criteria that the MOA will use to select applications submitted by eligible recipients.**

**Scoring the Evaluation Criteria**

Below are the methodologies utilized in scoring the criteria. If a criterion is not discussed, then it will receive either all or none of the points available.

Some criteria will be scored using a mathematical formula. For example, under Project Description, the first criterion is “Target Clientele - percent of project 30% or less”. This will be a straight mathematical formula where the number of households at 30% or less than the median income is divided by the total number of households. The product will be

multiplied by the total points available. This methodology will be used for the following criteria.

- Project Description, Target Clientele - percent of project 30% or less
- Project Review, Percentage of Sources Committed
- Leverage, Percent to HTF funds

Other criteria are subjectively scored. Each evaluator will employ a rating scale of 0 to 100% by 10% increments, to which the total available points will be multiplied and carried to 2 decimal points. For example, under Organizational Capacity, the Development Team has a total available score of 10 points. If a reviewer rated the criterion as earning 90%, the points earned would be  $.9 \times 10 = 9$  points. The following criteria will be subjectively scored.

- Market Assessment of the Demand in the Neighborhood
- Project Description, Supporting Housing Services
- Organizational Capacity, Development Team
- Organizational Capacity, Similar Completed Projects
- Organizational Capacity, Project Management Team
- Organizational Capacity, Property Management Team
- Organizational Capacity, Organizational Financial Capacity
- Project Review, (All)

Lastly, Leverage criterion will compare the amount of HTF leverage (as determined by Municipal staff) among the proposals. The proposal offering the most leverage will receive the full 10 points. The proposal with the next highest amount of leverage will receive 8 points, and so on.

### Evaluation Summary

Criteria	Sub-Criteria	Available
<b>Project Type - Select 1, 5 Pt. Max</b>	New Construction/Rehab - Creating New Units	5
	Rehabilitation of Existing Units	1
<b>Project Description - 15 Pt. Max</b>	Target Clientele - percent of project 30% or less	5
	Target Tenants - homeless or at-risk families	3
	Supported by Market Assessment	2
	Project based rental assistance (percent of units)	5
<b>Unit Info. - 10 Pt. Max</b>	Units with bedrooms (1 or more)	1
	Furnished	1
	In Unit Kitchen Design	1
	In Unit Laundry	1
	Accessibility Beyond Required	1
	Comparability to Market Units	1
	Broadband/WiFi	1

	Nonresidential Amenities	1
	Parking Includes Accessibility to Block-Heater Plugs	1
	Cable Paid by Landlord	1
<b>Market Assessment - 10 Pt. Max</b>	Strength of rental market in neighborhood	5
	Location of units	5
<b>Organizational Capacity - 25 Pt. Max</b>	Development Team	10
	Similar Completed Projects	3
	Project Management Team	5
	Property Management Team	5
	Organizational Financial Capacity	2
	Similar Ongoing Projects	-3
	Monitoring Findings In Past 5 Years	-3
<b>Project Timeline - 10 Pt. Max</b>		10
<b>Project Review - 55 Pt. Max</b>	Construction/Rehab costs	10
	Development cash flow	10
	Development costs	5
	Sources	5
	Replacement schedule	5
	Income and expense	5
	Rent-up reserves	5
	Cash flow	10
	HTF funds percentage of project	5
<b>Leverage - 10 Pt. Max</b>	Percent of non-federal funding sources	10
<b>Relocation - No Tenants Within Last 9 Months 10 Pt. Max</b>		10
<b>Total Points</b>		150

**d. A description of the MOA's required priority for funding based on geographic distribution, which is a description of the geographic areas of the State (including areas of low- income and minority concentration) in which the MOA will direct assistance during the ensuring program year.**

The MOA has designated the entire city as the target area. This allows low-income households to live in any neighborhood and still be eligible to receive assistance from programs based on income. The MOA will not prioritize the allocating of investments geographically as there is a great need for all programs citywide. To do so would prohibit individuals or families from participation in housing or programs based on where they reside.

**e. A description of the MOA’s required priority for funding based on the applicant’s ability to obligate HTF funds and undertake eligible activities in a timely manner.**

The largest amount of points available are for organizational capacity (25 points) and project review (55 points). There are also 10 points available based on the project timeline. These three items will be used to determine the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner.

**f. A description of the MOA’s required priority for funding based on the extent to which rents for units in the rental project are affordable to extremely low-income families.**

HTF funds will be made available through a special RFP. Proposals using HTF funds with project based rental assistance will receive scoring priority over proposals using HTF funds that do not include project based rental assistance.

**g. A description of the MOA’s required priority for funding based on the financial feasibility of the project beyond the required 30-year period.**

The MOA does not have any priorities for funding based on the financial feasibility of the project beyond the required 30-year period.

**h. A description of the MOA’s required priority for funding based on the merits of the application in meeting the priority housing needs of the jurisdiction (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations).**

The merits of the application in meeting the MOA’s priority housing needs are rental housing projects that:

- (i) Creation of new units, either new construction or rehabilitation;
- (ii) Have units that provide better amenities;
- (iii) Target clientele whose income does not exceed 30% of the area median income, adjusted for family size;
- (iv) Target tenants that are homeless or at-risk families.

**i. A description of the MOA’s required priority for funding based on the location of existing affordable housing.**

The MOA does not have any priorities for funding based on the location of existing affordable housing.

**j. A description of the MOA’s required priority based on the extent to which the application makes use of non-federal funding sources.**

The MOA has allocated 10 points for projects that use non-federal funds.

**2. The MOA’s application requires the applicant to include a description of the eligible activities to be conducted with HTF funds.**

**3. The MOA’s application requires that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements.**

**4. Performance Goals and Benchmarks.** The MOA **has met** the requirement to provide for performance goals, consistent with the MOA’s goals established under 24 CFR 91.215(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

**5. Rehabilitation Standards.** The MOA must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The MOA’s description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The MOA **has attach** its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

**6. Resale or Recapture Guidelines.** Below, the MOA must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. The MOA **will not** use HTF funds to assist first-time homebuyers.

**7. HTF Affordable Homeownership Limits.** If the MOA intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. The MOA **will not** use HTF funds to assist first-time homebuyers.

**8. Limited Beneficiaries or Preferences.** Describe how the MOA will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. The MOA **will not** limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population.

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the MOA must not limit or give preferences to students. The MOA may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303 only if such limitation or preference is described in the action plan.

**9. Refinancing of Existing Debt.** Enter or attach the MOA’s refinancing guidelines below. The guidelines describe the conditions under which the jurisdiction will refinance existing rental housing project debt. The MOA’s refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. The MOA **will not** refinance existing debt.

**Discussion:**

The strategy is: (1) provide housing opportunities for individuals and families, (2) move homeless people into supportive housing as quickly as possible, (3) develop a range of housing options and services for homeless individuals and families, (4) implement the HEARTH Act provisions to maximize new ways for preventing homelessness, and (5) use Rapid Re-housing and shelter diversion activities.



## **Municipality of Anchorage (MOA) Citizen Participation Plan**

The MOA must develop and follow a Citizen Participation Plan to receive federal funds for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG) and National Housing Trust Fund Grant (HTF) programs. The Citizen Participation Plan (CPP) covers the five-year Consolidated Plan (Con Plan), the Assessment of Fair Housing (AFH) as part of the Con Plan, each subsequent Annual Action Plan (AP), each year's Consolidated Annual Performance and Evaluation Report (CAPER), and any amendments to the Plans.

### **1. Purpose**

This Citizen Participation Plan sets forth the policies and procedures for citizen participation in Anchorage's Con Plan process. The MOA is responsible for the citizen participation process.

This Citizen Participation Plan encourages citizens to participate in the Con Plan process from the beginning. It outlines the procedures for community approval of the Con Plan, for addressing concerns and complaints, and for making amendments to the plan after approval.

### **2. Opportunities**

The MOA urges citizens to voice their concerns and share their ideas concerning CDBG, HOME, ESG and HTF program funds. It welcomes comments and suggestions regarding the CPP, Con Plan, AFH, APs, and CAPERs.

To encourage citizen participation, the MOA will undertake the following activities each year.

- Hold at least four public hearings at different times during the program year;
- Offer public comment periods for the draft versions of the Con Plan, AFH, APs, and CAPERs;
- Consult with various groups to review needs, strategies, actions, projects, and performance;
- As soon as practical after HUD makes AFH-related data available to MOA, MOA will make such information and any other supplemental information MOA plans to incorporate into the AFH available to the public, public agencies, and other interested parties (24 CFR 91.105(b)(1)(i));
- Distribute notice of availability of copies of the draft Con Plan, AFH, APs, and CAPERs to the Housing, Homeless and Neighborhood Development Commission, Anchorage Coalition to End Homelessness (Continuum of Care), Federation of Community Councils, Alaska Housing Finance Corporation, other public and private agencies that provide assisted housing, health services, and social and fair housing services, MOA residents, and other groups as appropriate and upon request; and
- Provide the public with notice of citizen participation opportunities through email distribution lists kept for this purpose, and announcement of public hearing dates through newspaper publication a minimum of one week before date of public hearing. Related information will be posted on the MOA website.

### **3. Public Hearings and Meetings**

The MOA will hold at least two public hearings per year to obtain public comments on needs, strategies, actions, projects, and performance. If a need exists and resources permit, the MOA will include other public meetings in addition to the hearings. The MOA will hold public hearings and provide opportunities for public comment. To encourage the participation of public housing residents, the MOA will try to hold one public meeting in a public housing community or in a place convenient to one or more public housing communities.

The MOA will hold hearings covered by this Citizen Participation Plan at times and locations convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities (24 CFR 91.105(f)). The Municipal Assembly may hold additional public hearings to approve plans and substantial amendments, appropriate grants, and allocate and award grant funds.

#### **Public Hearing #1—Proposed Needs, Strategies, and Projects**

The MOA will hold the first public hearing each year to obtain citizens' views and to respond to proposals and questions. It will be held before the 30 day public comment period begins for the Con Plan, AFH and an AP (24 CFR 91.105(e)(iii)). The public hearing will contain a discussion of the following items:

- The amount of assistance the MOA expects to receive in the coming program year for the CDBG, HOME, ESG and HTF programs, including Program Income.
- The range of activities that the MOA may undertake, including the estimated amount that will benefit low- and moderate-income persons.
- Address the proposed strategies and actions for affirmatively furthering fair housing consistent with AFH.
- The priority needs in the Con Plan.
- The five-year strategies in the Con Plan designed to address those needs.
- A discussion of the programs and activities necessary in the upcoming program year to carry out those strategies.

#### **Public Hearing #2—Annual Action Plan or 5-Year Con Plan**

The MOA will hold the second public hearing each year to obtain citizens' views and comments on the draft AP or five-year Con Plan. This public hearing will be held during the 30 day public comment period.

#### **Public Hearing #3— Annual Action Plan or 5-Year Con Plan**

The third public hearing of each year will be conducted at the Municipal Assembly during the official approval of the AP or five-year Con Plan; this meeting occurs after the 30 day comment period on the draft has ended.

## **Public Hearing #4— Consolidated Annual Performance and Evaluation Report (CAPER)**

The MOA will hold the fourth public hearing no later than one week before the CAPER is due to HUD.

### **4. Public Comment Period**

To provide Anchorage’s residents with maximum feasible input into the Con Plan, AFH, APs and CAPERs, the MOA provides the following public comment periods:

- Citizens may comment on the draft Con Plan, AFH, APs and substantial amendments for 30 days from the publication date.
- Citizens may comment on draft CAPERs for 15 days from the publication date.

To make comments on these documents, citizens may send written comments to the address under “Contact Information”; send an email to email address under “Contact Information”; or attend the public meetings and hearings described above. The participation of all citizens is encouraged and reasonable accommodation will be made for those persons with disabilities who need auxiliary aids, services, or special modifications and non-English speaking persons.

The MOA will include a summary of citizen comments regarding each document and a summary of any comments not accepted (and the reasons why particular comments were not accepted). Public comments are considered to be any oral or written testimony provided at any public hearings, or any written testimony provided during the citizen comment period.

### **5. Consultation Activities**

The MOA will consult with other groups as appropriate, including but not limited to the Anchorage Coalition to End Homelessness (the Continuum of Care), Federation of Community Councils, community councils, and social service agencies. For the AFH, MOA will consult with other public and private agencies that provide assisted housing, health services, and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, organizations that represent protected class members and organizations that enforce fair housing laws (24 CFR 91.100(a)(1). Additionally, the MOA will consult with the Alaska Housing Finance Corporation regarding public housing agency needs, comprehensive grant program activities, neighborhood improvement programs, and resident programs and services (24 CFR 91.100(c)(1).

These groups may provide comments on the draft Con Plan, AFH and APs, including needs and proposed strategies, actions, projects, and substantial amendments.

### **6. Distribution of Draft Documents**

The MOA will make the Con Plan, AFH, APs and CAPER available in both print and electronic versions as requested. Draft plans and reports will be posted on the MOA website. MOA will also make these documents available in a format accessible to persons with disabilities or non-English speaking persons upon request.

## **7. Notification of Public Participation Opportunities**

The MOA will provide citizens with reasonable opportunities for comment on the Con Plan, AFH, APs and CAPERs. The MOA will place a public notice concerning the availability of these documents in one newspaper of general circulation. Citizens may send a request to Community Safety and Development to be added to the email distribution list.

The MOA may also provide notice in a variety of additional ways that include the following:

- Notice may also be sent out by email;
- Electronic notification via facsimile;
- Direct mailing;
- Posting of notices on bulletin boards, public counters, and flyers in public agencies and community facilities; and
- Posting on the MOA's website.

## **8. Amendments to the Consolidated Plan and Annual Action Plans**

Con Plan regulations (24 CFR 91.505) indicate that the Anchorage Housing and Community Development Plan (including the Con Plan, AFH and APs) may be changed in two ways after it is adopted by the MOA and approved by HUD. The process used depends upon whether the change will be a non-substantive, or a substantial amendment.

The MOA must amend its approved Con Plan, AFH or APs before it may make any of the following changes.

- A change in the allocation priorities or a change in the method of distributing funds.
- The addition of a new activity, using CDBG, HOME, ESG and HTF funds (including Program Income), not previously described in an AP.
- A change in the purpose, scope, location, or beneficiaries of an activity previously approved in an AP.
- The material change(s) in circumstances in Anchorage that affects the information on which the AFH is based, to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances (24 CFR 91.105(c)(ii)) and (24 CFR 5.164).

The MOA will make the amendment public and will notify HUD about the amendment. The MOA will ensure that all amendments are contained in the CAPER submitted to HUD after the end of the program year. The MOA reserves the right to make non-substantive changes to the Con Plan, AFH or an AP without opening a public comment period.

### **Non-Substantial Amendments**

A non-substantial amendment includes any changes to an AFH or AP not considered a substantial amendment.

## **Substantial Amendments**

Con Plan, AFH and AP regulations consider certain amendments to be substantial amendments that require a public comment period and additional citizen participation. A substantial amendment would be triggered by any of the following activities.

- Changes in the use of CDBG funds from one HUD, CDBG eligible activity to another (24 CFR 91.05(c)(1)). Budget increases or decreases, by themselves, do not constitute a substantial amendment.
- Any new project not previously included in the Con Plan or an AP.
- A change in project location if the project moves outside of previously identified geographical boundaries or results in a different service area.
- The target population benefiting from an activity or project changes from the previously identified target population.
- An increase or reduction in the amount budgeted for a project or activity by more than 50% of the original budget or by more than \$100,000, whichever is greater.
- The material change(s) in circumstances in Anchorage that affects the information on which the AFH is based, to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances (24 CFR 91.105(c)(ii)) and (24 CFR 5.164).

## **Public Participation and Approval Process for Substantial Amendments**

If the MOA should need to make a substantial amendment to its approved Con Plan, AFH or AP, it will follow the public participation and approval process below, which is substantially similar to that for an AP.

### **Notification of Substantial Amendment**

The MOA will notify the community of any proposed substantial amendment that is available for comment. Notification will be provided, at a minimum, by placing a public notice in one newspaper of general circulation and by distributing the notice to interested parties through Community Safety and Development's email distribution list. Interested parties may be added to the email distribution list by sending an email request to Community Safety and Development.

### **Public Comment Period of Substantial Amendment**

The public will be invited to comment on the proposed substantial amendment for a minimum of 30 days. During the public comment period, the MOA will hold at least one public hearing to allow the public to make comments in person. Comments will also be accepted in writing during the public comment period.

### **Consultations**

Depending on the nature of the amendment, the public participation process may also include consultation with other organizations.

## **Comments Considered**

The MOA will consider any comments received in writing or at the public hearing. It will make any appropriate changes to the amendment in response to the comments and consultation(s) and attach a summary of these comments along with a summary of the MOA's response to them, to the substantial amendment.

## **Final Approval**

The substantial amendment will be submitted to the Municipal Assembly for approval.

## **9. Obtaining Citizen Comments**

The MOA will summarize oral comments from public hearings and any written comments it receives concerning the Con Plan, AFH, APs or CAPER. The MOA will consider all comments received during the public comment period, make any appropriate changes to the subject document in response to the comments, and attach a summary of the comments, along with a summary of the MOA's response to them, to the document. Members of the public may obtain copies of the full version of written or public hearing comments by contacting Community Safety and Development.

## **10. Outreach to Persons with Disabilities and Non-English Speaking People**

To provide full access to programs under the Con Plan, AFH, APs or CAPERs for non-English speaking persons (24 CFR 91.105(a)(4)), the MOA may undertake the following actions:

- Communicate with organizations serving various ethnic groups to insure adequate involvement with this community;
- Disseminate program materials and public hearing notices to nonprofit organizations serving the MOA's culturally diverse population;
- Publish notices of public hearings, information availability, and citizen meetings for the proposed Con Plan and any substantial amendments in non-English publications available within the Anchorage community; and
- Provide interpreters (if available) at public hearings when the MOA expects a significant number of non-English speaking residents to attend, or upon request.

To provide full access to programs under the Con Plan, AFH, APs or CAPERs for persons with disabilities, the MOA will undertake one or more of the following actions:

- Select only sites for public hearings that are accessible for persons with physical disabilities;
- Provide a verbal summary or recorded summary of the Con Plan to persons with visual impairments;
- Provide sign-language interpreters or written translation at public hearings when the MOA expects a significant number of people with hearing loss to attend, or upon request; and
- Conduct outreach to community organizations that represent persons with disabilities as part of the Con Plan process.

Non-English speaking residents, persons with a hearing impairment, sight-impaired and blind individuals, and other persons with physical disabilities and special needs may call, write, fax, in person, or send an email to Community Safety and Development; PO Box 196650 Anchorage, AK 99519-6650 (mail); (907) 343-4881 (telephone); (907) 343-6831 (fax); email; or (907) 343-4468 (TTY/TDD).

## **11. Public Information and Access to Records**

Citizens, public agencies, and other interested parties may review information and records relating to the Con Plan. The MOA will provide public access to information about the HUD programs under its Con Plan, including the following documents that the MOA maintains on file.

- Federal Laws: Summary of the Housing and Community Development Act of 1977; Title I of the Housing and Community Development Act of 1974, as amended: the National Affordable Housing Act (as amended)
- Federal Regulations: CDBG, HOME, ESG and HTF Program regulations; related issuances and provisions (i.e. Uniform Relocation Assistance)
- Con Plan, Assessment of Fair Housing, APs and Consolidated Annual Performance and Evaluation Reports
- Information about the MOA's CDBG, HOME, ESG and HTF programs
- Anchorage's Citizen Participation Plan for 2013–2017
- The MOA's HUD information: grant agreements, audit records, evaluation reports, approval letters, and related correspondence
- The MOA's public meeting records: public meetings, informal meetings with civic and neighborhood groups, and related notifications pertaining to programs under the Con Plan

Individuals may access many of these documents at no cost by the Internet at the MOA's website <http://www.muni.org/Departments/health/PHIP/CSD/Pages/Default.aspx>, at Community Safety and Development's office, Municipal libraries, or by contacting Community Safety and Development staff. Many federal documents may be accessed at [www.hudclips.org](http://www.hudclips.org).

To locate records and arrange space for viewing, the MOA requests written notice a minimum of 2 days before review. Review of records that are at least 2 years old will require a 5 day notice. Requests for multiple copies of the same documents may be subject to a per page copying charge that will not exceed the copying charge to the MOA.

## **12. Technical Assistance**

Upon request, the MOA may provide technical assistance to neighborhood groups, nonprofit organizations, and other organizations representative of low- and moderate-income people who wish to develop proposals for funding assistance under any programs covered by the Con Plan. The MOA will determine the level and type of technical assistance on a case-by-case basis.

Additionally, MOA staff will work with organizations funded under an AP to ensure that funds are being spent for their intended purpose and within the rules and regulations of the federal government.

### **13. Complaints**

MOA procurement codes govern the submission of complaints regarding the competitive award of funding. Residents should file such complaints with the Municipal Purchasing Department according to procedures described in procurement documents.

Citizens should submit all other complaints to the MOA, which will provide a substantive written response to every written citizen complaint related to the Citizen Participation Plan, the Con Plan, AFH, APs, substantial amendments to APs and CAPERs within 15 working days (24 CFR 91.105(j)). Send formal complaints to address under “Contact Information”.

#### Complaints

Municipality of Anchorage  
Department of Health and Human Services  
Housing and Community Services Division  
Community Safety and Development  
P.O. Box 196650  
Anchorage, Alaska 99519-6650

Such substantive complaints must address the following issues (specified in HUD regulations).

- The MOA’s description of needs and objectives in its Con Plan is plainly inconsistent with available facts and data.
- The MOA’s proposed activities are plainly inappropriate in meeting the needs and objectives identified by the MOA.
- The MOA’s application does not comply with HUD requirements regulating programs under the Con Plan or other applicable laws.
- The MOA’s application proposes activities that are otherwise ineligible as specified in applicable HUD regulations.

The MOA will attach a summary of citizen comments and complaints and a summary of any comments not accepted (and the reasons why the MOA did not accept them) to the final Con Plan, AFH, APs, CAPERs, or substantial amendment.

#### **Contact Information**

Municipality of Anchorage  
Department of Health and Human Services  
Housing and Community Services Division  
Community Safety and Development (CSD)  
825 L Street, Room 506  
Anchorage, AK 99501  
Mail: P.O. Box 196650  
Anchorage, Alaska 99519-6650  
Phone: 907-343-4881

FAX: 907- 249-7858  
E-mail: [BoehmJH@muni.org](mailto:BoehmJH@muni.org)

## Public Comments

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### **Public Hearing on Draft 2018 Action Plan – February 8, 2017**

Municipality of Anchorage  
Department Health & Human Services  
825 L Street  
4<sup>th</sup> Floor Conference Room #423

**Curtis Ecklund, Rural Alaska Community Action Program (RurAL CAP)** - Rural Cap has been administering the Mobile Home Repair Program since May 2014 and to date has completed 43 projects.

The program has been a great success with the focus being on extending the life expectancy of this affordable and necessary housing stock. The bulk of improvements being made are on the exterior shell of the structures to control water infiltration and to minimize damage caused by water infiltration.

#### Typical improvements include:

Roof replacements  
Insulated skirting replacement  
Replacement of substandard windows & exterior doors  
Repair of damaged exterior wall components  
Controlling water with gutters & flashings

#### Other components that are addressed are:

Substandard or dangerous furnaces & water heaters  
Ventilation to improve indoor air quality  
C.O. detectors & Smoke Alarms  
Education of clients on continued maintenance and any health & safety concerns

Continued need for this program is demonstrated by the consistent amount of applications requested and received. Currently RurAL CAP has applications approved for all projects to be completed in 2017. A wait list of potential projects is being maintained and is already about 80% complete for 2018.

Clients have expressed great appreciation for this program and the improvements that allow them to continue to live in affordable housing for the foreseeable future by extending the life expectancy of the mobile home housing stock.

RurAL CAP strongly supports continued funding for the Mobile Home Repair Program for 2018 and beyond.

Thank You

**Corrinne O’Neill, Supporting Housing Division Director, Rural Alaska Community Action Program (RurAL CAP)** - My name is Corrinne O’Neill I’m the Supporting Housing Division Director for RurAL CAP, I would like to testify on the 2017, 2018 Action Plans. I think first of all I would like to thank the Municipality for continuing to dedicate CDBG Public Service grants in alignment with the Mayor’s initiative on homelessness and we would like to see the funding continue with a preference for homelessness. The second

thing I would like to testify about is we were happy to see the CHDO Operating Assistance put into the HOME budget. We know this is not a lot of money but it's important to the Support of Housing Division. Many of our affordable housing properties do not make a profit every year, some of them take a loss. Some years we make a slight profit, but that doesn't give us a lot of money to do extra projects or infrastructure development or capacity building projects. That small amount of money has really helped us offset what we might take for a loss on a property by running it as an affordable housing for a high risk population.

On the HOME Program I think you know we're in a national challenge right now and a state challenge where there is not going to be a lot of funding for big capital projects; there's almost no state capital budget. With the election of the new president the low income tax credit resource has really destabilized in the market and so there are very few opportunities for non-profits like RurAL CAP to leverage that funding. We would like the Municipality to look at smaller more rehabilitative projects because being able to couple the funding together is becoming more and more difficult in sort of a challenging, economic and political climate.

On ESG we appreciate the Municipality's efforts on Rapid Re-housing and continued support of that; we think that's really important evidence based practice for families in our community and I think the timing is really good with the Providence Foundation funding that has come in to do a Rapid Re-housing demonstration project, and I think we can all benefit and learn from moving the system of homelessness through the ESG Rapid Re-housing.

I don't think we know a lot of what's going on with the housing trust funds or what the rules are but again I would encourage smaller sort of rehabilitative projects because the ability to do large projects there's not a lot of capital out there for that and to make sure that the operating match is in those. Thank you.

**Public Comments received on the Draft 2018 Action Plan by e-mail.**

No written comments were received and no comments were received by e-mail.

\*\*\*\*\*

\*\*\*\*\*

**Public Hearing Draft 2018 Action Plan – June 6, 2018**

Municipality of Anchorage  
Department Health & Human Services  
825 L Street  
4<sup>th</sup> Floor Conference Room #423

No comments were received.

**Public Comments received on the Draft 2018 Action Plan by e-mail.**

No written comments were received and no comments were received by e-mail.

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# Assembly Resolution - AR 2018-215 & AM 475-2018

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Municipal Clerk's Office  
**Approved**  
Date: July 31, 2018

Submitted by: Chair of the Assembly at the  
Request of the Mayor  
Prepared by: Dept. of Health and Human  
Services  
For reading: July 17, 2018

## ANCHORAGE, ALASKA AR No. 2018-215

1 A RESOLUTION ADOPTING THE 2018 HOUSING AND COMMUNITY  
2 DEVELOPMENT ANNUAL (HCDA) ACTION PLAN, WHICH CONSTITUTES  
3 APPLICATION TO THE U. S. DEPARTMENT OF HOUSING AND URBAN  
4 DEVELOPMENT (HUD) FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT  
5 (CDBG), THE HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME), THE  
6 EMERGENCY SOLUTIONS GRANT (ESG), AND THE NATIONAL HOUSING TRUST  
7 FUNDS (HTF), FROM SECTION 1131 OF THE TITLE 1 HOUSING AND ECONOMIC  
8 RECOVERY ACT (HERA) OF 2008 AS A SUBGRANT THROUGH ALASKA  
9 HOUSING FINANCE CORPORATION (AHFC). THIS RESOLUTION  
10 APPROPRIATES THE 2018 ANNUAL ENTITLEMENT GRANTS FROM HUD IN THE  
11 AMOUNTS NOT TO EXCEED ONE MILLION SEVEN HUNDRED TWENTY-SIX  
12 THOUSAND SIXTY-EIGHT DOLLARS (\$1,726,068) IN CDBG ENTITLEMENT,  
13 SIXTEEN THOUSAND NINE HUNDRED DOLLARS (\$16,900) OF CDBG PROGRAM  
14 INCOME, SEVEN HUNDRED THIRTY-THREE THOUSAND SIXTY-EIGHT DOLLARS  
15 (\$733,068) IN HOME ENTITLEMENT, TWO HUNDRED EIGHTY-SEVEN THOUSAND  
16 NINE HUNDRED SEVENTEEN DOLLARS (\$287,917) IN HOME PROGRAM  
17 INCOME, ONE HUNDRED FORTY-FIVE THOUSAND ONE HUNDRED NINETY-  
18 EIGHT DOLLARS (\$145,198) IN ESG ENTITLEMENT; ALL TO THE FEDERAL  
19 GRANT FUND (241) AND SEVEN HUNDRED THIRTY-THREE THOUSAND SIXTY-  
20 EIGHT DOLLARS (\$733,068) OF 2018 HUD NATIONAL HOUSING TRUST FUNDS  
21 (HTF) TO STATE DIRECT/FEDERAL PASS-THRU GRANT FUND (231) FOR THE  
22 DEPARTMENT OF HEALTH AND HUMAN SERVICES.

23  
24 **WHEREAS**, extensive research and analysis was used to complete the 2018-2022 Mu-  
25 nicipality of Anchorage (MOA) Housing and Community Development Consolidated  
26 Plan (HUD Consolidated Plan), which is the source for a widespread approach to ad-  
27 dress housing and community development needs of low-income persons and home-  
28 less individuals, families and neighborhoods; and

29  
30 **WHEREAS**, the 2018 HCDA Action Plan application will be submitted to HUD since the  
31 appropriation bill has been enacted by Congress and HUD has notified the grantees of  
32 participating jurisdictions of the actual allocation amount under the formula grant pro-  
33 grams. Upon approval by the Assembly and then HUD's review of the 2018 HCDA  
34 Action Plan for at least 45 days (as per 24 CFR 91.15(a) (1)); and

35 **WHEREAS**, the MOA will submit its annual application for the 2018 HCDA Action Plan  
36 of the 2018-2022 HUD Consolidated Plan to HUD, that outline the program of activities  
37 to be undertaken with CDBG, HOME, ESG and HTF funds; and  
38

1 **WHEREAS**, throughout the development of said application and the 2018 HCDA Action  
2 Plan grant awards; the MOA actively sought citizen participation of residents and rep-  
3 resentatives of lower-income, Anchorage neighborhoods, the general public, business  
4 partners and community councils; and  
5

6 **WHEREAS**, consistent with federal regulations 24 CFR 91.115, a public notice pub-  
7 lished on January 25, 2017 in the Alaska Dispatch News, a newspaper with statewide  
8 distribution announced the beginning of the 2018 HCDA Action Plan process, public  
9 hearing and public comment period. This was the first public hearing on the 2018 HCDA  
10 Action Plan. A presentation and public hearing on the 2018 HCDA Action Plan was  
11 held on February 8, 2017 in the Department of Health and Social Services (DHHS)  
12 Conference Room #423, at 825 L Street, in Anchorage, starting at 3:30PM. Public tes-  
13 timony and comment on the 2018 HCDA Action Plan were accepted through 4:00PM  
14 on February 27, 2017; and  
15

16 **WHEREAS**, a second public notice ad was placed in the Anchorage Daily News on May  
17 16, 2018 to announce the availability of the 2018 HCDA Action Plan. On June 6, 2018  
18 a presentation and public hearing was scheduled and held at the DHHS Conference  
19 Room #423, at 825 L Street, Suite #506 in Anchorage starting at 3:00PM. Comments  
20 were accepted through 4:00PM on June 18, 2018; and  
21

22 **WHEREAS**, copies of the draft plan were available at the DHHS, Housing and Commu-  
23 nity Services Division (HCSD), Community Safety and Development (CSD offices) at  
24 825 L Street, Suite #506 in Anchorage, through the MOA website; and  
25

26 **WHEREAS**, projects funded or expanded through HUD Entitlement and HTF funds are  
27 consistent with the 2018-2022 HUD Consolidated Plan and under HUD CDBG, HOME,  
28 ESG and HTF grant funds for homeless services and affordable housing and meet  
29 HUD's national objectives. CDBG activities are subject to 24 CFR 570, HOME activities  
30 are subject to 24 CFR 92, ESG activities are authorized under Subtitle B of Title IV,  
31 McKinney-Vento Homeless Assistance Act 24 CFR 576 and HTF activities are subject  
32 to 24 CFR Part 93.  
33

34 **NOW, THEREFORE:**  
35

36 **THE ANCHORAGE ASSEMBLY RESOLVES:**  
37

38 **Section 1.** The Assembly adopts the 2018 HCDA Action Plan of the HUD Consolidated  
39 Plan as the general basis for a comprehensive approach to address housing and com-  
40 munity development needs of lower-income persons and homeless individuals, families  
41 and neighborhoods through application for CDBG, HOME, and ESG federal grants and  
42 application for HTF funds through AHFC as a subgrant.  
43

44 **Section 2.** That the grant from HUD for FY 2018 allocation of CDBG funds in an amount  
45 not to exceed ONE MILLION SEVEN HUNDRED TWENTY-SIX THOUSAND SIXTY-  
46 EIGHT DOLLARS (\$1,726,068) of 2018 CDBG entitlement and CDBG program income

1 of SIXTEEN THOUSAND NINE HUNDRED DOLLARS (\$16,900), are hereby appropri-  
2 ated as funding from HUD to DHHS, Federal Grant Fund (241900) and Program Income  
3 Fund (241800).

4  
5 **Section 3** That the grant from HUD for FY 2018 allocation of HOME funds in an amount  
6 not to exceed SEVEN HUNDRED THIRTY-THREE THOUSAND SIXTY-EIGHT  
7 DOLLARS (\$733,068), of 2018 HOME entitlement and HOME program income of TWO  
8 HUNDRED EIGHTY-SEVEN THOUSAND NINE HUNDRED SEVENTEEN DOLLARS  
9 (\$287,917) are hereby appropriated as funding from HUD to DHHS, Federal Grant Fund  
10 (241900) and Program Income Fund (241800).

11  
12 **Section 4.** That the grant from HUD for FY 2018 allocation of ESG funds in an amount  
13 not to exceed ONE HUNDRED FORTY-FIVE THOUSAND ONE HUNDRED NINETY-  
14 EIGHT DOLLARS (\$145,198) of 2018 ESG entitlement are hereby appropriated as  
15 funding from HUD to DHHS, Federal Grant Fund (241900).

16  
17 **Section 5.** That HUD's rules of 24 CFR 93, for HTF, requires funding as a subgrant of  
18 AHFC in an amount not to exceed SEVEN HUNDRED THIRTY-THREE THOUSAND  
19 SIXTY-EIGHT DOLLARS (\$733,068), of HUD funds are hereby appropriated as funding  
20 from AHFC to DHHS as per HUD's ruling of 24 CFR 93, State Direct/Federal Pass-  
21 Through Fund (231900).

22  
23 **Section 6.** That the allocation appropriated from CDBG, HOME, ESG and HTF are  
24 hereby appropriated from government funds and program-specific generated income  
25 will be based on the activities outlined in the attached Assembly Memorandum, and in  
26 the 2018 HCDA Action Plan of the HUD Consolidated Plan. Accounting information is  
27 outlined in the attached Assembly Memorandum, Attachment A.

28  
29 **Section 7.** Based on approval by the Anchorage Municipal Assembly of this resolution,  
30 DHHS recommends to make the above grant awards and contract agreements.

31  
32 **Section 8.** This resolution shall take effect immediately upon passage and approval by  
33 the Anchorage Assembly.

34  
35 PASSED AND APPROVED by the Anchorage Assembly this 31st day of July, 2018.

36  
37  
38  
39   
40 Chair

41 ATTEST:

42   
43  
44  
45 Municipal Clerk

46  
47  
48 **Department of Appropriation:**

49 Department of Health and Human Services: \$3,642,219

**MUNICIPALITY OF ANCHORAGE**

**ASSEMBLY MEMORANDUM**

**No. AM 475-2018**

**Meeting Date: July 17, 2018**

1 **From: MAYOR**

2  
3 **Subject: A RESOLUTION ADOPTING THE 2018 HOUSING AND COMMUNITY**  
4 **DEVELOPMENT ANNUAL (HCDA) ACTION PLAN, WHICH**  
5 **CONSTITUTES APPLICATION TO THE U. S. DEPARTMENT OF**  
6 **HOUSING AND URBAN DEVELOPMENT (HUD) FOR THE**  
7 **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), THE HOME**  
8 **INVESTMENT PARTNERSHIPS PROGRAM (HOME), THE**  
9 **EMERGENCY SOLUTIONS GRANT (ESG), AND THE NATIONAL**  
10 **HOUSING TRUST FUNDS (HTF), FROM SECTION 1131 OF THE TITLE**  
11 **1 HOUSING AND ECONOMIC RECOVERY ACT (HERA) OF 2008, AS**  
12 **A SUBGRANT THROUGH ALASKA HOUSING FINANCE**  
13 **CORPORATION (AHFC). THIS RESOLUTION APPROPRIATES THE**  
14 **2018 ANNUAL ENTITLEMENT GRANTS FROM HUD IN THE**  
15 **AMOUNTS NOT TO EXCEED ONE MILLION SEVEN HUNDRED**  
16 **TWENTY-SIX THOUSAND SIXTY-EIGHT DOLLARS (\$1,726,068) IN**  
17 **CDBG ENTITLEMENT, SIXTEEN THOUSAND NINE HUNDRED**  
18 **DOLLARS (\$16,900) OF CDBG PROGRAM INCOME, SEVEN**  
19 **HUNDRED THIRTY-THREE THOUSAND SIXTY-EIGHT DOLLARS**  
20 **(\$733,068) IN HOME ENTITLEMENT, TWO HUNDRED EIGHTY-SEVEN**  
21 **THOUSAND NINE HUNDRED SEVENTEEN DOLLARS (\$287,917) IN**  
22 **HOME PROGRAM INCOME, ONE HUNDRED FORTY-FIVE**  
23 **THOUSAND ONE HUNDRED NINETY-EIGHT DOLLARS (\$145,198) IN**  
24 **ESG ENTITLEMENT; ALL TO THE FEDERAL GRANT FUND (241) AND**  
25 **SEVEN HUNDRED THIRTY-THREE THOUSAND SIXTY-EIGHT**  
26 **DOLLARS (\$733,068) OF 2018 HUD NATIONAL HOUSING TRUST**  
27 **FUNDS (HTF) TO STATE DIRECT/FEDERAL PASS-THRU GRANT**  
28 **FUND (231) FOR THE DEPARTMENT OF HEALTH AND HUMAN**  
29 **SERVICES.**  
30

31 The purpose of the attached resolution is to adopt the 2018 HCDA Action Plan, and  
32 appropriate Program Year (PY) 2018 HUD entitlement funds, HTF funds and pro-  
33 gram income. The 2018 HCDA Action Plan is the first year of five annual action  
34 plans and constitutes the MOA's application to HUD for entitlement funds and is part  
35 of the 2018-2022 Housing and Community Development Consolidated Plan (HUD  
36 Consolidated Plan).  
37

38 The 2018 program year began on January 1, 2018. The 2018 HCDA Action Plan  
39 will be submitted to HUD upon the Assembly's approval and HUD's review of the  
40 2018 HCDA Action Plan for 45 days, PY 2018 entitlement and HTF funds identified  
41 are based on the actual grant awards received from HUD. Entitlement award  
42 amounts were announced in May 2018. The 2018 HCDA Action Plan outlines the  
43 program of activities to be undertaken with CDBG, HOME, ESG and HTF funds.  
44 Programs for PY 2018 to address the needs of the Municipality's lower-income and  
45 homeless residents. The 2018 HCDA Action Plan was developed by the Mayor,

1 Municipal Manager and DHHS. CDBG, HOME, ESG and HTF grants are managed  
 2 by DHHS.  
 3  
 4 Consistent with federal regulations (24 CFR 91.115), a public notice published on  
 5 January 25, 2017 in the Alaska Dispatch News, a newspaper with statewide distri-  
 6 bution announced the beginning of the 2018 HCDA Action Plan process, public hear-  
 7 ing and public comment period. This was the first public hearing on the 2018 HCDA  
 8 Action Plan. A presentation and public hearing on the 2018 HCDA Action Plan was  
 9 held on February 8, 2017 in the Department of Health and Human Services (DHHS)  
 10 Conference Room #423, at 825 L Street, in Anchorage, starting at 3:30PM. Public  
 11 testimony and comment on the 2018 HCDA Action Plan were accepted through 4PM  
 12 on February 27, 2017.  
 13  
 14 The second public notice ad was placed in the Anchorage Daily News on May 16,  
 15 2018 to announce the availability of the draft 2018 HCDA Action Plan. On June 6,  
 16 2018, a presentation and public hearing was scheduled and held at the DHHS Con-  
 17 ference Room #423, at 825 L Street in Anchorage starting at 3:00PM. Comments  
 18 were accepted through 4:00PM on June 18, 2018.  
 19  
 20 Copies of the draft plan were available at the DHHS, Housing and Community Ser-  
 21 vices Division, Community Safety and Development (CSD office) in 825 L Street,  
 22 Suite #506 in Anchorage and through the MOA website.  
 23  
 24 The DHHS requests approval of the attached resolution to the draft 2018 HCDA  
 25 Action Plan. Details on the sources and uses for each of these grants are included  
 26 in the table below. Additional descriptions of each activity are included in the draft  
 27 2018 HCDA Action Plan.  
 28

29 **2018 HUD Funding:**

Project Sources	CDBG	HOME	ESG	HTF	Total
2018 Allocation	1,726,068	733,068	145,198	733,068	3,337,402
Program Income	16,900	287,917			304,817
Total Sources	1,742,968	1,020,985	145,198	733,068	3,642,219
Project) Use	CDBG	HOME	ESG	HTF	Total
Administrative and General	345,214	102,099	10,890	73,306	531,509
Mobile Home Repair Program - Rural Alaska Community Action Program (Rural CAP)	400,000				400,000
Rental Housing Development – Cook Inlet Housing Authority	613,844				613,844

Activity Delivery Cost-Staff Direct	125,000				125,000
Public Services – Emergency Shelter– Downtown Hope Center	72,000				72,000
Public Services - Case Management Sitka Place - RurAL CAP	71,560				71,560
Public Services – Homeless Preven- tion - Alaska Legal Services Corpora- tion	72,255				72,255
Public Services – Homeless Outreach - RurAL CAP	43,095				43,095
Rental Housing De- velopment – Cook Inlet Housing Au- thority		547,273			547,273
CHDO Housing Pro- gram – TBD		109,960			109,960
Tenant-Based Rental Assistance - NeighborWorks Alaska		225,000			225,000
CHDO Operating Expense Assistance - NeighborWorks Alaska, Habitat for Humanity & RurAL CAP		36,653			36,653
Homeless Preven- tion – Municipality of Anchorage			72,419		72,419
Rapid Re-housing - Catholic Social Ser- vices			61,889		61,889
Rental Housing De- velopment -TBD				659,762	659,762
<b>Total Uses</b>	<b>1,742,968</b>	<b>1,020,985</b>	<b>145,198</b>	<b>733,068</b>	<b>3,642,219</b>

**Total Awards \$ 3,642,219**

1 |  
2 |

1 Based on approval of this resolution, DHHS intends to make the above grant subre-  
 2 cipient awards and contracts upon the approval of awards and contracts from the  
 3 Anchorage Municipal Assembly.

4

5

6 **THE ADMINISTRATION RECOMMENDS APPROVAL.**

7

8 Prepared by: Gina M. Riggs-Kaiser, DHHS, HCSD-CSD  
 9 Approved by: Blanche A. Moreman, Interim Director, DHHS  
 10 Concur: Lance Wilber, Director OMB  
 11 Fund Certification: Robert E. Harris, CFO  
 12 241900-2000087-80001450-405100 \$1,726,068  
 13 (Subject to receipt of executed grant agreement)  
 14 (CDBG Entitlement)  
 15 241800-2000087-80001453-408370 \$16,900  
 16 (Subject to receipt of executed grant agreement)  
 17 (CDBG Program Income)  
 18 241900-2000088-80001457-405100 \$733,068  
 19 (Subject to receipt of executed grant agreement)  
 20 (HOME Entitlement)  
 21 241800-2000088-80001481-408370 \$287,917  
 22 (Subject to receipt of executed grant agreement)  
 23 (HOME Program Income)  
 24 241900-2000085-80001486-405100 \$145,198  
 25 (Subject to receipt of executed grant agreement)  
 26 (ESG Entitlement)  
 27 231900-2000086-80001462-405150 \$733,068  
 28 (Subject to receipt of executed grant agreement)  
 29 (AHFC, HUD HTF State Grant Rev-Pass Thru)  
 30 Concur: William D. Falsey, Municipal Manager  
 31 Respectfully submitted: Ethan A. Berkowitz, Mayor

**Attachment A  
FY18 Funds Appropriation**

The DHHS recommends appropriation of the FY 2018 Community Development Block Grant Program (CDBG) and the HOME Investment Partnerships Programs (HOME), Emergency Solutions Grant (ESG) and the AHFC Subgrant on the National Housing Trust Fund (HTF). The budget detail is presented below.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

FY18 CDBG REVENUE

REVENUE	ACCOUNT NAME	AMOUNT
241900-2000087-80001450-405100	Federal Grant Revenue-Direct	\$1,726,068
241800-2000087-80001453-408370	Loan Recovery	<u>16,900</u>
	Total Revenue	\$1, 742,968

FY18 CDBG GRANT MANAGEMENT, PROJECTS AND ACTIVITIES

EXPENDITURES	ACCOUNT NAME	AMOUNT
241900-2000087-80001446-501010	Straight Time Labor	\$287,700
241900-2000087-80001446-501020	Overtime	8,020
241900-2000087-80001446-501040	Annual Leave Taken	17,300
241900-2000087-80001446-501080	Retirement	33,000
241900-2000087-80001446-501090	Life Insurance	19
241900-2000087-80001446-501100	Medical/Dental	38,040
241900-2000087-80001446-501105	FICA/Medicare Employer Taxes	21,672
241900-2000087-80001446-501130	Unemployment Insurance	50
241900-2000087-80001449-511010	Office Supplies	3,200
241900-2000087-80001449-511170	Gasoline Issues	280
241900-2000087-80001449-511360	Computer Supplies	2,910
241900-2000087-80001449-540150	Advertising	3,160
241900-2000087-80001449-540170	Communications	900
241900-2000087-80001449-540300	Fleet Equipment Rental	3,204
241900-2000087-80001449-530020	Laundry & Sanitation Services	63
241900-2000087-80001449-540650	Miscellaneous	165
241900-2000087-80001447-540110	Contract to Outside Org	1, 257,544
241800-2000087-80001451-540110	Contract to Outside Org	15,210
241900-2000087-80001449-600230	Reprographics	60
241900-2000087-80001446-605530	IGC General Liability	422
241900-2000087-80001446-605540	IGC Workers' Compensation	4,000
241900-2000087-80001448-615200	IGC CS to Operation Grants	44,359
241800-2000087-80001452-615200	IGC CS to Operation Grants	<u>1,690</u>
	Total Expenditures	\$1,742,968

**HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)**

FY18 HOME REVENUE

REVENUE	ACCOUNT NAME	AMOUNT
241900-2000088-80001457-405100	Federal Grant Revenue-Direct	\$733,068
241800-2000088-80001481-408370	Loan Recovery	<u>287,917</u>
	Total Revenue	\$1,020,985

F18 HOME GRANT MANAGEMENT, PROJECTS AND ACTIVITIES

EXPENDITURES	ACCOUNT NAME	AMOUNT
241900-2000088-80001454-501010	Straight Time Labor	\$52,986
241900-2000088-80001454-501070	Benefits for Conversion	17,551
241800-2000088-80001458-501070	Benefits for Conversion	10,753
241900-2000088-80001455-540110	Contract to Outside Org	659,760
241800-2000088-80001479-540110	Contract to Outside Org	259,126
241900-2000088-80001454-605530	IGC General Liability	58
241900-2000088-80001454-605540	IGC Workers' Comp	2,713
241800-2000088-80001480-615200	IGC CS to Operation Grants	<u>18,038</u>
	Total Expenditures	\$1,020,985

**EMERGENCY SOLUTIONS GRANT (ESG)**

FY18 ESG REVENUE

REVENUE	ACCOUNT NAME	AMOUNT
241900-2000085-80001486-405100	Federal Grant Revenue-Direct	<u>\$145,198</u>
	Total Revenue	\$145,198

FY18 ESG GRANT MANAGEMENT, PROJECT AND ACTIVITIES

EXPENDITURES	ACCOUNT NAME	AMOUNT
241900-2000085-80001482-501010	Straight Time Labor	\$3,999
241900-2000085-80001482-501070	Benefits for Conversion	3,048
241900-2000085-80001483-540280	Rentals	72,419
241900-2000085-80001483-540110	Contract to Outside Org	61,889
241900-2000085-80001485-540150	Advertising	200
241900-2000085-80001482-605530	IGC General Liability	5
241900-2000085-80001482-605540	IGC Workers' Comp	315
241900-2000085-80001484-615200	IGC CS to Operating Grants	<u>3,323</u>
	Total Expenditures	\$145,198

**AHFC PASS-THROUGH OF HUD NATIONAL HOUSING TRUST FUNDS (HTF)**

FY18 HTF REVENUE

<u>REVENUE</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
231900-2000086-80001462-405150	State Grant Rev-Pass Thru	\$733,068
Total Revenue		\$733,068

F18 AHFC FEDERAL PASS-THROUGH OF HUD NATIONAL HOUSING TRUST  
 FUNDS, GRANT MANAGEMENT AND PROJECTS

<u>EXPENDITURES</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
231900-2000086-80001459-501010	Straight Time Labor	\$31,000
231900-2000086-80001459-501020	Overtime	1,500
231900-2000086-80001459-501070	Benefits for Conversion	20,366
231900-2000086-80001460-540110	Contract to Outside Org	659,762
231900-2000086-80001459-605530	IGC General Liability	17
231900-2000086-80001459-605540	IGC Workers' Comp	3,100
231900-2000086-80001461-615200	IGC CS to Operating Grants	17,323
Total Expenditures		\$733,068

# Certifications

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## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

  
Signature/Authorized Official                      Date  
7/13/18

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2018 , (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

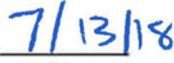
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

  
Signature/Authorized Official

  
Date

  
Title

**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

William D. Fry      7/13/14  
Signature/Authorized Official      Date

MUNICIPAL MANAGER  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

William D. Fry 7-13-18  
Signature/Authorized Official Date

MUNICIPAL MANAGER  
Title

## ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services ( including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Walter D. [Signature]  
Signature/Authorized Official

7-13-18  
Date

MUNICIPAL MANAGER  
Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING:

#### A. Lobbying Certification

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.

Application for Federal Assistance SF-424		
<p><b>* 1. Type of Submission:</b></p> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
<p><b>* 2. Type of Application:</b></p> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
<p><b>* If Revision, select appropriate letter(s):</b> _____</p> <p><b>* Other (Specify):</b> _____</p>		
<p><b>* 3. Date Received:</b> 05/18/2018</p>		<p><b>4. Applicant Identifier:</b> _____</p>
<p><b>5a. Federal Entity Identifier:</b> Municipality of Anchorage</p>		<p><b>5b. Federal Award Identifier:</b> _____</p>
<p><b>State Use Only:</b></p>		
<p><b>6. Date Received by State:</b> _____</p>		<p><b>7. State Application Identifier:</b> _____</p>
<p><b>8. APPLICANT INFORMATION:</b></p>		
<p><b>* a. Legal Name:</b> Municipality of Anchorage</p>		
<p><b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 92-0059987</p>		<p><b>* c. Organizational DUNS:</b> 0766670130000</p>
<p><b>d. Address:</b></p>		
<p><b>* Street1:</b> P. O. Box 196650</p> <p><b>Street2:</b> _____</p> <p><b>* City:</b> Anchorage</p> <p><b>County/Parish:</b> Anchorage Borough-Municipality</p> <p><b>* State:</b> AK: Alaska</p> <p><b>Province:</b> _____</p> <p><b>* Country:</b> USA: UNITED STATES</p> <p><b>* Zip / Postal Code:</b> 99519-6650</p>		
<p><b>e. Organizational Unit:</b></p>		
<p><b>Department Name:</b> Dept of Health &amp; Human Service</p>		<p><b>Division Name:</b> Housing and Community Services</p>
<p><b>f. Name and contact information of person to be contacted on matters involving this application:</b></p>		
<p><b>Prefix:</b> Mrs. <b>* First Name:</b> Natasha</p> <p><b>Middle Name:</b> M.</p> <p><b>* Last Name:</b> Pineda</p> <p><b>Suffix:</b> _____</p> <p><b>Title:</b> DHHS Director</p> <p><b>Organizational Affiliation:</b> Department of Health and Human Services</p> <p><b>* Telephone Number:</b> 907-343-4650 <b>Fax Number:</b> 907-343-6740</p> <p><b>* Email:</b> PinedaNM@ci.anchorage.ak.us</p>		

Application for Federal Assistance SF-424		
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <input type="text" value="C: City or Township Government"/> <p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text"/>		
<p><b>* 10. Name of Federal Agency:</b></p> <input type="text" value="U. S. Housing and Urban Development (HUD), CPD"/>		
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <input type="text" value="14.218"/> <p>CFDA Title:</p> <input type="text" value="Community Development Block Grant/Entitlement Grants (CDBG)"/>		
<p><b>* 12. Funding Opportunity Number:</b></p> <input type="text" value="N/A"/> <p>* Title:</p> <input type="text" value="N/A"/>		
<p><b>13. Competition Identification Number:</b></p> <input type="text" value="N/A"/> <p>Title:</p> <input type="text"/>		
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <input type="text"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>		
<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <input type="text" value="Within the Municipality of Anchorage jurisdiction."/>		
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>		

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant	Alaska
* b. Program/Project	Alaska
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>17. Proposed Project:</b>	
* a. Start Date:	01/01/2018
* b. End Date:	12/31/2018
<b>18. Estimated Funding (\$):</b>	
* a. Federal	1,726,068.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	16,900.00
* g. TOTAL	1,742,968.00
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
<b>Authorized Representative:</b>	
Prefix:	Mr.
* First Name:	William
Middle Name:	D.
* Last Name:	Falsey
Suffix:	
* Title:	Municipal Manager
* Telephone Number:	907-343-7121
Fax Number:	
* Email:	william.falsey@anchorageak.gov
* Signature of Authorized Representative:	
* Date Signed:	07/20/2018

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Municipal Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
Municipality of Anchorage	07/13/2018

SF-424D (Rev. 7-97) Back

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: 05/18/2018	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: Municipality of Anchorage	5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: Municipality of Anchorage		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 92-0059987	* c. Organizational DUNS: 0766670130000	
<b>d. Address:</b>		
* Street1: P. O. Box 196650	Street2: <input type="text"/>	
* City: Anchorage	County/Parish: Anchorage Borough-Municipality	
* State: AK: Alaska	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: 99519-6650	
<b>e. Organizational Unit:</b>		
Department Name: Dept of Health & Human Service	Division Name: Housing and Community Services	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: Mrs.	* First Name: Natasha	
Middle Name: M.	* Last Name: Pineda	
Suffix: <input type="text"/>	Title: DHHS Director	
Organizational Affiliation: Department of Health and Human Services		
* Telephone Number: 907-343-4650	Fax Number: 907-343-6740	
* Email: PinedaNM@ci.anchorage.ak.us		

Application for Federal Assistance SF-424	
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <input type="text" value="C: City or Township Government"/> <p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text"/>	
<p><b>* 10. Name of Federal Agency:</b></p> <input type="text" value="U. S. Housing and Urban Development(HUD), CPD"/>	
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <input type="text" value="14.239"/> <p>CFDA Title:</p> <input type="text" value="HOME Investment Partnership Program (HOME)"/>	
<p><b>* 12. Funding Opportunity Number:</b></p> <input type="text" value="N/A"/> <p>* Title:</p> <input type="text" value="N/A"/>	
<p><b>13. Competition Identification Number:</b></p> <input type="text" value="N/A"/> <p>Title:</p> <input type="text"/>	
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <input type="text"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Add Attachment</span> <span>Delete Attachment</span> <span>View Attachment</span> </div>	
<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <input type="text" value="Within the Municipality of Anchorage jurisdiction."/>	
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around;"> <span>Add Attachments</span> <span>Delete Attachments</span> <span>View Attachments</span> </div>	

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

\* a. Federal

\* b. Applicant

\* c. State

\* d. Local

\* e. Other

\* f. Program Income

\* g. TOTAL

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
 Expiration Date: 01/31/2019

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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 Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Municipal Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
Municipality of Anchorage	07/13/2018

SF-424D (Rev. 7-97) Back

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="05/18/2018"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text" value="Municipality of Anchorage"/>	5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="Municipality of Anchorage"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="92-0059987"/>	* c. Organizational DUNS: <input type="text" value="0766670130000"/>	
<b>d. Address:</b>		
* Street1: <input type="text" value="P. O. Box 196650"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Anchorage"/>	County/Parish: <input type="text" value="Anchorage Borough-Municipality"/>	
* State: <input type="text" value="AK: Alaska"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="99519-6650"/>	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text" value="Dept of Health &amp; Human Service"/>	Division Name: <input type="text" value="Housing and Community Services"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text" value="Mrs."/>	* First Name: <input type="text" value="Natasha"/>	
Middle Name: <input type="text" value="M."/>	* Last Name: <input type="text" value="Pineda"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="DHHS Director"/>	
Organizational Affiliation: <input type="text" value="Department of Health and Human Services"/>		
* Telephone Number: <input type="text" value="907-343-4650"/>	Fax Number: <input type="text" value="907-343-6740"/>	
* Email: <input type="text" value="PinedaNM@ci.anchorage.ak.us"/>		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U. S. Housing and Urban Development (HUD), CPD

**11. Catalog of Federal Domestic Assistance Number:**

14.239

CFDA Title:

Hearth Emergency Solutions Grant (HESG)

**\* 12. Funding Opportunity Number:**

N/A

\* Title:

N/A

**13. Competition Identification Number:**

N/A

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Within the Municipality of Anchorage jurisdiction.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant	Alaska
* b. Program/Project	Alaska
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>17. Proposed Project:</b>	
* a. Start Date:	01/01/2018
* b. End Date:	12/31/2018
<b>18. Estimated Funding (\$):</b>	
* a. Federal	145,198.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	145,198.00
* f. Program Income	
* g. TOTAL	290,396.00
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
<b>Authorized Representative:</b>	
Prefix:	Mr.
* First Name:	William
Middle Name:	D.
* Last Name:	Falsey
Suffix:	
* Title:	Municipal Manager
* Telephone Number:	907-343-7121
Fax Number:	
* Email:	william.falsey@anchorageak.gov
* Signature of Authorized Representative:	
* Date Signed:	07/19/2018

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Municipal Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
Municipality of Anchorage	07/13/2018

SF-424D (Rev. 7-97) Back

# Written standards for providing ESG assistance

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## MUNICIPALITY OF ANCHORAGE DEPARTMENT OF HEALTH AND HUMAN SERVICES ESG POLICIES AND PROCEDURES

Policies and Procedures for the MOA/DHHS ESG Disbursement of Funds

August 1, 2018

MOA/DHHS

825 L Street, Suite 203 Anchorage, AK 99508

MOA ESG Policies and Procedures August 1, 2018

0

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# Municipality's Homeless Prevention Program

## Policies and Procedures

### PROGRAM PURPOSE

The Municipality of Anchorage, Department of Health and Human Services (MOA, DHHS) Emergency Solutions Grant Program (ESG) (referred to by 2-1-1 as the Municipality's Homeless Prevention Program (MHPP)) provides federal funds to assist consumers and families to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. Municipal ESG funds are available for homeless prevention (rental assistance). The ESG program is authorized by subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11371-11378).

ESG is intended to prevent persons who are housed from becoming homeless by helping them regain stability in their current housing or permanent housing. Eligible consumers must be at imminent risk of homelessness, homeless under other federal statutes; fleeing/attempting to flee domestic violence or meet the criteria for being at risk of homelessness and have an income at or below 30% of median income. Eligible consumers must lack the resources or support networks to help them retain or obtain appropriate, stable housing. Eligibility determination and prioritization must comply with HUD Program Standard #6 – Determining and Prioritizing Eligibility for Homelessness Prevention.

### BASIC ELIGIBILITY REQUIREMENTS

- A.** Determination of eligibility for homeless prevention requires an in-person assessment to verify that consumers meet HUD's categorical definition for imminent risk of homelessness, homeless under other federal statutes, or at risk of homelessness.
- B.** Consumers for assistance have an annual household income at 30% or below of area median income.
- C.** Consumers must lack resources and support networks which could provide financial assistance.
- D.** Documentation that the assistance would likely allow the applicant to regain stability in their current permanent housing or access other permanent housing and achieve stability.
- E.** The rental property must meet HUD Occupancy Standards, Habitability Standards and Lead-Based Paint Requirements.

## ELIGIBLE ACTIVITIES AND ASSISTANCE

ESG funds may be used to pay landlords for the following rental related expenses.

- A. Rental security deposit
- B. An eviction notice based on 30 days past due rent

Please note – financial assistance cannot be provided to an ESG consumers who is receiving the same type of assistance through other public sources.

## INELIGIBLE ACTIVITIES AND ASSISTANCE

- A. Payments made directly to program consumers or their family members.
- B. Payments made on mortgage or land contract
- C. Payment of rent for the same period of time and for the same cost types being assisted through other federal, state, or local housing subsidy program
- D. Payment on credit cards bills or other consumer debt, including child support or garnishments
- E. Provision of cash assistance
- F. Payment cost of discharge planning in mainstream institutions such as hospitals, nursing homes, jails or prisons.

## GENERAL REQUIREMENTS

- A. Confidentiality – All information about the consumer is confidential. Information will only be disclosed for the purpose of determining program eligibility, providing benefits, investigating possible violation of federal, state and local regulation(s) associated with ESG delivery and other legal disclosures and never in a setting where members of the public can hear the conversation.
- B. Release of Information – Consumer information (including identifying the person as a consumer) should not be released without written authorization from the consumer. A Release of Information (ROI) form must be completed by the applicant at the time of intake.
- C. Grievance and Appeals –
  - 1. All consumers shall be afforded the opportunity to file a grievance or appeal any decision that denies (for any reason) or limits eligibility of the consumer or terminates or modifies any financial assistance decision.
  - 2. A consumer shall have a minimum of thirty days within which to request an administrative review.
  - 3. All requests shall be in writing to the ESG Program Manager and provide facts as to why the decision shall be reversed.
  - 4. The ESG Program Manager shall provide a memorandum identifying the facts regarding the decision and forward the memorandum, the consumer appeal letter and the entire consumer file for determination by the Division Manager.

## ESG HOMELES PREVENTION STANDARD OPERATING PROCEDURES

### ESG SCREENING PROCESS

- A. ESG opens on the 1<sup>st</sup>, on the first of the month. If the first of the month happens to fall on a weekend we will open the line the following business day. ESG will open with 2-1-1 from 8-12pm. Consumer will be asked 5 questions and if they are eligible their name will be put on a list and given to the ADRC Resource Specialist. The ADRC Resource Specialist will call all callers; even after eligible consumers have been selected to move forward.
- B. The ESG will open on the 1<sup>st</sup> of each month, if the first of the month happens to fall on a weekend we will open the line the following business day the line will remain open from 8-12pm. If funding is not available the Resource Specialist will contact 2-1-1 to ensure they do not begin screening consumers.
- C. The Resource Specialists will direct consumers to 2-1-1 where they will have a recording. Reflecting when the line is open and closed.
- D. 2-1-1 personnel will use the following prescreening questions.
  - 1. Do you live in the Municipality of Anchorage? Answer Yes.
  - 2. Do you have an eviction notice? Answer Yes.
  - 3. Have you or other adults in your household worked or had other income in the last 30 days? Answer Yes.
  - 4. Are you receiving rental assistance or a housing voucher? Answer No.
  - 5. Have you or someone in your household received rental assistance from the Municipal Homeless Prevention Program in the last 12 months? Answer No.
- E. If all of the prescreening questions are answered correctly, the 2-1-1 I&R Specialist will record the caller's name and contact information.
- F. If all of the prescreening questions are NOT answered correctly, the 2-1-1 I&R Specialist will search for other appropriate referrals to the client.
- G. ADRC Resource Specialist will pick up the list of potential ESG clients from 2-1-1 the afternoon after the 2-1-1 ESG phone line closes.

### Client Contact to ADRC for ESG Rental Assistance

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- A. **ADRC Message Script.** In addition to the message about ADRC services, a short message will be added to the ADRC main I&R telephone line advising clients when the ESG program will be opened.
- B. **Walk-In Clients.** If a potential consumer comes directly to DHHS seeking ESG assistance, the ESG Resource Specialist will provide the consumer with the next open period and instruct consumer to call 2-1-1. If potential consumer does not have access to a telephone, ESG Resource Specialist will assist consumer in order to access the voice mail queue and assure follow up contact can be made. No screenings or appointments will be made for walk-in consumers. Also, ESG lead will use the Language Line program to assist ESG consumer's consumers if they would like assistance in another language.
- C. **Consumers requesting ESG** assistance through other DHHS numbers or personnel will be instructed to call ESG hotline 2-1-1 and follow voice mail instructions. Consumers will be screened in the order calls are received on the ESG hotline.

## ESG ELIGIBILITY DETERMINATION PROCESS

Consumers will be further screened by ESG Resource Specialist by telephone to determine program eligibility (see attached telephonic assessment tool). If it is determined that the caller appears eligible for services, an appointment will be set for assessment. Please note – an appointment with an ESG Resource Specialist does not constitute eligibility for program funds. Eligibility is determinate at the time of assessment. In general, appointments are scheduled within 24-48 business hours and are based on funding. The hotline will be updated regularly by ESG Resource Specialist to indicate the status of the program.

- A. ESG Resource Specialist will review and sign off on the prescreening form to determine whether or not the consumer is eligible for the program. If the consumer does not meet the requirements, there is no need to continue with the eligibility screening process.
- B. Due to limited resources and consistent with the Anchorage continuum of care requirements to serve the most in need, all consumers must meet the targeting criteria to be eligible for the program.
- C. ESG Resource Specialist will need to ensure that the information in the targeting criteria matches the information provided in the ESG application form. (i.e. dependents, income information, employment, disability, etc....)
- D. ESG Resource Specialist will sign off on the Stage 2 of the disposition form to reflect that either the consumer meets or does not meet the targeting criteria. If the consumer does not meet the targeting information, there is no need to continue with the Eligibility Screening form.
- E. ESG Resource Specialist will print and sign the ESG screening form (see attachment 2)
- F. ESG Resource Specialist will document unsuccessful consumers using the declined assessment spreadsheet (on G drive). The spreadsheet will include the consumers name, address, telephone number and reason for denial

Consumers that successfully complete the prescreening and eligibility process will be scheduled for an appointment.

## ELIGIBILITY DETERMINATION

- A. Rent Reasonableness Determination – ESG Resource Specialist must determine whether the gross rent is a reasonable rent in comparison to rent for other comparable unassisted units. The information listed below must be considered when making this determination:
  - 1. The location, quality, size, unit type and age of the rental unit
  - 2. Any amenities, housing services, maintenance and utilities to be provided by the owner in accordance with the lease.
  - 3. The rental unit's gross rent must be comparable to the rent reasonable rent for the unit to be considered for rental assistance.
  - 4. The method to establish Rental Reasonableness standard will be documented through the review of advertisements of comparable rental units.
- B. Fair Market Rent (FMR) Determination – FMR is established by HUD to determine rent ceilings for HUD-funded rental assistance and will be the basis for determining FMR for the ESG program.
  - 1. The current FMR for Anchorage is attachment 10
  - 2. The attachment will be updated by ESG Resource Specialist immediately after HUD issues the new FMR amounts.
- C. Calculating Gross Rent - Whether a household is seeking to maintain its current housing or relocate to another unit to avoid homelessness, or exiting homelessness into new permanent housing, the process for determining acceptable rent amounts is as follows.
  - 1. The gross rent (rent plus appropriate utility allowance) must be no greater than the FMR standard by HUD and fit within the limitations resulting from a Rent Reasonableness analysis.
  - 2. The rent for the unit being assisted with program funds cannot exceed the lesser of the FMR or the Rent Reasonableness Standard.
  - 3. If the gross rent for the unit exceeds either the Rent Reasonableness Standard or FMR, no ESG funds may be used for any portion of the rent, even if the household is willing and/or able to pay the difference.
  - 4. FMR and Rent Reasonableness requirements do not apply when a program consumer receives only financial assistance or services. This includes rental application fees, security deposits, utility payments/deposits, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, legal services, and credit repair.
- D. The following formula will be used to calculate Gross Rent Amount of a unit.
  - 1. Total contract rent amount of the unit, plus
  - 2. Allowable fees (excludes late fees and pet fees) required for occupancy under the

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lease, plus

3. Monthly utility allowance established by local public housing authority.
4. Example: A 2-bedroom unit has a rent of \$1,200 per month, not including utilities. The utility allowance for that size and type of unit is \$150 per month. Therefore, the gross rent is \$1,350. A check of three similar units in the neighborhood reveals that a reasonable rent is \$1,400. However, the FMR for the jurisdiction is \$1,300. This means that the household cannot be assisted with ESG rental assistance in this unit because the gross rent exceeds the FMR.

*ESG consumers will be advised that appointment does not constitute eligibility for the ESG program.*

## ESG APPLICATION PROCESS

Once the pre- application and eligibility process is complete, the ESG Resource Specialist will review the ESG proof of eligibility forms to determine the necessary documentation to bring in for the office appointment. Additionally the ESG consumers will need to bring in the following documentation.

## RENTAL AND UTILITY ASSISTANCE DOCUMENTATION

RENTAL ASSISTANCE	RENT DEPOSIT/ <sup>1</sup> <sup>ST</sup> MONTH'S RENT
Eviction Notice	Rental Agreement
Rental agreement	Section 8 award letter
Proof of Income (pay stubs, federal assistance award letters bank statements, letter from employer, etc.)	Proof of Income (pay stubs, federal assistance award letters bank statements, letter from employer, etc.)
	Referral letter or statement of homelessness (if in a shelter or transitional housing)
Photo ID (driver's license, passport, etc...)	Photo ID (driver's license, passport, etc...)

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SSN for each member of the household	SSN for each member of the household
--------------------------------------	--------------------------------------

If a new job and no first paycheck; the consumer will bring a signed statement from their supervisor stating name of the company and employee; wage, hours per week worked (or to be worked) and a signature block with contact information.

**ESG Application Form** – All information on the application form must be filled out and collected and signed and reviewed by both the ESG consumer and ESG Resource Specialist.

Section title	Section area	Comment
Section 1	Applicant information	All information must be completed in this section
Section 2	Applicant profile	This information is needed for AKHMIS entry purposes
Section 3	Household members	This information is needed to determine financial eligibility for household income
Section 4	Housing information	All information in this section must be completed in its entirety
Section 5	Reason for request/Current situation	All information in this section must be completed in it's entirety.
Section 6	Current situation	All information in this section must be completed in it's entirety. This section will also assist the ESG Resource Specialist in completing the consumer sized service plan.
Section 7	Other Services	ESG funds cannot be used if financial assistance is available from other agencies.
Section 8	Family Income	All sources of income must be identified and supporting income bank balance documentation provided.
Section 9	Regularly monthly expenses	This section must be completed in its entirety
Section 10	Initial request for service/assistance	If assistance is approved, the ESG Resource Specialist will need to contact the vendors to obtain their address, EIN, SSN and W-9.
Section 11	Verification of information	The ESG Resource Specialist will obtain a copy of all information required in this section.
Section 12	Applicant statement of certification and referral information	The applicant must sign and date the certification. The ESG Resource Specialist must complete the "referred by" and referred to" sections.

**Homeless Assessment Matrix** – all questions must be answered and recorded. The ESG consumer will be informed that the ESG Resource Specialist will conduct a follow up assessment at which time the matrix questions will be asked again to assess the consumer’s progress.

## PROPERTY INSPECTIONS/ HOUSING HABITABILITY CHECKLIST

Prior to the commitment of funds, the ESG Resource Specialist will make arrangement to conduct inspections of the property. Prior to the commitment of funds, the ESG Resource Specialist will make arrangements to conduct the following inspections of the property.

- Habitability standards – The ESG Resource Specialist will use the ESG Housing Habitability Standards Inspection Checklist for inspection of the unit to ensure that the property meets HUD housing standards for the ESG program.
  - 1) Place either an “A” for approval or “D” for deficient in the appropriate box for each of the inspection elements.
  - 2) Place an “X” in the boxes that reflect the results of the inspection.
  - 3) The ESG Resource Specialist will complete the balance of the form in it’s entirely and sign the form.
  - 4) No funds will be disbursed prior to the approved habitability inspection.

## LEAD-BASED PAINT INSPECTION

- 1) All ESG Resource Specialist will successfully complete the HUD lead-based Paint Internet certification training.
- 2) The ESG Resource Specialist will utilize the Anchorage Property Appraisal website to determine the year that the property was build. The document will become a permanent part of the consumer file.
- 3) For units older than 1978 and which house one of more children under 6 years of age, the landlord and tenant must complete and sign the Lead-Based Paint Disclosure form (attachment 12)
- 4) The disclosure form will also document the ESG consumers receipt of lead based paint hazard information pamphlet (attachment 13)
- 5) The ESG Resource Specialist will use the Housing Prevention and Rapid Re-housing Lead Screening Worksheet to determine if the property requires a lead-based paint inspection and to walk them through the inspection process.
- 6) No funds will be distributed prior to the lead-based paint inspection approval.

## FOLLOW UP SURVEY – HOUSING STABILITY (90 DAYS)

ESG Resource Specialist will conduct telephone follow-up interviews three months after receiving rental assistance. The purpose of the follow-up is to determine the following.

- A. If the consumer is still residing in the housing unit
  1. The ESG Resource Specialist will attempt to contact the consumers by

telephone at least three times, at different times, over a two day period.

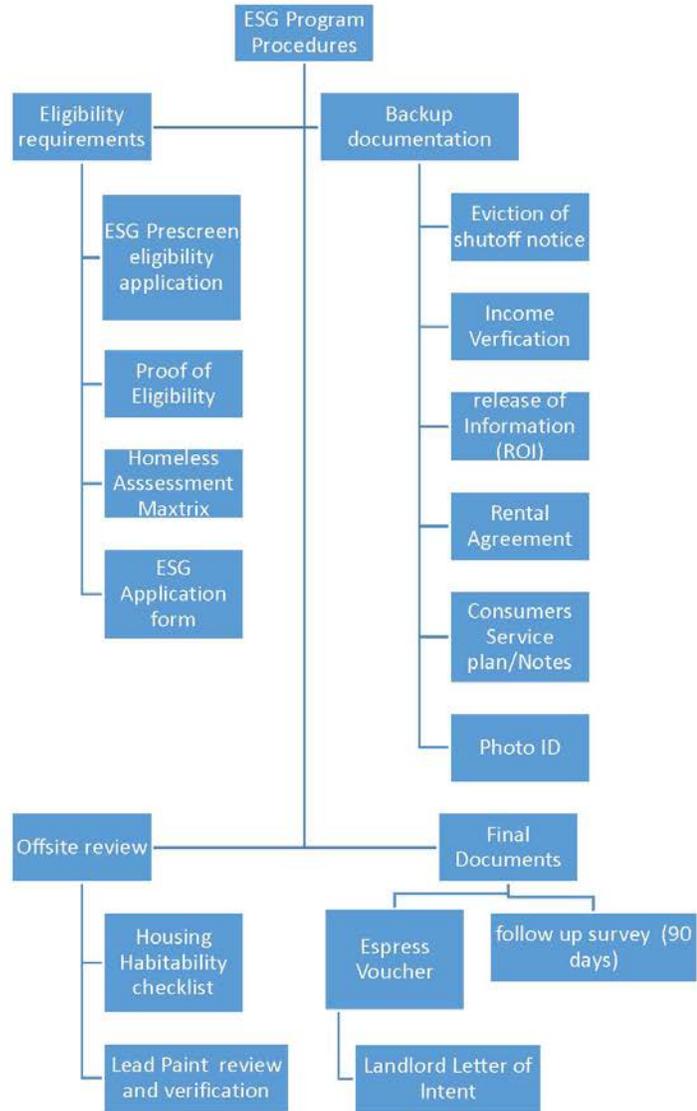
2. If unable to reach the applicant by telephone, the ESG Resource Specialist will send a survey with a self-addressed, postage paid envelope, to the consumers' address on file.

- B.** How the consumers is making progress towards meeting their goals in the Consumer sized Service Plan.

It is expected that all efforts to complete activities on behalf of the consumers will be done in a timely manner. The ESG Resource Specialist will provide updates to the Program Manager and any outstanding consumer's charts will be reviewed to determine the action steps need to complete the file.

- C.** File storage – All completed consumers files will be kept in a locked ESG file cabinet except when ESG Resource Specialist is actively working on a case. All active and completed files will be locked up at the end of the day.

## Flow Chart Checklist



## FILE REVIEW

*ESG Resource Specialist will arrange the consumer file in the following order:*

**Left side of the file:**

Proof of Eligibility  
Eligibility screening form  
Homeless Assessment Form  
Eviction Notice with amount requested  
Income Verification

**Right side of the file:**

Express Voucher  
Letter of Intent to the Landlord  
W-9, if Applicable  
Housing Habitability Checklist or HUD/AHFC Verification of Habitability  
Lead Based Paint (if signed before 1978)  
Application Form (completed and signed) (SS# for all the residents in the home)  
Release of Information (ROI)  
Rental Agreement/Lease (signed by landlord and tenant)  
Consumers Service Plan  
Notes

## ATTACHMENTS

Attachment 1 – Standardized Telephonic Assessment Tool

Attachment 2 – Proof of Eligibility Form

Attachment 3 – Eligibility Screening Form

Attachment 4- Homeless Assessment Matrix

Attachment 5 – ESG application Form

Attachment 6 – Housing Habitability Checklist

Attachment 7 – Lead Based Paint Checklist

Attachment 8 – Release of Information (ROI)

Attachment 9 - Individual Service Plan

Attachment 10 – Guide for Review of Homeless and at risk Determination/Recordkeeping Requirements

Attachment 11 – 24 CFR Parts 91 and 576/Homeless Emergency Assistance and Rapid Transition to Housing/ESG Program and Consolidation Plan Conforming Amendments.

Attachment 12 – Lead Based Paint Disclosure Form

Attachment 13 – Lead Based Paint Information Pamphlet

Attachment 14 – FY2016 FMR and IL Summary System

Attachment 15 – Denial Form

Attachment 16 – Three Month Participant Exit Form

## RECORD OF POLICY CHANGES

Change Number - 001

Date – March 8, 2017

Page 17

Description of change: added attachment 15 and 16 (Denial form and Participant exit information)

Name of person making edits to Policies and Procedures – David M. Levy

Change Number - 002

Date – July 26, 2018

Name of person making edits to Policies and Procedures – Jasmine Bracey and Nancy Anderson

MOA ESG Policies and Procedures August 1, 2018 <sup>14</sup>



**Municipality of  
Anchorage**



# **Contractor's Handbook**

**Including Standards Necessary for Compliance with  
National Housing Trust Fund**



**Revision Date: July 18, 2018**



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## General Conditions

These General Conditions are an addendum to the scope of work for each individual project. The scope of work shall provide a clear and accurate description of the technical requirements specifying dimensions, locations, methods, fasteners, quality of components and materials, and other special instructions as they pertain to the uniqueness of the projects. When the handbook states manufacturer's specifications or recommendations, the specification shall be included in the scope of work by the Subrecipient. The Contractor shall be responsible for completion of each item specified on the scope of work/specification. All brands/models included in the Contractor Handbook may be replaced with another equal brand/model pre-approved by the Subrecipient. The Subrecipient shall obtain the manufacturer's specifications or equivalent for proposed change(s), and upon review, may issue a revised scope of work or change order.

### UNIFORM PHYSICAL CONDITION STANDARDS (UPCS)

For multi-family dwellings, these rehabilitation standards shall comply with 24 CFR Part 93 and include the Uniform Physical Conditions Standards for all levels: levels 1, 2, and 3 (refer to the UPCS Quick Check Guide for definitions). Housing shall be inspected and all health and safety defects shall be corrected immediately, if occupied. All inspectable items with an observed deficiency shall be corrected. All major systems; "HVAC, Plumbing, Roof, Electrical, Water and Sewer, Emergency Power, Exhaust Systems, Fire, and Sanitary"; shall have a useful life of not less than 15 years after project closeout, and a replacement-reserve account set up for that purpose. All rehabilitation shall comply with the lead-based paint regulations of 24 CFR 35.

The HTF Standards are designed to exceed the Uniform Physical Condition Standards (UPCS) and ensure that upon completion, the HTF-assisted project and units will be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. See Appendix B for a list of Inspectable Items and Observable Deficiencies, including descriptions of the type and degree of deficiency for each item that any HTF-assisted project must address, at a minimum.

### LEAD-BASED PAINT

Federal and state regulations related to lead-based paint apply to target housing, which is defined as any housing constructed prior to 1978, except housing for the elderly or persons with disabilities (unless a child of less than 6 years of age resides or is expected to reside in such housing for the elderly or persons with disabilities) or any zero-bedroom dwelling. Rehabilitation of target housing must be completed in a manner which insures the health and safety of workers and residents, especially children. A number of regulations apply when lead painted surfaces are disturbed in residential properties, primarily requiring the appropriate training of workers and the use of safe work practices. In some cases, use of federal funds for rehabilitation will trigger a higher level of lead paint treatments based on the amount of federal money being used. The following regulations must be adhered to during all rehabilitation of target housing:

- HUD Lead Safe Housing Rule (24 CFR Part 35) requires various levels of evaluation and treatment of lead paint hazards when federal money is used for rehabilitation of target housing. More information is available at: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/enforcement/lshr](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/enforcement/lshr)

- EPA Renovation Repair and Painting Rule (40 CFR Part 745) – Requires contractors conducting renovation, repair or maintenance that disturbs paint in target housing or child-occupied facilities to be licensed by EPA and use lead-safe work practices to complete the work. Developers must ensure contractors are properly trained and licensed. More information is available at: <http://www2.epa.gov/lead>
- HUD/EPA Disclosure Regulations (24 CFR Part 35, Subpart A) – Requires owners of target housing to disclose all lead paint records and related information to potential buyers and/or tenants. More information is available at: [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_12347.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_12347.pdf)
- OSHA Lead in Construction Rule (29 CFR Part 1926.62) - Proscribes personal protection measures to be taken when workers are exposed to any lead during construction projects. More information is available at: <https://www.osha.gov>

## ACCESSIBILITY REQUIREMENTS

Housing shall meet the accessibility requirements of 24 CFR 8, implementing Section 504. If the project includes an addition, covered multifamily dwellings as defined at 24 CFR 100.201 shall meet the design and constructing requirements at 24 CFR 100.205: Fair Housing Act.

1. Housing that is rehabilitated with HTF funds must meet all applicable federal and state regulations regarding accessibility for persons with disabilities. An overview of these requirements is provided below; however, the applicability of these rules is complex and therefore it is recommended that developers seeking HTF funds consult with a qualified design professional.
2. General Requirements:
  - a. Projects shall meet applicable Federal and State Regulations and Rules.
  - b. The number of accessible apartment units shall be determined by the code requirements.
  - c. Projects shall comply with the American's with Disabilities Act (ADA), Title II (for public entities) and Title III (for places of public accommodations) implemented at 24 CFR parts 35 and 36, and 2010 ADA Standard for Accessible Design and attendant Design Guide (DOJ), as applicable.
  - d. Projects, if applicable, shall comply with the Fair Housing Act, which states in part that covered multifamily dwellings as defined by HUD's implementing regulations at 24 CFR 100.201 must meet the design requirements at 24 CFR 100.205 and that the Fair Housing Act Amendments of 1988 (as amended) with consideration being given to the accessibility/adaptability of units to handicapped occupancy.
  - e. Rehabilitation of existing buildings constructed and first occupied prior to March 13, 1991, that may be exempt from the Architectural Guidelines adopted in the Fair Housing Act Amendments of 1988 will ensure compliance with applicable federal, state, and local building codes and will include compliance with applicable Section 504 requirements.
3. Projects shall comply with other standards as may apply or be required by funding sources.

4. Projects, if applicable, shall comply with Section 504 of the Rehabilitation Act of 1973 implemented at 24 CFR Part 8
  - a. For “substantial” rehabilitation (projects with 15 or more total units and the cost of rehabilitation is 75% or more of the replacement cost):
    - i. At least 5% of the units (1 minimum) must be made fully accessible for persons with mobility impairments based on the Uniform Federal Accessibility Standards (UFAS).
    - ii. In addition, at least 2% of the units (1 additional unit minimum) must be made accessible for persons with sensory impairments.
    - iii. Common spaces must be made accessible to the greatest extent feasible.
  - b. For projects with “less-than-substantial” rehabilitation (anything less than “substantial”), the project must be made accessible to the greatest extent feasible until 5% of the units are physically accessible, and common spaces should be made accessible as much as possible.
5. Projects, if applicable, shall comply with all Accessibility/Adaptable Dwelling requirements of the Fair Housing Act of 1988; applicable Uniform Federal Accessibility Standards (UFAS); and any applicable requirements of ANSI A117. These may include, but are not limited to:
  - a. The structures shall all be on an accessible route, in and through the Unit.
  - b. A proper number of units will be fully accessible and may target Special Needs households which may include the 5% minimum requirement per UFAS and ADA.
  - c. Units will have ADA Thresholds on all front Doors.
  - d. Units will have a removable Front and Panel on the Kitchen Sink.
  - e. Units will have reinforcement for future grab bars in all bathrooms, tubs, and showers.
  - f. Units will have Convenience receptacles, Switches, and controls mounted between 15” and 48” to the usable part of the device.
  - g. Units shall have 36” wide doors.
  - h. Units shall have ADA Lever handles on all hardware.
  - i. Units shall have the required floor space requirements for ranges, sinks, water closets, and lavatories.
  - j. Door swings will have 18” clearance beside the Latch side of the door, if the door swings into the direction of travel.

#### DISASTER MITIGATION

To the extent applicable/relevant, the housing must be improved to mitigate the potential impact of potential disasters (e.g. earthquakes, flooding, and wildfires) in accordance with state or local codes, ordinances, and requirements, or such other requirements that HUD may establish. Rehabilitation shall include making the improvements necessary to comply with the Municipality’s and State’s earthquake codes.

## ENERGY AND WATER EFFICIENCY

After rehabilitation, all housing shall meet energy and water efficiency requirements, including using Energy Star and WaterSense labeled products as replacement for obsolete products. Toilets and shower heads shall be water saving-type. Faucet shall have aerators. All HTF-funded projects shall be subject to the 2009 International Energy Conservation Code, Building Energy Efficiency Standard (BEES) Certification (PUR-101) Requirements, and guidance on energy efficiency as found within these Rehabilitation Standards. In both the design and implementation of project rehabilitation scopes of work, particular emphasis should be made to maximize the effectiveness of the energy efficiency related work scopes.

## BROADBAND INFRASTRUCTURE

Rehabilitation improvements must provide for the installation of broadband infrastructure.

## LIFE-THREATENING DEFICIENCIES

If the housing is occupied at the time of rehabilitation, any life-threatening deficiencies must be identified and addressed immediately. See Appendix B for a list of Inspectable Items and Observable Deficiencies, including the identification of life-threatening deficiencies (highlighted in orange) for the property site, building exterior, building systems, common areas, and units.

## CAPITAL NEEDS ASSESSMENT

Provide a Capital Needs Assessment and completed Rental Development Underwriting Sheet with all applications for HTF funds for all new construction and/or rehabilitation projects. Provide an assessment of the long-term physical needs of the project including all capital assets. In undertaking a Capital Needs Assessment, first identify the useful life of the facility's capital assets; provide backup. Then, calculate the payment stream necessary to replace each asset using the time-value of money. The applicant must insure the useful life of the project will exceed the compliance period for the project. Using your firm's rate of return, calculate the payment stream necessary to replace the assets using the time-value-of-money methodology. Transfer the results to the operating cashflow, with Year 1 going into the Income and Expenses schedule. Show your calculations.

## OTHER

All other improvements shall be modest amenities and aesthetic features similar to the types of housing in the surrounding community. Luxury improvements are not allowed.

For the purpose of this book, Subrecipient equates to recipient and the Municipality is the subgrantee in the National Housing Trust Fund regulations at 24 CFR 93.

Homebuyer projects shall be decent, safe and sanitary. Housing shall meet UPCS and Municipal building code. Inspections shall not be dated more than 90 days before acquisition.

All work shall meet current Municipality of Anchorage building code requirements. Building permits will be the responsibility of the Contractor when required.

Specific quality of materials or brand names noted in the specifications are for reference by the Subrecipient to ensure consistency and quality control. Any materials deemed equal in

quality and/or performance shall be considered for substitution. The Contractor shall obtain approval in writing from the Subrecipient prior to using substituted materials.

The Contractor will be responsible for purchase and supply of materials intended for use in the project.

Materials that are subject to random size openings or specific dimensions will be ordered and built to fit the appropriate size as estimated by the Subrecipient and verified by the Contractor.

The specifications indicate that openings or items may need to be revised to satisfy certain requirements of the opening (i.e. egress windows may be required and the opening may need to be enlarged to fit the minimum size allowed). The scope of work will direct the contractor to revise openings as appropriate.

All material determinations including quality, type, color, swings, size, locations, degree of completion and/or whether materials are to be kept on site or removed will be made by the Subrecipient.

All materials removed or demolished from project structures must be removed daily and properly disposed in compliance with the Municipality's Solid Waste Services. Materials shall not be left on the owner's property. Contractor payment will not be made until the site has been cleaned to the satisfaction of the Subrecipient and/or the Municipality at the Municipality's discretion.

The scope of work shall include all necessary bracing to support and maintain the existing construction in a safe and undamaged condition throughout all phases of demolition, construction and/or reconstruction.

The Contractor shall not be responsible for moving owner's belongings to complete proposed project. Exceptions shall be made for owners with disabilities or other limitations. The Contractor shall take any and all precautions necessary to ensure that property and building components, which are temporarily removed during any phase of construction, are protected from damages, vandalism and/or theft. Damage to property caused by the Contractor shall be repaired or replaced by the Contractor at his/her own expense.

All instruction/operating manuals and warranties will be left with the owner upon installation of said equipment. The Contractor will brief the owner of the basic function of the equipment.



## General Specifications

The Municipality of Anchorage reserves the right to update this handbook at its sole discretion. Contractors shall check the revision date on their copy with the Subrecipient's when bidding on projects.

### General Carpentry

#### General Carpentry

General Carpentry is any task that may be encountered that is not otherwise described within a specification. Typical tasks may include but not limited to construction of structural modifications, general demolition, repairs to drywall, ducts, roofs, stairs/handrails, windows, etc.

#### Lumber and Plywood

Clear Lumber: shall be kiln-dried (KD) clear, straight, or mixed-grain fir or pine in length requested.

Hem/fir Lumber: to be KD standard or better grade (S/B).

Plywood: APA rated sheathing in sizes specified. Attach plywood to the framing with common nails or screws, as specified in the scope. Nails shall extend into the framing member not less than 1-1/2" or as specified in the scope. Screws shall extend into the framing member not less than 1" or as specified in the scope. Fasteners shall be space 4" to 6" OC along edges and 10" to 12" OC on intermediate framing. All inside and outside corners and butt joints shall be neatly cut and butt cleanly to adjoining piece. Joints to occur at framing members.

#### Framing

Framing specifications shall be included in the scope, including type of materials, dimensions, and spacing. The scope will also specify the type, size, location, and number of fasteners. All framing shall be cut square and installed level and plumb.

### Crawl Space

- a) Access doors - Access doors to have 2" x 4" pressure treated Out Door Wood™ or approved equal frames, 3/4" All Weather Wood™ or approved equal exterior plywood doors, galvanized T-strap hinges, hasp and turnbuckle. Trim outside with 1" x 4" trim. Paint doors, frames and trim with two coats of paint, inside and out, per Paint specifications.
- b) Vents - Vents to be 8" x 16" in size, die cast aluminum with 8" mesh screens. Vents shall have three slide shutters.
- c) Vapor Barrier - Vapor barrier to cover all dirt areas. Overlap all joints at least 6 inches. Fasten per Vapor Barrier section.
- d) Wood and Debris - Remove all wood and debris from underneath structure and haul away from premises.

## **Attic**

### **Attic Hatch/Dam**

Glue total of 10" extruded or expanded polystyrene insulation on back of 5/8" GWB access hatch. Access hatch insulation shall not have a gap larger than 1/4" on all sides. Install 1/2" plywood or 1/2" drywall on top of insulation for required fire protection with Tremco™ Latex Acoustical Sealant or approved equal. Install Q-LON™ -door sealing system by Schlegel Systems Inc. or approved equal to seal attic access hatch. In the case of popcorn type ceiling texture, seal neatly with minimum 1/8" bead of latex paintable white caulking. Popcorn type texture is not to be scraped or removed unless verified to be negative for ACM. Install dam around the access hole with minimum 1/2" plywood 18" high or 4" above installed level of insulation. Fasten with minimum 2½" screws or 8d nails.

### **Attic, Ventilation, Gable, Ridge**

Install gable ventilation at each gable end. Ventilation holes shall be sized to maximize the vent grill to be installed. Vents shall be as commercially available and installed per scope of work. Vents shall be square and plumb. Trim out to match similar trim of structure. Ridge vents to be installed at the specified location/s stated in the scope and installed per specifications in the scope. Ratio for sizing of vents shall be 300 sq inches to 1" sq inch net free air.

### **Chimney, Insulated, Type B or S, New or Replace Existing**

At the location noted in the scope of work or drawing(s), install a code approved, properly sized chimney system manufactured by Metalbestos or approved equal as specified in the scope for the unit and location. Install in accordance to the scope's specifications. Holes cut through combustible surfaces shall be of appropriate size to allow correct clearance to combustible surfaces, with sizes and clearances stated in the scope. Size the chimney accordingly per specifications in the scope with the appliance(s) to be using it. All penetrations shall be sealed using sealants specified in the scope. Attic or wall insulation shall not be in direct contact with the exterior surface of the pipe. Install a flue collar at interior penetration sealed with high temp caulk rated for application and specified in the scope between collar, drywall, and at edges. Install dam around flu pipes constructed from rolled flashing in such a fashion that there will be 2" clearance between flu pipe and rolled flashing. No single wall heat producing flues shall be allowed in an attic. 6" clearance is required in the interior of the structure for single wall heat producing flues. Flashing height shall be at least 4" above installed insulation level and capped at the top with non-combustible material. Installation shall include all related single wall pipe inclusive of elbows, slip joints, barometric dampers, etc., and installation of the appliances to the chimney system. Single wall pipe shall be minimum 24 gauge snap lock type. Single wall pipe installed in the interior exposed-to-living area of the house shall be black matte. Other pipes shall be galvanized.

Special Note: For attic installation - install dam around heat producing flu pipes constructed from rolled flashing in such a fashion that there will be 2" clearance between flu pipe and rolled flashing, 3" clearance for masonry chimneys. No single wall pipe is allowed in an attic. Flashing height shall be at least 4" above installed insulation level and capped at the top with non-combustible material.

### **Ventilation, Eave Baffles**

At the location noted in the scope of work or drawing(s), install coated insulation eave baffles (proper vents) between all trusses from exterior side of the top plate up the rafter extending a minimum of 4" vertically above the level of insulation with 2" airspace to roof sheathing. Baffles shall be Jefferson Smith Part #BB44C Proper Vents or approved equal. Baffle must not get pressed against the underside of the roof sheathing under any circumstances. Install using minimum of 6 staples per side or other fasteners specified in the scope. See the Insulation section.

### **Exterior Sheathing/Siding**

#### **Chinking, Exterior**

At the location noted in the scope of work or drawing(s), chink between all logs on the exterior. Use Perma-Chink or approved equal. If the gap between logs is in excess of 1/2" use backer rod. Do not install if temperature is below that specified in the scope.

#### **T1-11**

Plywood T1-11 panels to be grade specified in the scope. Installation includes all trim, including window facings, band boards, corner boards and moldings; trim to be fir. Plywood panels to be primed and painted, including edges, with color to be selected by owner, per Paint specifications. Fastened with 8d galvanized siding nails with 3/16" heads (**no staples**), spaced 6" on edges and 10" on intermediate. The scope shall include the specifications for trim and moldings. Install "Z" metal between the rows of panels as specified in the scope.

#### **Hardboard Siding**

Hardboard siding shall be 8" wide factory primed "Masonite" or Subrecipient-approved equivalent and comply with the standards for Hardboard Siding PS 60-73 of the U. S. Department of Commerce. The bottom edge shall be at least 7/16" thick. Existing walls shall be made as even as possible by furring, blocking and cutting prior to application of hard-board siding. Vertical wood strips to be used at outside corners and fastened as specified in the scope. Fasten siding and trim with 8d galvanized or aluminum nails with 3/16" heads in nail patterns specified in the scope. Paint two coats, as per Painting specifications.

#### **Vinyl Siding**

a) Vinyl siding shall be "Reynolds", "Certainteed", or approved equal and shall comply with provisions of the National Bureau of Standards Voluntary Product Standard PS-55-72. Color and style shall be selected by the owner. Siding shall be installed over 3/8" styrofoam insulation per scope specifications. Existing walls shall be made as even as possible by furring, blocking and cutting prior to application of siding. Siding shall be installed according to scope specifications. Install all necessary corners, angles, stops at windows, doors, etc., and all matching accessories as specified in the scope. Nailing shall be on 16" centers. Nails shall not be driven tight, but tight enough to lap siding. Nails shall be aluminum with size and type specified in the scope.

b) Vinyl and Aluminum Products - Vinyl and aluminum products shall comply with the following.

Vinyl siding to be a minimum of .040" thick.

Vinyl soffit to be minimum of .035" thick.

Aluminum coil stock for wrapping shall be a minimum of .019 thick.

All vinyl products shall carry a minimum 50 year warranty.

All prepainted aluminum products to carry a minimum 20 year warranty.

c) Vinyl trim shall be "Alcoa", "Bird", "Certainteed" or approved equal and shall comply with the provisions of National Bureau of Standards Voluntary Product Standard PS 55-72. Color and style shall be selected by Owner. Vinyl trim includes all items such as corner boards, fascia boards, eave or gutter boards, gable trim, window trim and sills, soffits, louver trim, etc. This item covers all exposed wood on house. Soffits shall have a minimum thickness of .035". Perforated soffits shall be used at intervals designated by the scope of work. Vinyl trim shall be installed strictly in accordance with specifications in the scope of work. Caulk as specified in the scope. Caulking used must be of the type specified in the scope and neatly applied.

### **Mobile Home Skirting, Exterior Insulated**

At perimeter of structure, install AWW 2" x 4" frame for skirting with studs spaced 24" OC. Studs shall have two 16d nails or 3½" screws at each connection. Fasteners shall be galvanized or other material specified in scope of work. Install frame 1-1/2" from ground and follow contour of ground (No "stair stepping" of height changes). Use AWW 12' 2" x 4" for top and bottom plate with joints staggered. Framing shall be installed plumb and square. Include AWW 2" x 4" frame for minimum 24" X 30" access door near the water shut-off valve. Install two layers of 2" extruded or (or one layer of 4") expanded polystyrene to the interior side of the skirting and door(s). Fill all gaps in insulation with gun foam. Skirt sheathing shall be ½" AWW plywood or 26 gauge 3' x 12' metal roofing (color appropriate). Install skirting 1-1/2" from ground and follow contour of ground. All cuts in plywood shall be straight. Plywood seams shall be fastened on a framing member. Top edge of sheathing shall be placed either behind the structure siding allowing the siding to provide a drip edge or the skirt sheathing shall butt to the siding using "Z" metal for prevention of water damage. All fasteners shall be compatible with AWW materials. Nailing schedule shall be specified in the scope. Corners shall be finished with 26 gauge galvanized metal flashing. All joints shall be sealed neatly using exterior caulk. At least one insulated access door with easy opening hardware shall be provided. Access doors may not be closed and opened by use of screws. Access door(s) to be top hinged (bottom opening), tight fitting (no more than 1/16" gap) or weather-stripped Q-LON™ door weather-stripping or approved equal to stop airflow and secured with a galvanized barrel bolt at both bottom corners. Install EPDM boot to form seal at bottom of skirting and must slightly compress on ground; installed between exterior sheathing and framing, secured on the interior with 1" # 8 screws & 1-1/4" fender washers 12" O.C. all to be compatible with AWW wood. Moisture barrier shall be stapled to the bottom plate of skirting 8" OC.

### **Air-Infiltration Barrier**

Air-Infiltration Barrier: "Tyvek Housewrap" or approved equal. Air Porosity: 15 seconds or more. Water Resistance: Over 75 as measured by ASTM D-779. Installation instructions shall be specified in the scope.

## **Interior Sheathing**

### **Plywood (3/8" AC)/ Drywall on Ceilings and/or Walls**

At the location noted in the scope of work or drawing(s), install 3/8" AC plywood on ceiling and/or walls. Remove any fixtures, plate covers, etc. that are on the surface of affected area. Attach plywood to the framing with finish nails or screws. Nails shall extend into the framing member not less than 1-1/2". Screws shall extend into the framing member not less than 1". Fasteners shall be space 4" to 6" OC along edges and 10" to 12" OC on intermediate framing, countersunk, and filled. All inside and outside corners and butt joints shall be neatly cut and butt cleanly to adjoining piece. Joints to occur at framing members. Reinstall all fixtures, electrical plate covers, etc.

### **Drywall, General Installation**

Gypsum Wallboard (GWB) shall be gypsum wall-board with tapered edge plain complying with American Society of Testing Materials Standard C-79. Wallboard shall be installed at right angles to the supporting structural members in as long a length as possible. Wallboard shall be nailed with 1 1/4" long angularly threaded nails having heads at least 1/4" or drywall screws. Nails shall be driven with their shanks perpendicular to the face of the board and seated below the surface of the board without breaking the paper. Nails shall be driven at least 3/8" from panel ends and edges. Use double nailing, with pairs of nails spaced 12" on center and 2" apart. Use single nailing around the perimeter of the panel, space 7" on center.

Joint tape and compound shall conform to American Society of Testing Material Standard C-475, Treatment Materials for Gypsum Wallboard, and be applied according to the scope's specifications. A minimum temperature of 55 degrees F. shall be maintained in the room where the work is done until the joint compound is completely dry. Over joints, the tape shall be embedded in joint compound and covered with a thin layer; a second and a third coat shall be applied. Each coat shall be dry before applying the next coat. Each coat shall be feather-edged and extended beyond the previous coat approximately 2". The finish coat shall be sanded lightly and any imperfections filled in prior to any painting or decorating. Contractor shall avoid roughening of the wallboard surface. Cover nails with three applications of joint compound, allowing time to dry between each coat. The final coat shall be sanded lightly before application of paint or other decoration.

Inside corners shall be reinforced with tape embedded in joint compound. Outside corners shall be protected by galvanized wallboard corner beads for finishing with joint compound. Corner beads shall be finished with two coats of joint compound.

Extend electrical outlets and switch boxes flush with the finish wall to accommodate gypsum wallboard.

Unless otherwise specified, existing window, door and baseboard trim shall be left in place, and gypsum wallboard shall be carefully abutted thereto.

### **Drywall, Firetape Existing GWB**

At the location noted in the scope of work or drawing(s), apply fire tape to walls and ceiling. Apply tape and mud to seal seams as specified in the scope. Apply one coat of mud to nail/screw heads, seal edges, transitions and corners. Area shall be left clean and dust free. Must meet ASTM C1396 / C1396M - 09a.

### **Drywall, Ceiling, Type X GWB**

At the location noted in the scope of work or drawing(s), install new 5/8" type "X" drywall. Remove any fixtures, plate covers, etc. that are on the surface of affected area. Attach to the framing with drywall screws as described in 5.A. & 5.B Fasteners shall extend into the framing member not less than 1". All outside corners shall receive metal corner beads, joints to occur at supports, tape and finish joints and fastening heads. Apply one coat tape and mud to seal all joints and screws to a fire tape status. Reinstall all fixtures, electrical plate covers, etc.

### **Drywall, Walls and/or Ceilings GWB, New**

At the location noted in the scope of work or drawing(s), install 1/2" drywall on all walls and 5/8" on ceilings. Remove any fixtures, plate covers, etc. that are on the surface of affected area. Attach to the framing with fasteners specified in the scope. Fasteners shall extend into the framing member not less than 1" in a pattern specified in the scope. All outside corners shall receive metal corner beads, joints to occur at supports, tape and finish joints and fastening heads. Apply one coat tape and mud to seal all joints and nails to a fire tape status. Reinstall all fixtures, electrical plate covers, etc.

### **Drywall, Walls and/or Ceilings GWB, Patch**

At the location noted in the scope of work or drawing(s), install 1/2" or 5/8" to match existing drywall patch. Install 1/2" plywood backer strips. Secured backer strips and drywall patch with drywall screws in a pattern specified in the scope. Fire tape the patch as specified in the scope.

### **Drywall, Walls and/or Ceilings, Moisture Guard GWB**

At the location noted in the scope of work or drawing(s), install 1/2" Moisture Guard drywall on all walls and 5/8" on ceilings at required wet areas. Remove any fixtures, plate covers, etc. that are on the surface of affected area. Attach to the framing with drywall screws per scope specs. Fasteners shall extend into the framing member not less than 1". All outside corners shall receive metal corner beads, joints to occur at supports, tape and finish joints and fastening heads. Apply one coat tape and mud to seal all joints and nails to a fire tape status. Reinstall all fixtures, electrical plate covers, etc.

### **Walls and/or Ceilings, Cement Board**

At the location noted in the scope of work or drawing(s), install 1/2" cement board (type specified in the scope) on all walls and ceilings at required wet areas. Remove any fixtures, plate covers, etc. that are on the surface of affected area. Attach to the framing with cement-board screws per scope specs. Fasteners shall extend into the framing member not less than 1". All outside corners shall receive metal corner beads, joints to occur at supports, tape and finish joints and fastening heads. Apply one coat tape and mud to seal all joints and nails to a fire tape status. Reinstall all fixtures, electrical plate covers, etc.

## **Water Resistant Wall and Finishes**

### **Tileboard**

Tileboard is to be installed according to scope specifications. Glue to plywood underlayment using a waterproof adhesive meeting the requirements of American Society of Testing

Materials Specification C-557-65T. No nails or other fasteners to be used to attach panels to plywood underlayment.

### **Trim**

Trim tileboard with plastic molding available from the manufacturer. Use trim at corners, edges, and all joints.

### **Tub Enclosure Units**

Tube enclosure units shall be 1/16" or thicker molded fiberglass, consisting of three panels with integral soap dish. Units shall be installed in accordance with scope specifications.

## **Doors**

### **Door, Deadbolt and/or Lockset**

At the location noted in the scope of work or drawing(s), replace/install exterior door locks with keylock and/or deadbolt. Deadbolt to extend 1" into strike and screws securing strike must extend a minimum of 1" into 2x framing of door (trimmer). Repair unused holes and damages in door and jamb. Holes larger than 1" wide or long to be repaired using wood plugs. Properly adjust door to open, close, lock and seal properly. All locks for individual unit to be keyed alike. Door shall have both an entrance lockset and a deadbolt keyed alike.

Locksets: Certification ANSI A156.5, 1992, Grade 2. Auxiliary lock.

- i) Latch 1" x 2 1/4", 1/4" Radius corner faceplate, 7/8" housing diameter, 1/2" throw spring latch
- ii) Strikes 1 5/8" x 2 1/4", Radius corner, full lip, no box latch strike & 1 1/8" square corner, no box deadbolt strike
- iii) Backset Universal backset latch & deadbolt, fits either 2 3/8" or 2 3/4" backsets
- iv) Cylinder F-Series: 6-Pin solid brass, keyed 5-Pin, C keyway, keyed different (KD)
- v) Door Range 1 5/8" – 1 3/4". Packed with extra mounting screws to accommodate 2" doors\*\*
- vi) Keys: Four nickel silver cut keys per lock, 5-Pin, C section
- vii) Schlage Model F51 PLY 605.

Deadbolts: Certification ANSI A156.5, 1992, Grade 2. Auxiliary lock.

- i) Single Cylinder Deadbolt Lock - Deadbolt thrown or retracted by key from outside or by inside turn unit. Bolt automatically deadlocks when fully thrown.
- ii) Deadbolt 1" x 2 1/4" Radius corner faceplate, 7/8" housing diameter, 1" throw.
- iii) Strikes 1 5/8" x 2 1/4", Radius corner, full lip, no box latch strike & 1 1/8" square corner, no box deadbolt strike
- iv) Reinforcement Door frame reinforced with 3" screws

- v) Backset Universal backset latch & deadbolt, fits either 2 3/8" or 2 3/4" backsets
- vi) Schlage Model F51 PLY 605, BA360N (Single Cyl. B36ON 605 – Same?)

### **Door Shims**

Door Shims: install cedar shingles cut to approximately 1 1/2' width to align door jamb in framing at locations specified in the scope.

### **Door, Interior**

Install interior 1 3/8" thick door at location specified in the scope. Interior door shall be installed with 2 or 3 butt hinges 3 1/2" x 3 1/4" and passage lockset. Bathroom doors and bedroom doors shall be provided with "privacy lock" sets. Closet doors shall be provided with "passage lock" set. All interior doors shall be installed per specifications in the scope

### **Door, Interior Prehung**

Remove existing interior door, jamb and trim and replace with a new prehung unit. Door shall be 1 3/8" thick. Doors to be complete with passage locksets. Bathroom and bedroom doors shall be provided with "privacy lock" sets. Doors shall be installed in accordance with the specifications in the scope.

### **Door, Exterior Entry Pre-hung, Replace**

At the location noted in the scope of work or drawing(s), install door to match existing swing unless otherwise noted. Remove and properly dispose existing door(s). Install metal or fiberglass insulated, prehung exterior door(s) sized to best fit the appropriate rough opening per the specifications in the scope. If there is adequate room to revise the opening to accept a standard door, the rough opening width/height shall be revised to optimize the door size. Jamb shall include pressure type weather strip, door bottom shoe and adjustable threshold, keylock and a single cylinder deadbolt keyed alike. Door shall be installed level with even reveal around door and weatherstrip and door bottom adjusted for optimum seal. Locks shall operate with minimum effort. Door shall have a minimum of seven shims with four installed on the strike side. Door shall be insulated with door and window foam. Caulking shall be installed per the scope on the bottom of the RO before installing. Flashing shall be installed over door per scope specifications. Replace trim inside and out using matching trim. Mobile homes shall have a minimum of a 4" of flashing installed over door.

### **Door, Exterior with Glass**

Exterior doors shall be 1 3/4" thick fir door with 1" thermal glass in the top half. All exterior doors shall be hung on three 4" X 4" butt hinges and shall be provided with a tumbler type lockset. All new locks to be keyed alike. Doors shall be prime coated immediately after installation, then painted two coats as per painting specification. Installation shall be the same as for Exterior Entry Prehung. Additional specifications such as swing, brand/model, location, materials, and fasteners shall be in the scope.

### **Door, Patio, Replace**

At the location noted in the scope of work or drawing(s), remove and properly dispose of the existing sliding or patio door(s). Install swinging patio door sized to optimize the existing rough opening. Use "Atrium Door" or equal, or as specified in the scope. Swing door per

scope specifications. Jamb shall include pressure type weather strip, adjustable door bottom shoe and adjustable threshold, keylock and a single cylinder deadbolt both keyed alike (with owner approval). Door shall be installed level with even reveal around door and weatherstrip and door bottom adjusted for optimum seal. Locks shall operate with minimum effort. Door shall have a minimum of seven shims with four installed on the strike side. Door shall be insulated with door and window foam approved caulking shall be installed on the bottom of the RO before installing. Flashing shall be installed over door. Replace trim inside. Replace trim inside and out using matching trim. Mobile homes shall have a minimum of a 4" of flashing installed over door.

### **Door, Weatherstrip**

Install Door Weather Stripping at the location(s) and as noted in the scope of work or drawing(s). Door weather stripping shall decrease operating force, air infiltration, and water penetration; all components must meet or exceed AAMA specifications. Material: Extruded tempered aluminum 6063-T6, sponge neoprene seal, stainless steel fasteners, dark bronze anodized aluminum. After installation, adjust doors to open, close lock and seal properly. Door bottom height must allow door to clear floor covering. Weatherstrip must form an air tight seal.

Pemko Model 306DQD, M-D Building Products Model 87783, Schegel Systems, Inc Q-Lon door sealing system, and FIN-SEAL - corner seal or approved equal.

Barb Weatherstripping: 7/0 Brown Compression Weatherstripping (equal to SBS part number 329126)

Door Bottom: Material: U-shape vinyl door bottom with vinyl fins 1-3/4" width, Stainless steel fasteners, white or brown finish. M-D 06528 or approved equal.

### **Door, Bottom**

Install M-D 06528 U-shape vinyl door bottom with vinyl fins or equal. Door bottom height must allow door to clear floor covering. Cut to fit door and fasten as specified in the scope.

### **Water Heater Door Insulation, Mobile Home**

Insulate water heater compartment door. Install ODW 2"x4" fastened with 3-1/4" ODW compatible screws 10" O.C. around the outside perimeter of the opening, all corners shall be mitered, caulk all exterior edges with approved exterior clear caulk, install 4" galvanized drip edge flashing above the 2"x4" opening extended 2" past each side of the 2"x4" frame with the protruding corners rounded, flashing shall be caulked on the surface that will contact the vertical surface of the siding before installing. Attach with 1" galvanized screws 10" O.C., then the top edge of the flashing shall be caulked and smoothed for a professional appearance. Construct door panel made out of 1/2" AWW plywood insulated with 2" of approved Styrofoam covered with 1" fiberglass duct board with the foil facing out (when door is open the foil shall be exposed). Attach with 3-1/4" screws compatible with AWW. The door panel shall be hinged with two 4" galvanized hinges swinging out to the exterior, the door shall be latched with a galvanized safety hasp that will accept the clients padlock if they chose to install. The hasp shall be secured with a 3/8" x 1" galvanized bolt and nut in place of a padlock. Galvanized 4"-5" handle shall be installed on the exterior hasp side of the door with appropriate screws for AWW.

## Windows

### Window, Removable Storm Units

Install storm windows at the location noted in the scope of work or drawing(s). First remove deteriorated storm window materials including nails, screws, staples, etc. that would interfere with the proper installation of new units. Using glass cleaner, wash windows to be sealed and the storm glass to be installed. Storm panels shall be not less than 1/8" thick up to 16 square feet. Over 16 square feet shall be 1/4" glass. Storm units shall have metal edging that is securely attached to the glass. Clips shall be placed not less than 2 per side but spaced not more than 24" apart on any side. Clips and screws shall be stainless, galvanized or aluminum and resistant to deterioration. Units shall be installed against a solid, smooth surface that will provide a constant contact seal with the storm panel. RIGID TYPE: For regular installation using metal snap clips on exterior or interior clips that are removable without the use of tools. Mobile Home Type: units with metal lip edge shall be installed using interior metal clips that are removable without the use of tools.

### Window, Reglaze Sash I. G. Units

At the location noted in the scope of work or drawing(s), remove deteriorated glazing and all remaining glazing materials, and install new insulated glass. I. G. units to be Low-E, Argon filled with a thermal break not less than 3/8" air space. Glass shall be not less than 1/8" thick up to 16 square feet. Over 16 square feet shall be 1/4" glass. Glaze into sash using specialized glazing caulk or if sash is so equipped, using removable glazing strips. Glass shall be mounted using glaziers spacing blocks. Spackling is not acceptable. Clean window after installation of all glazing materials. Replace damaged or missing glazing strips as identified in the scope. Removal of stickers will be contractor's responsibility. Special Note: wood windows - new wood glazing strips shall be painted with two coats of primer per Paint specifications.

### Window Replacement

At the location noted in the scope of work or drawing(s), remove and properly dispose of the existing noted window(s). Install a vinyl, fiberglass or wood casement/awning/fixed window, as noted in scope of work, for the particular opening. Window shall be manufactured to fit the existing RO and shall include Low-E (argon filled or heat mirror), minimum R-Value 3.0 (U=.333) or equivalent insulated glass with not less than 1/2" airspace. Installation shall include exterior molding. Unit shall include screen and all hardware. Window to be installed plumb and true, and shimmed at corners per scope. Interior space around window to be filled with door and window Hilti foam or approved equal and lined with ice and water shield for moisture drainage. Flashing shall be installed over window, (4" wide on mobile homes). Exterior shall be caulked with polyurethane, siliconized polyether or elastomeric window caulking. Operator hardware to be Roto style on casement, and lever or roto style on awning. All operable windows shall include positive acting multi-point cam type locks. Locks shall operate with minimum effort. Remove identifying stickers and clean window after installation. Interior shall have vinyl jamb extensions with bevel trim attached. Vinyl windows shall have vinyl exterior molding. Wood Windows shall be attached every 16" through the brick mold using 16d galvanized casement nails or exterior rated # 8, 3-1/2 screws all nail or screw heads to be recessed and sealed prior to painting. Interior trim to match existing. All exposed new wood shall be

painted per Paint specifications. All cracks and seams shall be caulked. Replacement bedroom windows shall meet egress requirements.

### **Window, Sash Repair**

At the location noted in the scope of work or drawing(s), repair as noted the window(s)/sash(s) to "like new" operation. This includes removal of unit, installing temporary 1/2" plywood secured with tamperproof screws to cover over the opening, delivery of said unit(s) to a glass shop for repair or replacement of any damaged or missing parts, weatherstripping and glazing materials. Retrieve repaired sash unit(s), remove temporary cover and reinstall. Patch, sand all affected areas ready for paint per Paint specifications. Units shall operate smoothly and be draft free when closed. All exposed new wood shall be painted per Paint specifications.

### **Window, Vinyl Window**

Vinyl Windows: Casement/Awning windows shall have roto gear opener, multi-point locking, screens, thermo pane with minimum 1/2" air space, minimum R-Value 3.0 (U=.333) or equivalent, Low E and (argon filled or heat mirror). Minimum sash thickness shall be 1 1/4". Trim shall be vinyl. All seams/cracks shall be caulked. Windows shall be foamed in place with low expanding spray foam formulated for use with windows and doors. All joints shall be caulked and cut to fit without gaps. Flashing shall be installed over the window to insure a water tight job. Interior shall have vinyl jamb extensions with bevel trim attached. Location, fastening, and other requirements shall be included in the scope.

### **Window, Window Kit**

Window Kit: at a location and in a manner specified in the scope, install plastic film and tape to make a temporary interior storm window. MD (brand) Shrink & Seal Indoor window kit or approved equal.

## **Roofs**

### **Roof, Apply Coating**

Apply two coats of roof coat system over entire roof surface as noted in the scope, Plas-T-Cote or approved equal. Prepare the surface by removing all boots and flashings and other hardware attached to the roof surface. Remove or repair all loose roofing materials. Patch all potential cracks or leaks around penetrations using an approved compatible sealant. Sweep entire surface clean. Apply roof coating per scope specifications. Coating shall extend over sides of roof to drip edge including plywood edging if used as a drip edge. Reinstall all flashings, boots and other hardware.

### **Roof, Metal, Replace**

At the location noted in the scope of work or drawing(s), remove existing roofing down to sheathing, purlins, or other subsurface. Install Grace™ or better Ice and Water Shield as specified in the scope at all eaves from the edge of the eave up roof not less than 6', 30" inside interior walls, and 18" at valleys. Install painted metal roofing (color to match existing), 26 gauge metal or better specified in the scope, including all flashings at valleys, ridges, gables and eaves, and any/all flashings at vertical intersections with walls or masonry as specified in the scope. Seal and/or flash all pipes or vents extending through roof as specified in the scope. Replace all existing boots with new. Replace any required

attachments that were removed. Remove and dispose of debris according to Municipal regulations.

### **Roof, Sheathing, Replace**

At the location noted in the scope of work or drawing(s), remove and dispose of all roofing materials according to Municipal regulations down to the framing members. Install CDX plywood sized to match existing and nailed per scope specifications. All end joints shall be supported as specified in the scope. Joints shall be staggered.

### **Roof, 90# Rolled Roofing, Replace**

Remove and properly dispose of all roofing down to sheathing. Per scope specifications, install galvanized flashing or install Grace™ or better Ice and Water Shield membrane at all valleys, around all edges, and vertical intersections with walls or masonry. Metal step flashings and/or counter-flashings shall be used as specified in the scope to ensure a waterproof roof. All penetrations shall be flashed. Install ice and water shield per scope specifications at all eaves not less than 6', 30" inside interior walls, and 18" at valleys. Install 90# rolled roofing per scope specifications. Replace any attachments that were removed.

### **Roof, Mobile Home EPDM**

- a) Remove all roof flashings, clean and sweep entire roof and allow to dry before installing EPDM roofing materials.
- b) Install 1" fiberboard to the whole roof for chafing protection of the EPDM membrane, secured with 3" insulation plates (3" ribbed plate "Olympic" brand part # SPGA3R-ST or approved equivalent) using # 12 1-5/8" treated roofing screws. Use a minimum of 15 fasteners for each 4' x 8" sheet, uniformly spaced penetrating into roof trusses as specified in the scope.
- c) Cover the whole roof with .060" EPDM roofing material; secure the perimeter with 1" x 10' aluminum termination bar fastened with # 12 1-5/8" treated roofing screws 4" O.C.
- d) Install EPDM compatible pipe flashings to all roof penetrations. All pipe penetrations shall have an overlap patch applied to roof so that there will be double EPDM under each pipe flashing. All pipe flashings shall be installed using membrane cleaner, primers, adhesives, edge sealant, water stop, and clamp on the top of the pipe flashing.
- e) Extend flues with 26 ga. galvanized sheet metal pipe fastened with a minimum of four 1/2" galvanized sheet metal screws per joint. Attach flu caps using the same methods. All flu tops to be a minimum 12" off roof surface. If range hood & bathroom fans do not have a dampener, install one in the flu closest to fan as possible.
- f) Extend all plumbing vent tops to a minimum of 12" off the roof surface with a plumbing "tee" installed on the top secured with ABS pipe adhesive. All tees are to be uniformly aligned facing the prevailing wind.
- g) Seaming is not permitted unless specified in the scope.
- h) Field flashing is not permitted unless specified in the scope.

## Roof, Shingles

### Demolition:

Tarp ground under rip-off area to catch fasteners and debris during demolition. Dispose of all demolition materials in a manner approved by the Municipality of Anchorage. Remove shingle roofing materials to roof substrate. Clean exposed roof decking of all fasteners, dirt, and debris. Remove all vents and roof jacks.

Notify Subrecipient for inspection of substrate prior to installation of any new material.

**Replace Roofing:** Roof Area is specified in scope. Contractor to verify.

a) Replace any unsuitable CDX decking as specified in the scope.

b) Install "Grace Ice and Water Shield", or approved equal or better, at lower edges. Install ice and water shield per scope specifications at all eaves not less than 6' up from eave, 30" inside interior walls, and 18" at valleys. Nail pattern as specified in the scope at the top edges. Nail in place with roofing nails or 1/2" roofing staples on metal caps, 5' up roof from eave, 2 runs overlapped as specified in scope. Approximately linear feet of material shall be listed in scope, Contractor to verify.

c) Install 15 lb. roofing felt on the roof's substrate surface and drip cap flashing to the roof edges as specified in the scope. Nail in place at top edges with roofing nails or 1/2" roofing staples on metal caps every 12". Install with overlaps as specified in the scope. Where end roll splices have occurred in a course, splices shall have a minimum of 3' of overlap.

d) Provide new flashing at all roof penetrations and new step flashing at roof-to-wall transitions. Replace all roof jacks with matching like type or better. Nail in place at top edges with 1 1/4" roofing nails and provide approved asphalt roofing-sealant at and around all roof jacks and flashing.

e) Install pre-finished metal Drip Edge, 2.5" x 1.25" x 28 gauge along rake and eave edges on all decks. Drip edges shall be made of corrosion-resistant materials that extend 2" minimum back from roof edges and bend downward over them. Approximate lineal feet shall be listed in scope. Installed new drip-edges under the underlayment at the eaves and on top of the underlayment at the rake edges. Secure eave and rake metal with roofing nails, centered on the top flange of the metal, spaced at 8" to 10", or as specified in the scope.

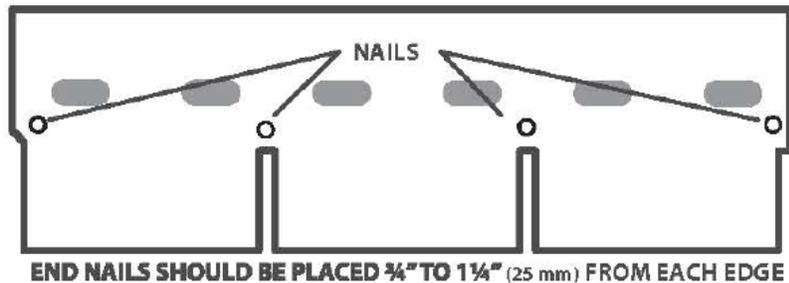
f) Install, to manufacturer's specifications, the Alaskan self-sealing "Rubber Modified" three tab shingle by "Malarkey" with 25 year warranty, approved equal or better. Manufacture specifications available in Appendix.

Hand Tabbing If installing shingles in fall or winter hand-tab shingles. Install a quarter-sized dab of shingle adhesive in each tab corner. Pressed shingle firmly into the adhesive. Excessive use of adhesive may cause blistering.

Nails shall be galvanized 12-gauge with 3/8" head or the equivalent corrosion-resistant roofing nail, and must be sufficient in length to penetrate through the roof deck or into the deck a minimum 3/4". Staples are not an approved fastening method.

Nailing Pattern for roofs with less than 12" per 12". Use four fasteners for each shingle. Nails must be placed just below the sealdown strip, 3/4" to 1 1/4" in from each edge of the shingle, with the two remaining nails just above the cutout on the same line as the end nails

(±1/2"). When fastening, butt shingles together loosely to prevent buckling. Fasteners must not be overdriven to cut into shingles or under-driven. Fasteners must be seated flush to shingle surface, as illustrated. Nails shall penetrate through all layers of shingles.



For three tab shingles, fasteners with the minimum of 1" long, galvanized roofing nails are recommended by the National Roofing Contractors Association. Nails of 1 1/4" long are recommended for ridge shingles and interlocking of dimensional shingles (weaving) as in intersecting planes creating a valley.

Install Starter Course: start with Malarkey Smart Start, approved starter strip or a full 3-tab shingle of same type (regular asphalt or modified) with the tabs cut-off and the adhesive at the roof edge.

Roofers using nail guns known as coil nailers utilize 1" to 1 1/4" actual length of the nail that penetrates through the shingle and into the roof sheathing. The air pressure must be adjusted as not to allow the nail head to penetrate the shingle. Just as in the nails driven with a hammer, the nail shaft shall penetrate at least 3/4 inch into the sheathing or supporting lumber of the roof.

f) Step flashing around fireplace and boiler-stack chase shall be done so there are no leaks during seasonal thermal conditions.

### **Fascia Board and Metal Edging**

Install fascia board & metal edging to roof perimeter. Roof-perimeter approximate linear-feet and specifications listed in scope, Contractor to verify.

Replace unsuitable supporting lumber as specified in scope. If additional unsuitable fascia or structural members are found to have rotted, expose damaged areas and contact the Subrecipient to prior to replacement; a change order will be required.

Provide and install new 1" x 6" fascia boards matching material, splices shall be beveled @ 20 degrees on the rafter tails, pre-primed on all 4 sides per Paint specifications, anchored in place with (2) #8 galvanized fasteners per rafter end, approx. lf. in scope.

Caulk nail holes smooth and seal joint seams prior to painting. Prime paint and paint 2 coats with trim color of exterior grade. See Paint specifications.

Provide and install pre-finished metal drip edge, 2.5" x 1.25" x 28 gauge on all eve edges anchored in place with 3/4" galvanized roofing fasteners, 1 per foot, approx. lineal feet listed in scope, verified by the contractor.

## **Roof Trim**

- a) Fascia Boards - Fascia boards shall be cedar, pine, fir or hemlock. Only Grade B or better wood shall be used, conforming to American Softwood Lumber Standard PS 20-70 of the United States Department of Commerce. Fascia boards shall be primed with one coat of paint prior to installation per Paint specifications. Rafter ends shall be trimmed as specified in the scope before installation of fascia board so as to obtain a straight line. The fascia boards shall be nailed to the end of each rafter with two 8d galvanized or aluminum nails per scope specifications. After installation, paint to Paint specifications.
- b) Plywood Soffits - Soffits shall be 3/8" thick A.C. exterior plywood. Soffits shall be fastened to 2" x 4" lookout boards at each rafter with galvanized ~~or aluminum~~ nails. A smooth horizontal surface shall be maintained. Soffits shall be primed with one coat of paint before or immediately after installation and painted per Paint specifications and as specified in the scope.
- c) Aluminum Vented Soffits - Soffits shall be .019" thick aluminum with a pre-painted finish, Alcoa or equal, rib or V-groove type. Color shall be selected by Owner, and have a minimum 20 year paint guarantee. Soffits shall be applied according to scope specifications. Nailing shall be with aluminum nails to 2" x 4" lookout boards at each rafter. Nailing shall be done as specified in the scope so as to allow expansion and contraction of the metal. A smooth horizontal surface shall be maintained. Spacing of soffit venting panels shall be specified by the scope. When required, openings shall be made in existing wood soffit prior to installing aluminum vented soffit. Contractor shall ensure that air vents are not obstructed by insulation.
- d) Vinyl Soffits

## **Gutters and Downspouts**

### **Aluminum Gutters and Downspouts**

Aluminum gutters and downspouts shall have a baked-on enamel finish with minimum 20 year paint guarantee, and shall comply with the Architectural Aluminum Manufacturers Association's latest Specifications for Aluminum Gutter and Downspout Systems, AAMA 1405.1. Gutters and downspouts shall comply with the standards for Roof Drainage Products, Commercial Standard CS 244-62 of the U.S. Department of Commerce. Install gutters with continuous lengths unless specified otherwise in scope. Install 2" x 3" rectangular downspouts as specified in scope. Securely fasten gutters and downspouts to house with aluminum hidden fasteners. Gutters shall be installed with fasteners spaced at 2' intervals. Rivet all joint connections with color coordinated rivets. Seal gutters on the inside with approved gutter adhesive.

## **Steel Gutters and Downspouts**

Steel gutters and downspouts shall have baked-on enamel surface (white) with 20-year paint guarantee. Gutters and downspouts shall comply with the standards for Roof Drainage Products, Commercial Standard Cs of the U.S. Department of Commerce. Install gutters with continuous lengths unless specified otherwise in scope. Install 2" x 3" rectangular downspouts as specified in scope. Securely fasten gutters and downspouts to house with aluminum hidden fasteners. Gutters shall be installed with fasteners spaced at 4' intervals.

## **Flooring**

### **Flooring, Underlayment**

At the location noted in the scope of work or drawing(s), install underlayment or AC plywood (size to match surrounding surfaces) secured with #8 1-1/2" screws and construction adhesive. Screw and countersink @ 3" O. C. at edges and 6" O. C. in field over joists or as specified in scope. Apply Fixall or other approved filler to all joints and set-screws and sand smooth.

### **Flooring, Vinyl Floor Covering**

Vinyl quality shall be specified in the scope with owner's choice of color and pattern. Flooring to go under all fixtures unless otherwise specified in work write-up. Before spreading adhesive, be sure underlayment is completely clean and dry. Use approved water resistant adhesive and apply in accordance with scope specification. Sheet-vinyl flooring shall be installed with no seams unless specified in the scope: existence, location, and installation. Use aluminum edge trim at doors per scope specifications. Any doors requiring cut-off after vinyl installation shall be cut off carefully without splintering or damaging the door. Hollow-core doors shall be cut with a straight, clean edge with the solid bottom piece moved up and reglued.

### **Carpet**

Carpet Padding and Carpet - Carpet padding and carpet shall comply with FHA standards UM-44A, "Use of Materials" for moderate traffic areas as follows:

- a) padding shall be 1/2" thick FHA approved foam
- b) carpet shall be FHA approved Hi-Low (sculptured) or plush nylon with a minimum pile yarn weight of 26 ounces per square yard. Owner's choice of carpet. Use tack strips along all walls. Cut off doors as specified in the scope to clear carpet. Care shall be exercised when cutting off doors to prevent splintering or damage to the doors. Hollow-core doors shall be cut with a straight, clean edge with the solid bottom piece moved up and reglued. Install metal carpet strips where carpet abuts other types of flooring surfaces. Install carpet in closets of rooms where carpet is specified. All laying to be done by professional carpet installers. Carpet shall be installed with no seams unless specified in the scope: existence, location, and installation. Where underlayment is to be used, install 1/2" thick particleboard. Nail particleboard with 6d nails, flush, and spaced 10" to 12" center to center in middle of each panel and 4" to 6" center to center around perimeter; keep nail at least 1/2" from edges.

NOTE: Measurements shown in the scope constitutes estimated square footage based on room dimensions, including closets. The contractor must make all allowances for carpet waste.

## **Tile**

## **Grout**

## **Interior Trim**

### **Interior Trim, General Specifications**

All interior trim shall be Select or Better Grade White Pine or specified in the scope. Paperboard trim is not allowed. Millwork shall be accurately milled with clean-cut molding and profiles. Millwork shall be planed, scraped and/or mill sanded to produce proper surface for painting or varnishing. All joints shall be carefully fitted, with mitering of external angles and coping of internal angles. Use 8d finish nails to fasten door and window casings, aprons, and baseboards. Use 1 1/2" casing nails or brads to fasten door and window stops. Stools shall be blind nailed at the ends with 8d finish nails so that the side casings will conceal the nailheads. Nail patterns and material detail shall be specified in the scope. Finished nails shall be set and holes filled with wood putty or plastic wood. Trim to be stained shall not be finger-joint.

### **Shoe Molding**

Install new 3/4" quarter round shoe molding per scope specifications, which shall be prime/painted or stained prior to installation per Paint specifications. Miter or cope all corners and joints. After installing new 3/4" quarter round, set and fill nail holes and touch up as required. Reinstall any fixtures or appliances. Extreme care shall be exercised when reinstalling appliances to avoid rips or tears in vinyl. Thoroughly clean floor of any adhesive.

## **Cabinet**

### **Cabinets**

Cabinets must comply with the requirements of the American National Standards Institute ANSI A 161.1" Recommended Minimum Construction and Performance Standards for Kitchen Cabinets". Cabinets shall be installed level, plumb and true, in accordance with scope specifications. Cabinets shall be attached with screws to studs or other framing members per scope specifications. Trim out all joints between cabinets and wall and ceiling with prefinished trim per scope specifications. All new cabinets shall be color matched, color to be chosen by owner.

### **Medicine Cabinets**

Must conform to U.S. Commercial Standards CS 27- Cabinets shall have at least two shelves. If lighting is specified, Contractor's price shall include all wiring. Fluorescent lights shall be complete with plastic diffusers and bulbs. Lighting fixtures must carry Underwriters'

Laboratories approval label. Owner to choose style within scope price specification. Install cabinets centered over vanity/lavatory in accordance with scope specifications.

### **Custom-Made Cabinets**

All custom-made cabinets shall have 1"x 2" wood stiles. Door and drawer fronts to match cabinets with lipped edges. All drawers to be mounted on slides. Base, bottom, sides, backs, and shelves of cabinets shall be of 3/4" birch or oak cabinet-grade plywood. Base cabinet kickspace to be approximately 4" high by 3 1/2" deep. Base cabinets to be approximately 24" deep. Door hinges to be self closing type. Door and drawer pulls to match hinges. Base cabinet shall be approximately 36" high including countertop. Wall cabinets that are 15" to 29" high shall have one shelf plus top and bottom of cabinet. Wall cabinets that are 30" high or more shall have two shelves plus top and bottom. Base cabinets shall contain shelving except beneath the sink area. If plywood is used, the front edges shall be covered with a thin piece of wood trim. Glue used in cabinet construction shall be water resistant. Cabinets to be constructed, finished, and installed to scope specifications.

### **Countertops**

#### **Countertops Post-Formed**

Countertops shall be post-formed laminated plastic with back splash. Countertop to be approximately 25" deep including back splash. Unfinished exposed ends shall have commercial laminated end caps (of same color and design) installed in accordance with scope specifications. When counter tops exceed 12' long and two pieces must be used, the joint shall not be close to the sink area.

### **Porches, Steps, Decks, Ramps**

#### **Steps**

Wood Steps - Wood steps to have treads of two 2" x 6" spaced 1/2" apart, overhanging front of stringer 1" and side of stringer 1 1/2". Maximum riser to be 7 1/2". Use two stringers supported on concrete footings at ground level. Wood to be pressure treated. Stringers to be 2" x 12" nominal size. Steps over 24" wide shall have an additional stringer, centered. Steps shall have handrails as called for in the scope. A concrete footing for wooden steps may be omitted when 4" x 4" treated posts are used at each side of the bottom steps for railings and resting on concrete. Dimensions, fasteners, locations, and other requirements shall be specified in the scope.

#### **Decks**

Decks - All material used for decks shall be pressure treated wood. The complete outer band shall be a minimum of 2" x 8" and joists a minimum of 2" x 6". Posts to be a minimum of 4" x 4" fastened to adjustable concrete blocks. Joists hangers or ledger strips shall be used for all joists ends. Joists shall be on 24" centers. Flooring shall be 2" x 6" or 5/4" thick deck plank. Deck construction (dimensions, fasteners, locations, and other requirements) must be in accordance with scope specifications.

## **Railing**

Railing around top to have a 2" x 8" top plank with a 2" x 4" underneath top plank plus a second 2" x 4" located 4" above floor and 2" x 2" vertical pickets installed on 4" centers. Pickets to be beveled on bottom end. Construct and install according to scope specifications.

## **Paint**

### **Exterior Wood Surfaces**

Exterior wood surfaces to be painted shall be thoroughly scraped and sanded to remove loose, cracked and scaly paint and rough spots. Where previous paint coats have chipped and peeled, the edge shall be sanded down to obtain a smooth surface before new paint is applied. Thoroughly wash siding before painting. Scrub any mildewed areas, using a solution of trisodium phosphate.

### **Asbestos Shingles**

Asbestos shingles shall be thoroughly scraped to remove loose, cracked and scaly paint and rough spots where previous paint coats have chipped and peeled. Shingles shall then be scrubbed with a solution of trisodium phosphate and thoroughly rinsed.

### **Exterior Windows**

Before painting the exterior of windows, remove loose or shrunken glazing compound or putty. Thoroughly clean the rabbet, and apply one coat of primer. After primer is dry, reglaze.

### **Masonry Surfaces**

Masonry surfaces to be painted shall be scraped and wire brushed prior to painting.

### **Metal Surfaces**

Metal surfaces to be painted shall be scraped, wire brushed prior to painting.

### **Interior Walls**

Interior walls to be painted shall have cracks and indentations filled with spackling or joint compound, and then lightly sanded to provide a smooth surface. Painting includes any closets serving rooms to be painted. Texture to match or as specified in the scope.

### **Interior Wood Surfaces**

Interior wood surfaces shall be cleaned of all grease and dirt using a mild alkaline such as TSP; rinse thoroughly. Remove all loose, blistered or otherwise defective paint where previous paint coats have chipped and peeled, the edge shall be sanded down to obtain a smooth surface before new paint is applied. Fill in all cracks and other minor irregularities, sand thoroughly, and prime all bare wood. Special care shall be used when applying a new coating over an enamel surface so as to secure proper adhesion.

### **Hardwood Floors**

a) Polyurethane Finish - Set all exposed nail heads to recess below wood surfaces. Sand floors to remove existing finish, using fine sandpaper for final sanding. Carefully vacuum to

remove all traces of dust before applying finish. Apply polyurethane finish in two coats, allowing ample time to dry between the first and second coat.

b) Floor and Deck Finish - Scrape and sand entire floor area to remove all loose paint. Reset nail as specified below. Set, fill and sand all nails. Apply primer to all bare areas. Apply two (2) coats of floor and deck finish to entire floor.

**Reset Nails**

Reset any loose or protruding nails, fill holes with putty and sand. Caulk all windows and doors with silicone or butyl type compound. Use caulking gun and apply uniformly.

**Paint Quality**

All paint and other finished materials shall be of best quality as shown in Table A or of equal quality if some other brand is used. All paint shall be delivered to site in manufacturer's sealed containers. Each container shall be labeled, giving manufacturer's name, type of paint, color and instructions. Paint shall be used without thinning. Paint to be applied in dry weather, to dry surfaces within an air temperature of 50 degrees to 95 degrees F or as provided in the scope specifications. Painting done under conditions outside the previous specification shall be undertaken under controlled conditions to meet the spec. Finished work shall be uniform, of approved color, smooth and free from runs, sags, defective brushing and rolling. Make edges of paint adjoining other materials or colors sharp and clean. Only use solvents or thinners of type and in quantity specified by the scope.

**Areas Not Being Painted**

All areas not being painted shall be protected at all times with drop cloths. Any surfaces or property damaged by painters shall be repaired or replaced. All window glass shall be left clean and free of paint and windows shall be in operable condition.

**Color Selection**

If repainting a whole room or component, provide owner with a choice of color, confirmed in writing. Otherwise, paint to match.

**Contractor’s Responsibility**

Contractor shall be responsible for sealing any greasy or soiled surfaces prior to painting as necessary, to prevent any bleeding effect.

**Table A, Retailer’s Recommendations**

<b>Type</b>	<b>Home Depot</b>	<b>Lowes</b>	<b>Sherwin Williams</b>
Semigloss Ceiling Paint	BEHR Premium Plus Ultra Pure White Semi-Gloss Interior	Valspar Signature Semigloss	ProMar 200 Zero VOC Interior Latex Semigloss B31-2600 Series with ProMar 200 Zero VOC Interior Latex Primer B28W02600

Interior Semigloss Wall Paint	BEHR Premium Plus Ultra Pure White Semi-Gloss Interior	Valspar Signature Semigloss	ProMar 200 Zero VOC Interior Latex Semigloss B31-2600 Series with ProMar 200 Zero VOC Interior Latex Primer B28W02600
Interior Semigloss Enamel	BEHR Premium Plus Ultra Pure White Semi-Gloss Interior	Valspar Signature Semigloss	ProMar 200 Zero VOC Interior Latex Semigloss B31-2600 Series with ProMar 200 Zero VOC Interior Latex Primer B28W02600
Interior Semigloss Trim	BEHR Premium Plus Ultra Pure White Semi-Gloss Interior	Valspar Signature Semigloss	Protect & Marine Coatings Direct-To-Metal Enamel B55 Series
Varnish	Varathane Gloss	Cabot's Spar Varnish Gloss	Wood Classics Waterborne Polyurethane Varnish A68 Series
Porch & Floor Paint	BEHR Low Luster Enamel Porch, Patio, & Floor Paint	Valspar Latex Porch & Floor Paint Base 2	Porch & Floor Enamel Interior/Exterior Acrylic Satin A32-200 Series
Exterior Paint	Marquee Semigloss Enamel	Valspar Duramax or Reserve (Best) Paint & Primer	Duration Exterior Acrylic Satin K33-200 Series
Metal Paint	Marquee Semigloss Enamel	Valspar Duramax or Reserve (Best) Paint & Primer	Protective & Marine Coatings Industrial Enamel HS B54Z-400 Series
Exterior Trim Paint	Marquee Semigloss Enamel	Valspar Duramax or Reserve (Best) Paint & Primer	Pro Industrial Acrylic Semigloss B66-650 Series
Concrete	BEHR Premium Concrete & Garage Floor Paint	Valspar Latex Porch & Floor Paint Base 2 with Valspar Fast Prep & Concrete Bonding	Pro Industrial Acrylic Semigloss B66-650 Series with Loxon Concrete & Masonry Primer/Sealer Interior/Exterior A24W8300

The brands omitted from the above list do not indicate that the other brands are not acceptable; however, brands not listed above must be approved by the owner and the Subrecipient prior to use.

The types of paint to be applied to various surfaces shall be in accordance with the following schedule.

Type	Primer	Minimum Coats*	Finish	Minimum Coats*
Interior Walls & Ceilings	Acrylic Primer Wall Paint	1	Acrylic Semigloss	2
Interior Trim	Primer, Same Brand as Paint	1	Acrylic Semigloss	2
Clear Finish Sealers	None		Polyurethane Varnish Gloss	2
Painted Wood Floors, Porch, Steps, and Deck	Primer, Same as Brand	1	Porch & Floor Latex/Acrylic Gloss	2
Wood Siding	Exterior Primer, Same Brand as Paint	1	Exterior Acrylic Paint	2
Metal	High Build Acrylic	1	Metal Enamel	2
Galvanized Steel	Zinc Chromate Enamel	1	Alkyd Trim	2
Concrete & Masonry	Acrylic Hi-Grade Concrete & Masonry Primer	1	Industrial Acrylic	2
Kitchen & Bath Walls	Acrylic Primer	1	Alkyd Gloss Enamel	2
Exterior Trim	Oil Exterior Primer	1	Oil Base Exterior Paint	2

\*Additional coats may be required so as to properly cover all surfaces. Kilz primer or approved equal or better to be used in high moisture interior areas or to cover stains or dark-colored paints that bleed through.

## Vapor Barrier

### Ground Moisture Barrier, Crawl Space

In the crawl space, remove excessive rocks and/or debris and install clear 6 mil poly sheeting moisture barrier on the ground per scope specifications. If existing moisture barrier exists install new moisture barrier over existing. All seams shall be overlapped not less than 12” and be sealed with visqueen adhesive such as Latex Tremco <sup>TM</sup> or also known as Sheetrock Acoustical Sealant and poly tape (or approved equals). All penetrations shall be sealed similarly. There shall be no excessive wrinkles in the poly. No moisture barrier may be attached to untreated lumber. Poly shall be taped/sealed around all interior foundation pads.

**Concrete Foundation:** Moisture barrier shall be sealed continuously with Sheetrock Acoustical Sealant or approved equal adhesive at the top of the footing and shall be installed

12” up all walls and continuously attached to concrete walls with an approved acoustical sealant.

**AWW Foundation:** Moisture barrier shall be installed from the bottom plate of the AWW foundation framing wall across the ground to the opposite wall with approved sealant and staples (5/16” galvanized ARROW™ T-50 or equivalent) 8” OC compatible with AWW. At the top of the foundation wall at the mud sill, the poly shall be stapled and sealed with acoustical sealant.

### **Vapor Barrier, 6 Mil Poly**

At the location noted in the scope of work or drawing(s), install 6 mil minimum clear polyethylene membrane (ASTM d 2103) moisture barrier to the inside surfaces. Poly shall be installed using Tremco Sheetrock Acoustical Sealant™ (or approved equal) and stapled on framing members. Poly is to be stretched tight without wrinkles or folds. Joints shall be overlapping and seams shall be sealed using poly joint tape and acoustical sealant. Joint tape shall be 6 mil polyethylene film with "sticky back" (pressure sensitive coated one side). Tuff Tape or equal. Vapor barrier (acoustical) sealant shall be manufactured by Tremco™ or equal and shall be non-hardening and non-drying. All penetrations shall be sealed using approved sealant.

### **Mobile Home Ground Moisture Barrier**

Install 6 mil poly sheeting moisture barrier on ground per scope specifications. All seams shall be overlapped not less than 12” and be sealed with an approved acoustical caulking and poly tape. Poly shall be taped around all piers. Moisture barrier shall be installed 12” up all walls. Staple poly sheeting to skirting at 8” intervals using 5/16” galvanized ARROW™ T-50 staples or equivalent.

### **Mobile Home Floor Rodent Barrier**

Repair Mobile home rodent barrier under home with Tyvek™ building wrap or approved equal. Secure with mastic under patch and then secure with galvanized ARROW™ “stitch” staples or approved equivalent or ½” galvanized # 12 sheet metal screws 8” O.C. and mastic over patch.

## **Insulation**

### **Insulation, Fiberglass**

At the location noted in the scope of work or drawing(s), install fiberglass batt insulation to maximum R-value as space allows in accordance with scope specifications. Fiberglass insulation must comply with the CCR, Title 24, Part 522912, Chapters 12-13. Flexible (batts) insulation must conform to ASTM C665-06. Chopped fiberglass blowfill insulation conforming to ASTM C687-07, similar to Knauf “Jet-Stream”. Chopped fiberglass blowfill insulation similar to Knauf “Perimeter Plus” to use to dense pack walls. All spaces within framing to be filled with insulation, e.g. corners, behind outlet / switch boxes, partition leads, around windows, etc. Expanding foam shall be used for inaccessible voids. Install 6 mil minimum moisture barrier to the interior surfaces, fastened with 5/16” galvanized ARROW™ T-50 or equivalent 8” O.C. Clear poly moisture barrier shall have all penetrations and holes sealed using polyethylene tape. All light switches and receptacles shall be sealed with

Tremco™ Acoustical Sheetrock Sealant or approved equal. All accessible ducting (Not heat producing flu pipes) shall be insulated to R-8 or greater.

**Walls:** Install the insulation from the interior side to all noted exterior walls from bottom plate to top plate with no voids.

**Rafter Cavity** (cathedral ceiling): Install fiberglass batt insulation to maximum R-value as space allows in accordance with scope specifications. Insulation shall not be tight against the roof sheathing above and supported with metal insulation hangers between the rafters, or as specified in the scope.

**Ceiling/Attic:** Install fiberglass batt insulation to maximum R-value as space allows or to minimum R-49 total, in accordance with scope specifications. On the floor of the attic, insulate area using fiberglass batts insulation laid alternately perpendicular to prior layers (to achieve R-49 minimum), Manufactured chimneys shall be properly protected from the insulation. No insulation shall touch the underside of the roof sheathing. Install insulation baffles as specified in the scope to optimize the R-value to the exterior wall.

**Floor:** Install fiberglass batt insulation to maximum R-value as space allows filling entire joist cavity in accordance with scope specifications. Insulation shall be tight against the floor sheathing and supported with metal insulation hangers between the floor joists or as specified in the scope. The insulation will be covered with Tyvek building wrap, or equivalent stapled 8" O.C. to the floor joists, to act as an air but not a moisture barrier. Building wrap will be stretched tight without wrinkles or loose areas.

### **Insulation, Attic Loose Fill**

All activities to be performed in accordance with the specifications in the scope. Install measuring device visible from access to insure insulation depth meets requirements. Install baffles per scope to optimize the R-value to the exterior wall. No insulation shall touch the underside of the roof sheathing. All electrical splices and connections shall be in UL approved junction boxes that have covers that are attached with screws specified in the scope prior to insulating attic. Manufactured chimneys shall be protected from the insulation with dams. Install dam around flu pipes constructed from rolled flashing in such a fashion that there will be 2" clearance between flu pipe and flashing sealed at the top with noncombustible material and extend at least 4" above installed insulation level. No single wall pipe is allowable in attics. Install a box enclosure over recessed lighting fixtures or other heat-producing fixtures (including door bell transformers) that are not listed for insulation cover (IC). The enclosure must be 4" from the side of the fixture extending 24" in height. If closed top box is impractical, an open top box may be used but must extend 4" above the finished level of installed insulation. There shall be at least 1" clearance between top of dam and the roof sheathing. Enclosure may be made from metal or drywall, or other material with a flame spread rating of 25 or less, in accordance with ASTM E-84. Enclosure shall be securely attached and sealed. No insulation shall touch the underside of the roof sheathing. Install baffles as specified in the scope to optimize the R-value over the exterior wall top plate. Complete insulation certification form, attach a copy and empty insulation bag in the attic visible from the access and provide the Subrecipient a copy with the invoice.

**Blow-In Cellulose:** At the floor of the attic, insulate attic area using blow-in cellulose insulation (to achieve R-49 minimum). Recycled cellulosic fiber made from selected paper

or paperboard stock with additives to provide for flame resistance. Must meet ASTM-C1497-04.

**Blow-In Fiberglass:** At the floor of the attic, insulate attic area using blow-in fiberglass insulation (to achieve R-49 minimum).

### **Insulation, Dense Pack**

Install blow-in chopped fiberglass insulation where noted in scope of work to a density of 1.5 lb./cu. ft., or to a point that additional insulation cannot be added without causing the surface sheathing to pull away from the framing members. Install material with an insulation blower designed for the specific use of dense packing insulation as specified in the scope. All access holes shall be filled with a plug and sealed. Walls that contain fire blocking or other framing obstructions must be completely insulated.

**Dense Pack Ceiling:** Drill holes in interior ceiling surface or exterior rim ceiling joist area as noted in the scope to gain access to areas to be insulated.

**Dense Pack Walls:** Drill holes in interior or exterior surface to gain access to areas to be insulated as specified in the scope.

**Dense Pack Floor:** Drill holes in interior or exterior surface rim at floor joist area as noted in the scope to gain access to areas to be insulated. Material to be Knauf Premier Plus or approved equal.

### **Insulation, Foam Board**

**Extruded Polystyrene:** Medium density foam board with an R-5 per inch insulation value, .6 perm rating maximum in 2' x 8' sheets, 15-yr thermal warranty. (DOW pink, Foamular 150, etc). Must meet ASTM C578-95.

**Expanded Polystyrene:** Faced foam board with an R4.5 per inch insulation value in 4' x 8' sheets, 15-yr thermal warranty. (4" R-Tech Type IV expanded polystyrene) Must meet ASTM 2430-05. Foil-faced one side, plastic face on other side.

**Polyisocyanurate:** Poly foil faced board covered with foil both sides in 4' x 8' sheets, having an R-7 per inch insulation value. (RMax, Thermax, etc). Must meet ASTM C1289-10 or FS (Federal Specifications) HH-I-1972/1 (1981).

### **Insulation, Rigid, Ceiling**

At the location noted in the scope of work or drawing(s), from the unit interior and over existing ceiling surfaces, install 2" rigid insulation board as specified in the scope. Prior to installation, remove all ceiling fixtures, trim and other materials that will interfere with the installation. Use extruded or expanded polystyrene as noted. Insulation shall be continuous over entire surface. All spaces to be filled with insulation, e.g. corners, partition leads, around plumbing and electrical, etc., using rigid or spray in foam. Rigid insulation shall be applied using approved adhesive and/or fasteners as specified in the scope as specified in the scope. Expanding foam shall be used to insulate inaccessible voids. All joints to occur at supports. Tape all joints and penetrations using poly tape. Reinstall all fixtures, trim, and other materials.

### **Insulation, Rigid, Foundation/Crawl Space Interior**

Remove existing batt insulation on crawl space walls and joist pockets. Install one layer of 2” Extruded or Expanded Polystyrene to the interior side of the foundation wall. Insulation shall be installed from the top of the footer up the wall to the underside of the floor joists. Foam fill all gaps in insulation. Rigid insulation shall be applied using approved adhesive and fasteners. Install a minimum of 6 Hilti pins or approve equal per sheet. All spaces to be filled with insulation, e.g. corners, partition leads, around plumbing and electrical, etc., spray in foam. Insert tight-fitting, removable 2” extruded or expanded polystyrene plug labeled “foundation vent” to cover crawl space vents.

**Rim Joist:** Install 2” thick Two-Part foam in joist pockets covering rim joist, and continue foam over sill plate and top of polystyrene insulation. Install new or re-install fiberglass unfaced insulation over sprayed foam in rim joists.

### **Mobile Home Skirting, Replace Insulation**

Remove existing batt insulation. Install two layers of 2” extruded or expanded (or one layer 4” expanded) polystyrene to the interior side of the skirting. Attach insulation using fasteners and adhesive as specified in scope. Fill all gaps with gun foam.

### **Repairs Post Installation**

In all cases where surfaces have been disturbed in the insulation-installation process, the Contractor shall repair sheathing and repaint in accordance with the Paint specifications.

## **Detectors**

### **CO Detector**

At location(s) noted in work scope or drawing, install CO Detector(s). Install per scope specifications outside of all sleeping areas and on every level of multi-level dwellings. Unit shall be battery powered or plug-in type with digital LED readout with ANSI/UL 2034-09 compliance, be labeled with local emergency phone number (911) and 5-year expiration date. CO detectors shall be mounted on an interior wall when possible, in a visible location between 5 and 6 feet from the floor. Contractor shall cover surface mounted wiring with wire mold. They shall be no closer than 6 feet from combustion appliances, chimneys, flues, or inside corners. Provide owner with all manufacturers’ paperwork.

Detector that sounds alarm when carbon monoxide reaches a minimum level of 70 ppm within 8 hours. Must meet testing to ASTM D6332 – 99 (2005) UL2034 Standard 3rd edition effective 8-1-09.

a) Electric w/battery back up: CO detectors shall be Kidde #KN-COPP-3 (approved equal or better). CO detector shall have a 7 year warranty, have a rechargeable battery back up, have a digital display that indicates CO levels in Parts Per Million (ppm), be UL approved, be labeled with local emergency phone number (911) and 5 year expiration date. CO detectors shall be mounted on an interior wall when possible, in a visible location between 5 and 6 feet from the floor. They shall be no closer than 6 feet from combustion appliances, chimneys, flues, or inside corners.

b) Battery Operated: CO detector shall have a 5 year warranty, have a digital display that indicates CO levels in Parts Per Million (ppm), be UL 2034 3RD EDITION approved, be

labeled with local emergency phone number (911) and 5 year expiration date. CO detectors shall be mounted on an interior wall unless otherwise specified in the scope, in a visible location between 5 and 6 feet from the floor. They shall be no closer than 6 feet from combustion appliances, chimneys, flues, or inside corners.

### **Smoke Detector**

At the location noted in the scope of work or drawing(s), install new battery operated smoke detector with power-on indicator as specified in the scope. Unit to be UL approved and installed according to manufacturer's recommendation. Install photoelectric type, with a 5 year warranty. Detector shall be labeled with local emergency phone number (911) and 5 year expiration date. Provide owner with all manufacturer's paper work.

Photoelectric type sensors to detect smoke shall be supplied with five- (5) year batteries.

a) Electric: SA shall be photoelectric sensor, 120volt electric powered with 9 volt battery back up. SA shall be UL approved, be labeled with local emergency phone number (911) and 5-year expiration date.

b) Battery: Smoke Alarms shall be photoelectric sensor, 5-year warranty. SA shall be UL approved, be labeled with local emergency phone number (911) and 5-year expiration date.

## **Plumbing**

### **Plumbing Fixture and Materials**

Plumbing fixtures and material shall comply with and be installed in accordance with the specifications in the scope. All piping shall be installed in a manner which will not cause serious damage to structural members. Waste lines shall be PVC plastic pipe with compatible fittings; use solvents recommended by pipe manufacturer. Sewer lines when replaced shall be PVC piping. Water lines shall be type L hand drawn with wrought copper fittings; use non-lead based solder with non-corrosive flux. Water lines may be neoprene in lieu of copper. Shark Bite compression fittings (or approved equal or better) may also substitute for solder and flux.

### **Water Heater**

Water heaters shall be installed per scope specifications and to have a glass lined tank or a vitreous porcelain enamel tank lining, blanket type glass fiber insulation, drain valve, temperature and pressure relief valve. Water heater shall have a minimum 40 gallon capacity and a 5-year warranty, and be manufactured by Jackson, Rheem, or A. O. Smith or an approved equal or better. BTU rating shall be specified in the scope. Gas water heaters shall be sealed combustion, and, if installed in a mobile home, shall be mobile-home rated. Upright types installed inside of house shall have extension piping added to the relief valve to direct relief to underneath house. Low-Boy types that are mounted under the structure shall be placed on a 4" thick concrete slab. All water heaters shall be the Energy-Miser dual element type. Provide all electrical, venting, gas or plumbing connections to the water heater. Installations shall be complete; any penetrations through the wall, ceiling, and/or roof shall be sealed air and water tight and finished per scope. Install seismic straps as specified in the scope.

### **Kitchen Sink**

Kitchen sink shall be a dual basin stainless steel sink with 8" deep bowls complete with basket strainers. Sink shall comply with U.S. Commercial Standard CS 243-62. Mount sink to countertop with fitting as specified in the scope. This item includes new piping and trap under sink.

### **Single Lever Sink Supply**

Single lever sink supply fitting shall have at least 8" long swing spout, aerator and lever control sprayer universally designed. Sink supply fitting shall be Delta 400 or approved equal or better. Faucet shall be installed per scope specifications.

### **Bathroom Sink**

Bathroom sink to have overflow and shall comply with US Commercial Standard CS 20-63. Color shall be owner's choice. This item to include trap and piping under sink. Bathroom sink shall be installed per scope specifications.

### **Bathroom Sink Faucet**

Lavatory faucet to have aerator. Lavatory supply and indirect lift waste fitting to be chrome finish, a universally-designed mid-quality Delta or Moan or approved equal or better. Faucet shall be installed per scope specifications.

### **Pedestal Sink**

Pedestal sink shall be American Standard or approved equal or better. Color and style shall be owner's choice under scope price-limitation, or owner pays difference. Install in accordance with scope specifications.

### **Toilet**

Toilet shall be complete with seal, supply line with valve and all other fittings. Toilet to be of siphon jet type, free standing, close-coupled closet combination, vitreous china complying with Commercial Standard CS 20-63. Water closet to be American Standard or approved equal or better. Color and style shall be owner's choice under scope price-limitation, or owner pays difference. Install in accordance with scope specifications.

### **Toilet Seat**

Toilet seat to be high quality material and installed per scope specifications. Hinges to have internal metal post reinforcement. Color and style shall be owner's choice under scope price-limitation, or owner pays difference.

### **Enameled Steel Tub**

Enameled steel tub to be American Standard or approved equal or better. Color and style . Shower shall be operated by a diverter spout. Type to be Delta 635 or approved equal or better. If new fittings are installed in lavatory, they shall be of the same design and style as those of tub.

### **Fiberglass Tub/Shower One Piece**

Fiberglass tub/shower to one piece American Standard or approved equal or better. Color and style shall be owner's choice under scope price-limitation, or owner pays difference.

Tub surround to have integrally molded soap dish and grab bar. Install in accordance with scope specifications.

#### **Fiberglass Tub/Shower Four Piece**

Fiberglass tub/shower to be four piece American Standard or approved equal or better. Color and style shall be owner's choice under scope price-limitation, or owner pays difference. Tub surround to have integrally molded soap dish and grab bar. Install in accordance with scope specifications.

#### **Grab Bar**

Must be stainless steel, 1 1/2" outside diameter. Grab bars shall be mounted parallel to floor, with 1 1/2" clear space between rail and wall as specified in the scope. Grab bars shall be fastened so as to support 250 lb. load or as specified in the scope. Mounting heights and length shall be in accordance with scope specifications. Where surfaces have been disturbed in the installation process, the Contractor shall repair sheathing per scope specifications and repaint in accordance with the Paint specifications.

#### **Water Service**

Water service from meter to house shall be 3/4" copper or approved plastic, installed according to scope specifications. Connect to water meter and run to new main cut-off valve inside of house or crawl space. Work includes excavation, backfilling, re-seeding, fertilizing and strawing of affected areas. Where surfaces have been disturbed in the installation process, the Contractor shall repair sheathing per scope specifications and repaint in accordance with the Paint specifications.

#### **Access Panel**

Provide a primed, metal, interior access panel to cover access opening to the valve by affixing the panel with (4) 1" pan head screws. Install one screw at each corner of the panel in the holes provided by the manufacturer for this purpose per scope specification. Paint the panel in accordance with Paint specifications.

#### **Washing Machine**

Washing machine supply and drain unit shall have outlet box as specified in the scope.

#### **Hose Bibbs**

Hose bibbs shall be of the frost proof type with back siphonage protection with locations and make/model as specified in the scope.

#### **Sump Pump**

Sump be shall be installed at lowest point underneath house per scope specifications. Pump is to be installed in a 12" x 24" flue liner, unless otherwise specified. Top of flue liner to be set so as to allow water to flow to it. Install 6" thickness of #3 washed stone in bottom of liner. Pump shall have 1/3 horse power or greater rated capacity. Drain line to be buried if run to outside and run sufficient distance to carry water away from house, but not drain across property line. Drain line shall not be connected to sewer.

### **Water Heater, Mobile Home**

At location noted in the scope or drawing(s), remove and dispose of existing water heater in accordance with the Municipality's Solid Waste Services. Install new Natural gas sealed combustion 40 gallon water heater, "Mobile Home Approved" Bradford White M-I-MS30T6LX, or approved equal per manufactures instructions. Install new drip pan, flue and flue collar, roof flashing and flue cap. Install one set of seismic straps; (Hubbard Enterprises Quick Strap 50™ or equal) using manufactures instructions and hardware. Complete and submit the Combustion Safety/Heating System Checklist, MOA permit / final MOA inspection and copy of warranty to the Subrecipient with invoice.

### **Water Heater, Tank Type**

At location noted in the work scope or drawing(s), remove and properly dispose of existing water heater in accordance with the Municipality's Solid Waste Services. Install new Natural gas sealed combustion 40 gallon water heater as specified in the scope. Minimum 6 year manufacturers warranty on the tank. Install drip pan. Include all new parts and materials. Air-seal the water heater compartment and walls, floor, and ceiling after the removal of the existing water heater and prior to the installation of the replacement new water heater. Install new flue and flue collar. Install seismic straps. Provide warranty to the client. Submit copy of final inspection and warranty to Subrecipient. Complete and submit the Combustion Safety/Heating System Checklist, MOA permit / final MOA inspection and copy of warranty to the Subrecipient with invoice.

## **Electrical**

### **National Electrical Code**

All new wiring shall be installed in compliance with scope specifications. All electrical fixtures shall carry the seal of approval of Underwriter's Laboratories.

Wiring shall be concealed as specified in the scope. Use non-metallic sheathed cable with copper conductors. All branch circuit wire gauges shall be in accordance with scope specifications.

All cutting of walls, floors, ceilings, and partitions for the passage of electrical work, the closing of superfluous openings around same in the connection with electrical work, and the removal of all debris caused thereby, shall be performed by the contractor performing the electrical work. Where surfaces have been disturbed in the installation process, the Contractor shall repair sheathing per scope specifications and repaint in accordance with the Paint specifications.

### **100 AMP Service**

All homes are to have 100 AMP service unless other wise specified in the scope.

### **Service Panel**

Provide circuit index on service panel showing which lines are served by each circuit breaker. Panel to have main breaker and accommodate 20 circuits breakers. All major appliances to be on separate circuits. Install in accordance with scope specifications.

### **Ground Fault Circuit Interrupters (GFCI)**

GFCI shall be installed kitchens, bathrooms, outside, and in other wet locations as specified in the scope.

### **Can Light Adapter**

Install recessed light adapter at existing recessed light fixtures as specified in the scope. Box all non-IC rated can light fixtures (See attic insulation section).

Recessed Can-Light Adapter: Three part system - T57WH(adaptor plate), R502WWH(track light fixture), CF16ELBR30 (16watt CFL bulb = 65 w incandescent).

### **Fan, Bath, Electric, New or Replace**

At the location noted in the scope of work or drawing(s), install a Panasonic Whisper Green model or equal bath fan with the appropriate CFM as specified in the scope of work. Zone rating shall not exceed 1.5. Fan shall be vented to the exterior via rigid ducting of 26 gauge galvanized material. Ducting shall be secured at all joints with 3 galvanized screws or weld joints sealed with mastic or HVAC tape. Ducting shall be supported and angled down towards the exit to prevent moisture buildup. Ducting shall be insulated to R-8 or greater or buried within the attic insulation or as specified in the scope. Exterior vent shall be dampened and weather tight. Preferred location of exterior vent shall be thru roof nearest the fan location. Gable termination when necessary shall be specified in scope. Any insulation affected by the installation shall be replaced. Ceiling penetration shall be sealed airtight with insulating foam. Install separate specified switch in wall next to opening side of door if specified in scope of work. All wiring shall be concealed in wall, floor and/or ceiling. Install as per scope specifications. Patch and seal all affected areas to match surrounding area as specified in scope.

**Replacement:** remove and properly dispose of the existing bath fan in accordance with the ordinances of the Municipal Solid Waste Department. Install fan and ducting per scope specifications. Where surfaces have been disturbed in the installation process, the Contractor shall repair sheathing per scope specifications and repaint in accordance with the Paint specifications.

### **Fan, Range Hood, Electric, New or Replace**

Install ducted, 120v. 160 CFM minimum range hood with 13w CFL light and variable speed fan as specified in the scope. Exposed ducting shall be insulated to R-8 or greater. Hood shall be connected to circuit capable of 15 AMP. Hood shall vent to exterior via 26 gauge galvanized metal ducting. All joints shall be screwed with not less than (3) galvanized self-tapping screws per joint and all ducting shall be supported, with screw patterns and supports as specified in the scope. If the range hood is located on an exterior wall, it shall be vented through the wall. If not on an exterior wall, the location of exterior vent shall be thru roof nearest the fan location unless otherwise specified in the scope. Seal joints with mastic or HVAC tape. Ducting shall be supported and angled down towards the exit to prevent moisture buildup. Ducting in unheated space shall be insulated to R-8 or greater or buried within the attic insulation as specified in the scope. Termination cap shall be positively dampened and weather sealed. All penetration shall be sealed. All wiring shall be concealed. All affected surfaces shall be repaired. All work to be in full compliance with applicable electrical and mechanical codes. Standard is Nutone Model #RL6100 "Value

Test" or approved equal. Provide manufacturer's warranty and user guide. Color selection by owner.

**Replacement:** remove and properly dispose of the existing range hood in accordance with the ordinances of the Municipal Solid Waste Department. Install fan and ducting per scope specifications. Where surfaces have been disturbed in the installation process, the Contractor shall repair sheathing per scope specifications and repaint in accordance with the Paint specifications.

### **Lighting Fixtures**

Lighting fixtures shall be complete with lamps, glassware, mounting hardware, frame and trim, stems, ballasts, and sockets to provide a complete operating fixture at each location and installed as specified in the scope. Owner shall choose style within the price limitations of the scope, or owner pays for difference.

### **Existing Wiring**

Existing wiring, outlets, switches, fixtures, covers, etc., shall be in accordance with prior code requirements when initially installed. All shall be safe, operable, and in good repair or replaced as specified in the scope.

## **Mechanical**

### **Heating, Duct, Construction**

At location(s) as noted on the drawings, install furnace ducts. Size and installation to be per scope specifications. Cut in additional supply vents as specified in the scope. Install the supply register grill(s) as specified in the scope. All joints to be supported and no less than 3 screws per joint as specified in the scope. Ductwork shall be completely air sealed using duct mastic "RCD #6" or approved equal or better. HVAC tape is allowed.

### **Heating, Duct, Repair/Sealing**

At location(s) noted on the scope and/or drawings, repair, properly support, and seal existing ductwork per scope specifications. All joints to be supported with no less than 3 screws per joint as specified in the scope. All ductwork shall be completely air sealed using approved duct mastic "RCD #6" or approved equal or better. Duct tape is not allowed. Remove existing duct tape prior to installation of mastic or HVAC tape. In mobile homes, secure duct boots, ramp duct ends.

### **Heating, Furnace Tune Up**

With all in accordance with the scope, perform before flue gas analysis, make required adjustments to achieve maximum efficiency. Perform after flue gas analysis to determine efficiency, including draft, stack temperature, spillage, etc. Perform a carbon monoxide test to ensure safe levels are not exceeded on the system. Remove debris and fiber buildup in combustion chamber; includes cleaning burner and nozzle tip. Provide and install new thermocouple and air filters (s), leave replaced thermocouple with client. Remove and clean blower assembly, lubricate pumps, check flues, check limit controls. Adjust burner to obtain optimum efficiency. Inspect return and distributions system ducts to ensure they are attached and sealed properly. Inspect flue and flue cap for correct size and unsafe conditions.

Complete Combustion Safety Checklist and submit report with invoice. Maximum 5 days to complete Tune-up after work order issued.

### **Water Heater Tune-up**

With all in accordance with the scope, perform before flue gas analysis, make required adjustments to achieve maximum efficiency. Perform after-flue gas analysis to determine efficiency, including draft, stack temperature, spillage, etc. Perform a carbon monoxide test to ensure safe levels are not exceeded on the system. Remove debris and fiber buildup in combustion chamber; includes cleaning burner and nozzle tip. Provide and install new thermocouple, leave replaced thermocouple with client. Check flues and flue cap, check limit controls, check Temp/Pressure relief valve. Adjust burner to obtain optimum efficiency. Inspect flue for correct size and unsafe conditions. Set water temp to 120 degrees Fahrenheit Complete Combustion Safety Checklist and submit report with invoice. Maximum 5 days to complete Tune-up after work order issued.

### **Unit Heater Tune-up**

With all in accordance with the scope, perform before flue gas analysis, make required adjustments to achieve maximum efficiency. Perform after flue gas analysis to determine efficiency, including draft, stack temperature, spillage, etc. Perform a carbon monoxide test to ensure safe levels are not exceeded on the system. Remove debris and fiber buildup in combustion chamber; includes cleaning burner and nozzle tip. Provide and install new thermocouple. Remove and clean blower assembly, lubricate pumps, check flues, check limit controls. Adjust burner to obtain optimum efficiency. Inspect flue and flue cap for correct size and unsafe conditions. Complete Combustion Safety Checklist and submit report with invoice. Maximum 5 days to complete Tune-up after work order issued.

### **Heating, Boiler Tune Up**

With all in accordance with the scope, perform before flue gas analysis, make required adjustments to achieve maximum efficiency. Perform after flue gas analysis to determine efficiency, including draft, stack temperature, spillage, etc. Perform a carbon monoxide test to ensure safe levels are not exceeded on the system. Remove debris and fiber buildup in combustion chamber; includes cleaning burner and nozzle tip. Provide and install new thermocouple, leave replaced thermocouple with client. Check and lubricate pumps, check flues, check limit controls, check low water cut-off, cycle zone valves, check Temp/Pressure relief valve. Adjust burner to obtain optimum efficiency. Inspect return and distribution system piping for leaks, corrosion and failed dielectric unions. Inspect flue and flue cap for correct size and unsafe conditions. Complete Combustion Safety Checklist and submit report with invoice. Maximum 5 days to complete Tune-up after work order issued. Lubricate hydronic unit heater motor if present.

### **Heating, Additional Heating Device Tune Up**

Another heating device in the same or adjacent building at the same address. This will typically be a heater for domestic hot water or garage unit heater and gas fireplace. Undertake tune-up in accordance with the scope.

### **Boiler, Furnace Replacement**

Remove and dispose of the existing furnace/boiler in compliance with Municipal ordinance; recycling is encouraged. Existing furnace/boiler shall be destroyed to prevent reuse with documentation provided to the Subrecipient. Install new naturally aspirating or direct vent, sealed combustion, forced air furnace/boiler, sized properly for area of dwelling. Contractor shall install a new flue, flue cap and collar. Efficiency rating minimum 80% Steady State Efficiency (SSE) OR S.S.E. as prescribed in the scope of work. Installation shall be inclusive of all electrical, plumbing, gas piping, and combustion air necessary for a complete installation. Connection of existing supply and return to the furnace may be via flex connectors. All ductwork installed in unconditioned spaces shall be insulated to R-8 or greater. Filter system shall be easily accessible by the owner and shall be designed for disposable type filters. Plenum and ductwork shall be completely air-sealed using a duct mastic "RCD #6" or approved equal or better. Duct tape is not allowed. Repair all affected surfaces to match existing. All work and venting to be complete with boiler/furnace operating. Supply (4) filters to furnace owner. All manufacturer instruction books and warranties to be provided to owner. Install at existing location of unit to be replaced. Submit a copy of the Combustion Safety Checklist, MOA Mechanical permit, the MOA final inspection, and warranty with the pay application.

### **Heating, Furnace Replacement, Mobile Home**

Remove and properly dispose of the existing furnace. Existing furnace shall be destroyed to prevent reuse with documentation provided to the Subrecipient, recycling is encouraged. Install new sealed combustion "Mobile Home Approved" furnace in the same location as the removed unit. Steady State Efficiency rating is 80% unless otherwise stated in the scope of work. Furnace shall be an Intertherm™ model M1MB090, or approved equal or better, including 10 year manufacturer's warranty on the heat exchanger and one (1) year warranty on the parts and materials. Installation shall be inclusive of all electrical, plumbing, gas piping for a complete installation. Installation shall include new nonprogrammable thermostat (Honeywell™ model CT87K) or approved equal; T-stat wiring to be verified serviceable; if not serviceable contact subrecipient for a "change order" to authorize replacement of the T-stat wiring. Other required new items: manufacture's flue, flue collar, roof flashing, roof cap. Also include new natural gas flexible gas line. Plenum and ductwork shall be air-sealed using a duct mastic "RCD #6" or approved equal or better. All work and venting to be complete with furnace operating. Contractor responsible for all required permits.

Submit a copy of the completed Combustion Safety Checklist, MOA Mechanical permit, the approved MOA Mechanical final inspection, and warranty with the pay application.

### **Heating, Boiler Replacement**

- a) Install a new high efficiency (91% AFUE or better) type unit to provide adequate heat as specified in the scope. Boiler Installation Specifications: Weil McLain GV90+ Gas Boiler or approved equal or better. Scope will include size of unit.
- b) Replace all leaking copper pipe (with like type material required by trade means and methods approved for plumbing process pipe). Also components to be replaced with new: water supply fill valve, expansion tank, air scoop, zone vales, flexible gas line, dielectric

unions, secondary aqua stat, intake and exhaust flues, thermostat; with t-stat wiring to be verified in good serviceable condition via electrical resistance test. All supply and return valves are to be ball valves. Quality, size, and/or brand or better to be specified in the scope.

c) Vent/Exhaust Stack: Install all new venting ductwork for required exterior combustion air as specified in the scope. Location to be either the same as original unless specified in scope.

d) Note: A licensed Mechanical/Plumbing contractor is required for this replacement. The project will be required to pass a mechanical inspection for completion and payment.

### **Electric Baseboard Heaters**

Electric baseboard heaters to be installed as specified in the scope. Units shall meet the standards of the National Electrical Manufacturer's Association and be UL listed. Heating units shall be securely fastened to wall and installed in accordance with scope specifications. Heaters shall be complete with line voltage baseboard thermostats.

### **Bathroom Wall Heaters**

Bathroom wall heaters shall be located as specified in the scope and at least 30" from tub or shower. Wall heaters shall have polished aluminum reflector, aluminum grill and thermostat with "off" switch. Install as specified in the scope.

### **Dryer Duct and Cap**

Contractor shall demolish and properly dispose of existing dryer duct and termination cap as noted in the scope of work. After ducting is replaced, if there is any visible damage or voids in the interior that are not covered by the escutcheon, it shall be the contractors responsibility to repair to original condition.

Install new rigid ductwork (including adjustable elbows) and exterior wall hood cap as specified in the scope. Ducting to be minimum 28 gauge aluminum pipe properly supported every 30" with 1/2" wide galvanized pipe strap (plumbers tape) and fastened / sealed at joints with approved HVAC tape with temperature rating of 200° F, no screws. Ducting in unheated spaces shall be insulated to minimum R-8 with appropriate flexible fiberglass duct insulation have a FSK vapor barrier. Wall cap to be Nutone™ model 885-NS or approved equal. Bid to include up to 10 lineal feet of ducting and two elbows or up to 6' of approved metal flex pipe and 4" stainless steel clamp to secure dryer flex to dryer.

a) Interior Dryer Duct: Semi rigid, flexible, alum dryer duct (4"x8' max velocity 5,000 FPM, Max pressures 6" w.g. Pos/Neg, Operating range -100 to 430F).

b) Dryer Hood: 26 ga. with dampener.

c) Hose Clamps: 4" steel.



## **Appendix A: Malarkey Roofing Products**





## 3-Tab Shingle Instructions

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a quarter-sized spot of shingle tab adhesive or face nailed. To avoid damage to hip & ridge shingles in cold weather, Malarkey recommends warming shingles sufficiently to prevent damage during installation. Shingles with the Scotchgard™ Algae Resistant Roofing System from 3M require ridge shingles with the Scotchgard™ Algae Resistant Roofing System from 3M.

**Re-Roofing Over Existing Asphalt Shingles** - If building codes permit, it is generally not necessary to remove old roofing, if: (1) the square butt asphalt shingles and the existing framing will support the workers, new roofing and required deadloads; (2) the old wood deck is sound and will provide good anchorage for nails. Make the surface as smooth as possible by replacing missing shingles and securely nailing all buckles, raised tabs or curled shingles. Additional ventilation should be added.

For smoother appearance Malarkey recommends applying a layer of Malarkey Right Start UDL over old shingles and then continuing with new shingles as though applying a new roof [as described in "Application 5%" (143 mm) Offset - Diagonal Pattern" section]. Local Code may require use of underlayment in re-cover roofing. Malarkey is not responsible for objectionable appearance of the new surface from any irregularity of the substrate or remaining roofing.

**Special Applications** - CSA-A123.1/A123.5 - Requires shingles applied in Canada between Sep. 1st and Apr. 30th be adhered with a field-applied adhesive as outlined by the manufacturer.

**Enhanced Wind Warranty** - An Enhanced Wind Warranty is available when additional installation requirements are met. See Malarkey Roofing Products' Shingle Warranty "Enhanced Wind Warranty" section for details.

These Instructions are meant to act as a general guide. There are alternative installation methods for the installation of this product. Please contact Malarkey for details.

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# Directions For Applying Malarkey 3-Tab Shingles

## GENERAL INSTRUCTIONS

Install Malarkey 3-tab shingles according to building code and local amendments. To qualify for warranty protection and obtain stated coverage shingles must be applied according to printed instructions. We assume no responsibility for leaks or when there has been improper application, failure to properly prepare the surface, or failure to provide proper ventilation according to F.H.A. minimum property standard requirements.

**Your supplier and applicator have Malarkey warranties, please ask for one.**

Standard exposure is 5 $\frac{5}{8}$ " (143 mm) to the weather. Offset between courses is 5 $\frac{5}{8}$ " (143 mm). Minimum offset for shingle installation is 4" (102 mm).

These step-by-step application instructions apply to standard slopes/inclines of not less than 4" (102 mm) per 12" (305 mm) or more than 12" (305 mm) per 12" (305 mm). For low slopes [2" (51 mm) to less than 4" (102 mm) per 12" (305 mm)] and steep slopes [more than 12" (305 mm) per 12" (305 mm)], modify the installation as described below. Do not apply shingles on roofs having a slope less than 2" (51 mm) per 12" (305 mm).

**Ventilation-** To prevent harmful condensation or heat build-up, air must circulate freely under the roof deck. F.H.A. minimum property standards require that there be a minimum of one square foot (0.0929 m<sup>2</sup>) of ventilation for every 300-square feet (28 m<sup>2</sup>) of attic floor space, distributed 50% at the eaves and 50% at the peak. All roof structures must have thorough ventilation to prevent entrapment of moisture-laden air behind roof sheathing. Ventilation provisions must meet or exceed current F.H.A. or H.U.D. requirements.

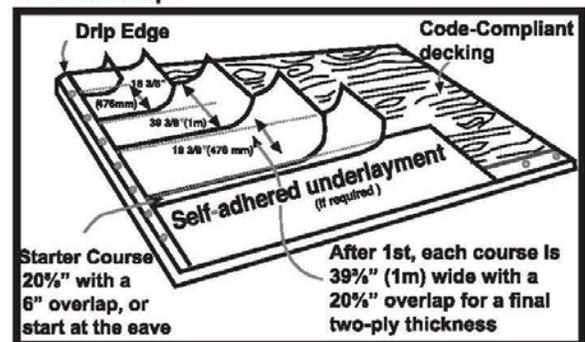
**Roof Deck** - Roof deck must be constructed of tongue and groove, seasoned dry lumber not over 8" (203 mm) in width and not less than  $\frac{5}{8}$ " (16 mm) in thickness. Combustible decks shall be sheathed with a minimum code-complying  $\frac{3}{8}$ " (10 mm) thick exterior-grade plywood, or minimum code-complying  $\frac{7}{16}$ " (11 mm) thick oriented strand board (OSB) structural use panel, structural particleboard panels, composite panels, wafer-board panels, or nominally 1" (25 mm) lumber installed as solid sheathing. Install accord-

ing to code and industry standards with the most stringent prevailing.

**Underlayment** - Apply a layer of Malarkey Right Start™ UDL underlayment on sheathing. Lap a minimum of 2" (51 mm) on sides, 6" (152 mm) on ends and nail sufficiently to hold in place. For application over decks with less than 4" (102 mm) in 12" (305 mm) slope see Low Slope Application section. Underlayment must carry a minimum 3" (76 mm) up onto any horizontal-to-vertical transition.

**Low Slope Application** - For slopes between 2" (51 mm) to 4" (102 mm) per 12" (305 mm) begin by nailing a 20 $\frac{3}{8}$ " (524 mm) wide strip of Malarkey Right Start UDL underlayment evenly along the eaves, or lap 6" (152 mm) onto self-adhered underlayment. Succeeding courses will all be 39 $\frac{3}{8}$ " (1 M) wide and positioned to overlap the preceding course by 20 $\frac{3}{8}$ " (524 mm). Secure each course by using only enough fasteners to hold in place until shingles are applied. For ice dam protection, see Ice Dam Protection section.

## UDL Low Slope



**Metal Drip Edges** - Metal Drip Edges are installed along rake and eave edges on all decks, especially plywood/OSB decks. Drip edges should be made of corrosion-resistant materials that extend 2" (51 mm) minimum back from roof edges and bend downward over them. Drip edges are installed under the underlayment at the eaves and on top of the underlayment at the rake edges. Secure eave and rake metal with roofing nails, centered on the top flange of the

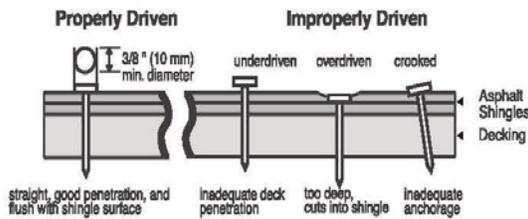
metal at 8" (203 mm) to 10" (254 mm) on center (or as required by building code).

**Hand Tabbing** - To ensure immediate sealing, Malarkey recommends hand-tabbing shingles. Hand-tabbed 3-tab shingles require a quarter-sized dab of shingle adhesive in each tab corner. The shingle must be pressed firmly into the adhesive (excessive use of adhesive may cause blistering).

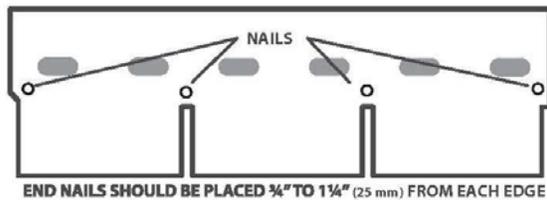
**Ice Dam Protection** - If there is a possibility of ice forming along the eaves causing a back-up of water, or if it is required by building codes, install a course of self-adhered underlayment. Self-adhered underlayment is installed directly to dry, clean roof deck on all eaves and rake sides of the roof and extend into the inside, warm interior wall of the roof a minimum of 24" (610 mm) or according to building code requirements.

**Fastener Instructions** - Nails must be galvanized 12-gauge with  $\frac{3}{8}$ " (10 mm) head or the equivalent corrosion-resistant roofing nail, and must be sufficient in length to penetrate through the roof deck or into the deck a minimum  $\frac{3}{4}$ " (19.05mm).

*Staples are not an approved fastening method.*

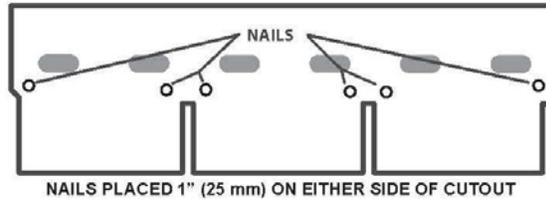


**Nailing Pattern** - Use four fasteners for each shingle. Nails must be placed just below the seal-down strip,  $\frac{3}{4}$ " (19 mm) to  $1\frac{1}{4}$ " (32 mm) in from each edge of the shingle, with the two remaining nails just above the cutout on the same line as the end nails ( $\pm\frac{1}{2}$ " ( $\pm 13$  mm)). When fastening, butt shingles together loosely to prevent buckling. Fasteners must not be overdriven to cut into shingles or under-driven. Fasteners must be seated flush to shingle surface, as illustrated. Nails should penetrate through all layers of shingles.



**Steep Slope Nailing of Shingles** - Roof decks with slopes greater than 12" (305 mm) per 12" (305 mm) require installation with six fasteners per shingle.

Fasteners should be placed just below the self-seal strip with two nails spaced 1" on either side of each cutout. End fasteners are set  $\frac{3}{4}$ " (19 mm) to  $1\frac{1}{4}$ " (32 mm) in from each edge of the shingle.



Roof decks with slopes greater than 12" (305 mm) per 12" (305 mm) require a quarter-sized dab of shingle adhesive in each tab corner. The shingle must be pressed firmly into the cement. (Avoid excessive use of adhesive as it may cause blistering.)

**High Wind Areas** - Six fasteners and hand seal, as needed.

**Wind Resistance** - Malarkey shingles have a thermal sealant that bonds the shingles together after application when exposed to the sun and warm temperatures. Shingles installed in fall or winter may not seal until the following spring. Shingles may not seal if damaged by strong winds before sealing, not exposed to adequate ambient temperatures, or if sealant gets dirty. Failure to seal under these adverse circumstances is not a manufacturing defect.

To ensure immediate sealing, Malarkey recommends hand-tabbing shingles.

**Note:** The film strip on each shingle is to prevent sticking together while in the bundle and is not designed to be removed.

**IMPORTANT**

The diagonal application procedure described here is necessary to prevent objectionable patterning. Malarkey is not responsible for such patterning on roofs where this diagonal method of application is not used.

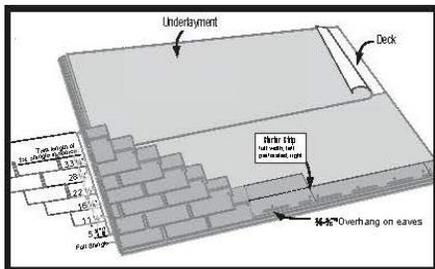
**Application 5 7/8" (143 mm) Offset - Diagonal Pattern**

**Starter Course:** Start with Malarkey Smart Start, approved starter strip or a full 3-tab shingle of same type (regular asphalt or modified) with the tabs cut-off and the adhesive at the roof edge. Smart Start is manufactured with a perforation 8" (203 mm) up from the bottom of the shingle. If you do not wish to have full shingle height in the starter shingle the 5 1/4" (133 mm) piece at the top may be removed and used on rake to reduce water run off and provide a straight edge.

Cut 6" (152 mm) off the length of the starter strip/shingle from the left hand side and apply at the lower left hand corner of the roof. The starter course should overhang the drip edge 1/4 - 3/8" (6 mm-10 mm). Continue starter course across the roof. Install with four fasteners 1 1/2" - 3" (38 - 76 mm) in from the eave, one fastener 1" (25 mm) from each side of the starter with the remaining two evenly spaced on the same line as the end fasteners.

**First Course:** Start with a full shingle applied onto and flush with the starter course at the lower left hand corner of the roof and secure with fasteners.

**Second Course:** Cut 5 7/8" (143 mm) from the left end of the shingle and apply the remaining 33 3/4" (857 mm) section over the first course shingle, exposing the first course 5 7/8" (143 mm).



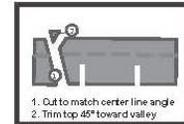
**Third Course:** Cut 11 1/4" (286 mm) from the left end of the shingle and apply the remaining 28 3/8" (714 mm) section over the second course shingle, exposing the second course 5 7/8" (143 mm). Secure with fasteners.

**Succeeding Courses:** Courses four through seven begin with a partial shingle progressively 5 7/8" (143 mm) shorter, establishing the overall diagonal method or stair step effect.

Pieces cut from shingle along the left rake can be used to finish off the right rake. Apply a full shingle to each of the first seven courses to extend the pattern starting with the first course. Courses 8 through 14: repeat steps 1-7, beginning with a full shingle and continue succeeding courses with a partial shingle 5 7/8" (143 mm) shorter each time. Succeeding courses repeat this procedure beginning each seven course set with a full shingle. Strike a chalk line approximately every six courses to ensure courses are straight and that 5 7/8" (143 mm) exposure is maintained. Secure with fasteners.

**Note:** Shingles may be laid from either left hand or right hand side. Start at either rake edge and follow layout and cutting instruction as required for proper application. When fastening, butt ends together loosely to prevent buckling.

**Valleys** - Closed-cut valley and metal valley applications are recommended. Center a valley liner of self-adhered underlayment or approved substitute and apply directly to the roof deck. Lace underlayment into and through the valleys from each side of the valley or tie onto self-adhered underlayment a minimum of 6" on each side. In closed-cut and metal valley installation, crop tops of each valley shingle at a 1" (25 mm) 45° cut.



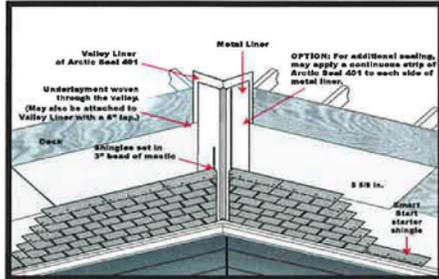
**Metal Valley** - Install metal valley over the underlayment and secure with fasteners no more than 1" (25 mm) from the outside edges of the valley metal at a spacing of 10" (254 mm) to 12" (305 mm) on center. Set overlapping end of the metal valley in a continuous bead of sealant achieving a lap of 4" (102 mm).

**DO NOT FASTEN THE METAL LAP.**

Lay the first course of shingles along eaves of one roof area and over valley making sure the top of the shingle meets the centerline of the metal valley.

Complete the installation of the shingles on the roof section.

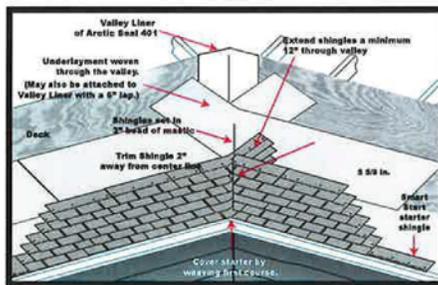
After all shingles have been installed in the valley, snap a line that extends out of the center of the metal valley 2" (51mm) and trim.



Crop all tops of each shingle course at a 1" (25 mm) 45° cut. Embed the cut valley shingle in a 3" (76 mm) wide bead of mastic (as shown). Continue installing the next section of the roof as described above.

**Closed-Cut Valley** - Lay first course of shingles along eaves of roof area and over valley, extending into adjoining section at least 12" (305 mm).

Complete the installation of shingles on roof section. Press shingles well into valley and nail no closer than 6" (152 mm) to centerline. Apply the second plane of shingles on the intersecting roof area, extending it over previously applied shingles. Trim 2" (51 mm) up from the center line of the valley (first course needs to be woven).

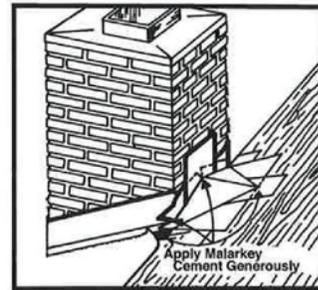


Crop all tops of each shingle course at a 1" (25 mm) 45° cut. Embed the cut valley shingle in a 3" (76 mm) wide bead of mastic.

**Note:** When applying a closed-cut valley installation, shingles must be sufficiently warm and flexible to prevent damage. In cooler conditions and for applications less than 4" (102 mm) per foot (305 mm) slope valley metal applications are recommended.

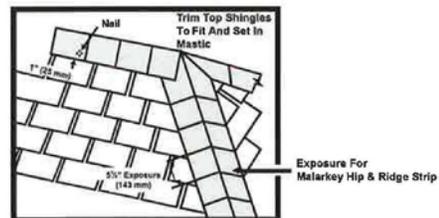
**Roof-to-Wall Flashing** - Where the roof butts the chimney or a vertical wall shingles must be flashed with metal step flashing pieces. Secure to the deck with two nails near the top corner. See Malarkey Specification Manual ([www.MalarkeyRoofing.com](http://www.MalarkeyRoofing.com)) for additional details.

**Cap (counter) & Chimney Flashings** - The flashing for the front of the chimney shall be installed over the head lap of the last course of the chimney and extending up the chimney, as illustrated. The metal flashings of chimneys, skylights, vents, and adjoining walls must be counter-flashed with sheet metal cap flashing.



The cap flashing must extend at least 1" (25 mm) into the masonry mortar joints and be caulked with urethane sealant to ensure a watertight connection. Metal flashing shall turn down chimney extending 4" (102 mm) over metal flashings or at all roof-to-wall details. Metal flashing or other membrane flashing covering cricket or saddle should be cut to cover the entire cricket and extend 4" (102mm) vertically up chimney.

**Hip & Ridges** - Malarkey ridge shingles are recommended. Apply Malarkey Hip and Ridge Strips, EZ Ridge or EZ Ridge XT beginning at the bottom of the hip or at the ridge opposite the direction of the prevailing winds. Use two nails per shingle with one nail on each side, 1" (25mm) from the edge so succeeding shingles conceal nail head.



**Note:** When applying in cold weather or a windy location, it is recommended that each ridge shingle be sealed down with

a quarter-sized spot of shingle tab adhesive or face nailed. To avoid damage to hip & ridge shingles in cold weather, Malarkey recommends warming shingles sufficiently to prevent damage during installation. Shingles with the Scotchgard™ Algae Resistant Roofing System from 3M require ridge shingles with the Scotchgard™ Algae Resistant Roofing System from 3M.

**Re-Roofing Over Existing Asphalt Shingles** - If building codes permit, it is generally not necessary to remove old roofing, if: (1) the square butt asphalt shingles and the existing framing will support the workers, new roofing and required deadloads; (2) the old wood deck is sound and will provide good anchorage for nails. Make the surface as smooth as possible by replacing missing shingles and securely nailing all buckles, raised tabs or curled shingles. Additional ventilation should be added.

For smoother appearance Malarkey recommends applying a layer of Malarkey Right Start UDL over old shingles and then continuing with new shingles as though applying a new roof [as described in "Application 5½" (143 mm) Offset - Diagonal Pattern" section]. Local Code may require use of underlayment in re-cover roofing. Malarkey is not responsible for objectionable appearance of the new surface from any irregularity of the substrate or remaining roofing.

**Special Applications** - CSA-A123.1/A123.5 - Requires shingles applied in Canada between Sep. 1st and Apr. 30th be adhered with a field-applied adhesive as outlined by the manufacturer.

**Enhanced Wind Warranty** - An Enhanced Wind Warranty is available when additional installation requirements are met. See Malarkey Roofing Products' Shingle Warranty "Enhanced Wind Warranty" section for details.

**These Instructions are meant to act as a general guide. There are alternative installation methods for the installation of this product. Please contact Malarkey for details.**

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## **Appendix B: Uniform Physical Conditions**



*NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.*

<i>Requirements for Site</i>		
<i>Inspectible Item</i>	<i>Observable Deficiency</i>	<i>Type and Degree of Deficiency that must be addressed</i>
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 impassable
	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 to present a health and safety risk
Mailboxes/Project Signs	Mailbox Missing/Damaged	Mailbox cannot be locked or is missing
	Signs Damaged	The project sign is not legible or readable because of deterioration or damage
Parking Lots/Driveways/Roads	Cracks	Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lots/driveways/roads or pose a safety hazard
	Ponding	3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe
	Potholes/Loose Material	Potholes or loose material that have made a parking lot/driveway unusable/impassable for vehicles and/or pedestrians or could cause tripping or falling
	Settlement/Heaving	Settlement/heaving has made a parking lot/driveway unusable/impassable 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
<i>Requirements for Building Exterior</i>		
<i>Inspectible Item</i>	<i>Observable Deficiency</i>	
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged Surface (Holes/Paint/Rusting/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing
	Deteriorated/Missing Caulking/Seals	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Missing Door	Any exterior door that is missing
Fire Escapes	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	Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart
	Spalling/Exposed Rebar	Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material--rebar or other
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable/Combustible Materials - Improperly Stored	Flammable 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
Walls	Ponding	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials
	Cracks/Gaps	Any large crack or gap that is more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration
	Damaged Chimneys	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard

	Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage
	Missing Pieces/Holes/Spalling	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage
	Stained/Peeling/Needs Paint	More than 20% of the exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration
Windows	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Sills/Frames/Lintels/Trim	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness
	Damaged/Missing Screens	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Peeling/Needs Paint	More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration
	Security Bars Prevent Egress	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks
<b>Requirements for Building Systems</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	
Domestic Water	Leaking Central Water Supply	Leaking water from water supply line is observed
	Missing Pressure Relief Valve	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion on Heater Chimney	The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney
	Water Supply Inoperable	There is no running water in any area of the building where there should be
Electrical System	Blocked Access/Improper Storage	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	Missing Breakers/Fuses	Any open and/or exposed breaker port
	Missing Outlet Covers	A cover is missing, which results in exposed visible electrical connections
Elevators	Not Operable	The elevator does not function at all or the elevator doors open when the cab is not there
Emergency Power	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function
Fire Protection	Missing Sprinkler Head	Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped
	Missing/Damaged/Expired Extinguishers	There is missing, damaged or expired fire extinguisher in any area of the building where a fire extinguisher is required
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	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
	Elevator - Tripping	An elevator is misaligned with the floor by more than 3/4 of an inch. The elevator does not level as it should, which causes a tripping hazard
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping Hazards	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
HVAC	Boiler/Pump Leaks	Evidence of water or steam leaking in piping or pump packing
	Fuel Supply Leaks	Evidence of any amount of fuel leaking from the supply tank or piping
	General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice
	Misaligned Chimney/Ventilation System	A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function
Sanitary System	Broken/Leaking/Clogged Pipes or Drains	Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding--a sign of leaks or clogged drains
	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing
<b>Requirements for Common Areas</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	
Basement/Garage/Carport	Baluster/Side Railings - Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Closet/Utility/Mechanical	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
Community Room	Call for Aid - Inoperable	The system does not function as it should
Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long
Kitchen	Ceiling - Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square
Lobby	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
Office	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
Other Community Spaces	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
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
Restrooms	Doors - Damaged Surface (Holes/Paint/Rust/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
Storage	Doors - Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing
	Doors - Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Doors - Missing Door	Any door that is missing that is required for the functional use of the space
	Dryer Vent -Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
	Electrical - Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Electrical - Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Electrical - Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
	Electrical - Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	Electrical - Missing Breakers	Any open and/or exposed breaker port
	Electrical - Missing Covers	A cover is missing, which results in exposed visible electrical connections

	Floors - Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	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 3% of the flooring or tile flooring is missing
	Floors - Peeling/Needs Paint	Any painted flooring that has peeling or missing paint on more than 10% of the surface
	Floors - Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
	Floors - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a darkened area—covering a flooring area greater than 1 foot square
	GFI - Inoperable	The GFI does not function
	Graffiti	Any graffiti on any exposed surface greater than 6 inches by 6 inches
	HVAC - Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
	HVAC - General Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration—or a pit or crevice
	HVAC - Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
	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 than 10% of the permanent lighting fixtures are missing or damaged so they do not function
	Mailbox - Missing/Damaged	The U.S. Postal Service mailbox cannot be locked or is missing
	Outlets/Switches/Cover Plates - Missing/Broken	Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring
	Pedestrian/Wheelchair Ramp	A walkway or ramp is damaged and cannot be used by people on foot, in wheelchair, or using walkers
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
	Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
	Refrigerator - Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
	Restroom Cabinet - Damaged/Missing	Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
	Sink - Missing/Damaged	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
	Smoke Detector - Missing/Inoperable	Smoke detector is missing or does not function as it should
	Stairs - Broken/Damaged/Missing Steps	A step is missing or broken
	Stairs - Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable
	Ventilation/Exhaust System - Inoperable	exhaust fan is not functioning or window designed for ventilation does not open
	Walls - Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Walls - Damaged	Any hole in wall greater than 2 inches by 2 inches
	Walls - Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Walls - Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Walls - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a common area—covering a wall area greater than 1 foot square
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements—seat, flush handle, cover etc.—are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
	Windows - Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Windows - Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Windows - Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals—with evidence of leaks or damage to the window or surrounding structure
	Windows - Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
	Windows - Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable/Combustible Materials - Improperly Stored	Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered—more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered—more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects—including roaches and ants—throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice—sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Pools and Related Structures	Fencing - Damaged/Not Intact	Any damage that could compromise the integrity of the fence
Trash Collection Areas	Chutes - Damaged/Missing Components	Garbage has backed up into chutes, because the collection structure is missing or broken or compactors or components—chute, chute door, and other components—have failed
Requirements for Unit		
Inspectable Item	Observable Deficiency	
Bathroom	Bathroom Cabinets - Damaged/Missing	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Lavatory Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
	Plumbing - Clogged Drains, Faucets	Drain or faucet is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
	Ventilation/Exhaust System - Absent/Inoperable	exhaust fan is not functioning or window designed for ventilation does not open
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements—seat, flush handle, cover etc.—are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
Call-for-Aid (if applicable)	Inoperable	The system does not function as it should
Ceiling	Bulging/Buckling/Leaking	Bulging, buckling or sagging ceiling or problem with alignment
	Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long
	Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a darkened area—over a ceiling area greater than 1 foot square

Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
Electrical System	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
	Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	GFI - Inoperable	The GFI does not function
	Missing Breakers/Fuses	Any open and/or exposed breaker port
	Missing Covers	A cover is missing, which results in exposed visible electrical connections
Floors	Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	Floor Covering Damage	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
	Missing Flooring Tiles	Any flooring or tile flooring that is missing
	Peeling/Needs Paint	Any painted flooring that has peeling or missing paint on more than 10% of the surface
	Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square
	Health & Safety	Air Quality - Mold and/or Mildew Observed
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 other conditions block exit
Emergency Fire Exits - Missing Exit Signs		Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
Flammable Materials - Improperly Stored		Flammable materials are improperly stored, causing the potential risk of fire or explosion
Garbage and Debris - Indoors		Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
Garbage and Debris - Outdoors		Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
Hazards - Other		Any general defects or hazards that pose risk of bodily injury
Hazards - Sharp Edges		Any physical defect that could cause cutting or breaking of human skin or other bodily harm
Hazards - Tripping		Any physical defect in walkways or other travelled area that poses a tripping risk
Infestation - Insects		Evidence of infestation of insects--including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
Hot Water Heater		Infestation - Rats/Mice/Vermis
	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
HVAC System	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
	Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
Kitchen	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
	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
Laundry Area (Room)	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
	Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
	Refrigerator-Missing/Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
	Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
	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	A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room
	Outlets/Switches	An outlet or switch is missing
		Missing/Broken Cover Plates
Patio/Porch/Balcony	Baluster/Side Railings Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Smoke Detector	Missing/Inoperable	Smoke detector is missing or does not function as it should
Stairs	Broken/Damaged/Missing Steps	A step is missing or broken
	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable
Walls	Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Damaged	Any hole in wall greater than 2 inches by 2 inches
	Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew covering a wall area greater than 1 foot square
Windows	Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
	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