Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

In 1995, the Consolidated Plan became the single planning document for all funds received by the State from the U.S. Department of Housing and Urban Development (HUD). These funds represent five major programs administered by the State of Missouri by four separate agencies:

Community Development Block Grant (CDBG) - Department of Economic Development

1. HOME Investment Partnerships Program - Missouri Housing Development Commission (MHDC)
2. Emergency Solutions Grant (ESG) - Department of Social Services/MHDC
3. Housing Opportunities for Persons With AIDS (HOPWA) - Department of Health & Senior Services
4. National Housing Trust Fund (HTF)

The Department of Economic Development is the designated lead agency for the Missouri Consolidated Plan and Annual Action Plan.

The State uses a five-year planning period. The 2018 - 2022 Consolidated Plan became effective April 1, 2018. In addition to the Consolidated Plan, the State prepares an Annual Action Plan. The FY2021 Action Plan and sequential amendments are effective for the April 1, 2021 – March 31, 2022 Program Year.

The State’s housing, community development, and economic development needs are outlined in the Consolidated Plan; the intended uses that are described in the Action Plan are designed to address those needs. The Consolidated Plan also contains information relevant to lead-based paint, project monitoring, citizen participation, fair housing, and performance measures.

2. Summarize 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.

Annual Action Plan
2021
The State must report performance measures for all programs included in the Consolidated Plan. The standard objectives for all of these programs are 1) decent, affordable housing, 2) suitable living environment, and 3) economic opportunities. These objectives are met via the outcomes of availability/accessibility, affordability, and sustainability. These will be addressed by the Program as follows:

1. Affordability of decent housing will be addressed via HOME, HTF, HOPWA and ESG. Availability/accessibility of suitable living environment will be addressed via CDBG. Affordability of suitable living environment will be addressed via CDBG. Sustainability of suitable living environment will be addressed via ESG and CDBG. Availability of economic opportunity will be addressed via CDBG.

3. Evaluation of past performance

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

Non-housing community development needs/goals identified in the Consolidated Plan, and for which CDBG funds are targeted, include economic development, public improvements/infrastructure, and public facilities. The State continues to allocate CDBG funds to these needs/goals in accordance with the Consolidated Plan. These continue to be priority needs for the State.

The strategic plan, program year, and actual numbers reported using HOME funds include all units produced by MHDC as stated above. The State of Missouri utilizes Emergency Solutions Grant (ESG) funds to provide services to sheltered, unsheltered, and households at-risk of homelessness, and persons fleeing or attempting to flee domestic violence situations. The services provided include outreach services to unsheltered households, essential services to sheltered households in emergency shelters, and financial assistance and housing search and stabilization services to households experiencing homelessness or at imminent risk of becoming homeless, or fleeing/attempting to flee domestic violence situations.
As reported in prior year Consolidated Annual Performance and Evaluation Report (CAPER), the State is well on its way to meeting its goals and objectives for these programs. The 2018 CAPER can be accessed at:


4. **Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The State of Missouri prepares a thorough Citizen Participation Plan that encourages citizens to participate in the development of the five-year Consolidated Plan and Annual Action Plans. The Citizen Participation Plan was developed in accordance with the requirements listed in 24 CFR Part 91.115 (Citizen Participation Plan for States). The Plan provides citizens (including minorities, the disabled and non-English speaking persons), units of local government (UGLUG), and other interested parties a reasonable opportunity to comment on the plan and encourages them to do so.

The Consolidated Plan Partners’ increased efforts to broaden citizen participation through the Missouri Consolidated/Action Plan Community Input Surveys, virtual public hearings and planning webinar allowed the partners to prioritize Activities and Methods of Distribution, clarify a variety of items in the draft plan, and provided a vehicle for more open discussion regarding the CDBG, HOME, ESG, HTF, and HOPWA programs. Under “signed Waiver of CPD citizen participation requirements re virtual hearings FINAL_012521” effective through August 16, 2021, all Public Meetings for FY2021 Action Plan are held in an online format.

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.

Public comments included comments received as part of the Community Input Survey (see Attachment 1), the Virtual Summit series and emails received at mocdbg@ded.mo.gov.
6. **Summary of comments or views not accepted and the reasons for not accepting them**

Please see Attachment 1 and 2 for Comments and Responses. All comments were considered. Responses included both references to Consolidated Plan and Annual Action Plan outcomes and measurable, resources available relative to requests in comment, and introductions to resources where applicable.

7. **Summary**

There were four comments via email, multiple responses received via Community Input Survey. All comments collected found in Attachment 1 and 2. Email comments were responded to via email, and the email responses have been included in the table. Community Input Survey responses are included in this Action Plan.
PR-05 Lead & Responsible Agencies - 91.300(b)

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

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>
<thead>
<tr>
<th>Agency Role</th>
<th>Name</th>
<th>Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG Administrator</td>
<td>MISSOURI</td>
<td>DED-BCS/CDBG</td>
</tr>
<tr>
<td>HOPWA Administrator</td>
<td>MISSOURI</td>
<td>DHSS/ HOPWA</td>
</tr>
<tr>
<td>HOME Administrator</td>
<td>MISSOURI</td>
<td>MHDC/HOME</td>
</tr>
<tr>
<td>ESG Administrator</td>
<td>MISSOURI</td>
<td>DSS/ ESG</td>
</tr>
<tr>
<td>HOPWA-C Administrator</td>
<td>MISSOURI</td>
<td>Missouri Department of Social Services</td>
</tr>
<tr>
<td></td>
<td>MISSOURI</td>
<td>MHDC/HTF</td>
</tr>
</tbody>
</table>

Table 1 – Responsible Agencies

Narrative

In 1995, the Consolidated Plan became the single planning document for all funds received by the State from the U.S. Department of Housing and Urban Development (HUD). These funds represent five major programs administered by the State of Missouri by four separate agencies:

1. Community Development Block Grant (CDBG) - Department of Economic Development
   HOME Investment Partnerships Program - Missouri Housing Development Commission (MHDC)
   Emergency Solutions Grant (ESG) - Department of Social Services/MHDC
   Housing Opportunities for Persons With AIDS (HOPWA) - Department of Health & Senior Services
   National Housing Trust Fund (HTF) - (MHDC)
   Balance of State (BoS) Continuum of Care (CoC) - MHDC
Consolidated Plan Public Contact Information

The Department of Economic Development is the designated lead agency for the Missouri Consolidated Plan and Annual Action Plan. The State uses a five-year planning period. The 2018 - 2022 Consolidated Plan became effective April 1, 2018. In addition to the Consolidated Plan, the State prepares an Annual Action Plan. The FY2021 Action Plan and sequential amendments are effective for the April 1, 2021 – March 31, 2022 Program Year.

The State's housing, community development, and economic development needs are outlined in the Consolidated Plan; the intended uses that are described in the Action Plan are designed to address those needs. The Consolidated Plan also contains information relevant to lead-based paint, project monitoring, citizen participation, fair housing, and performance measures.

Contact Information: Mary Rajek, Program Manager, mary.rajek@ded.mo.gov 573-751-3600

State of Missouri CDBG Program, Missouri Department of Economic Development, Division of Business and Community Solutions. PO Box 118, Jefferson City, MO 65102-118
1. Introduction

The Consultation section provides a detailed description of how the state of Missouri worked with various partners in developing the FY2021 Action Plan. All Public Hearings, webinars, posted plans, and additional consultations include estimated funding amounts for all formula allocations based on previous awards. The State makes it clear that all proposed activities are based on estimated amounts, all proposed activity budgets will be proportionately increased or decreased to match actual allocation amounts when made available by HUD.

**Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies**

MHDC collaborates with many housing providers and advocates to ensure affordable housing resources are accessible to Missouri citizens; that work has become more important in response to the COVID pandemic. Some of these collaborations include but are not limited to: Missouri Chapter of National Association of Housing and Redevelopment Officials (MONAHRO) to increase PHA input for the state’s planning processes, the Governor’s Committee to End Homelessness (GCEH), Missouri Community Action Network (CAN), Continuum of Care (CoC), MO Disaster Housing Task Force (MODHTF), Statewide Community Organizations Active in Disaster (COAD), MO Voluntary Organizations Active in Disaster (VOAD), Governors Faith-Based and Community Service Partnership for Disaster Recovery (The Partnership) and the MO Office of Public Counsel.

**Describe 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**

All Missouri CoCs were required to implement Coordinated Entry (CE) no later than January, 2018. The CE system serves as a single point of access for those at-risk of or experiencing homelessness. Through coordinated efforts utilizing the CE system throughout the state, efforts have been made to increase equal access to housing opportunities, promote success in permanent housing for the hardest to house individuals and families, assist Continua in meeting HUD Coordinated Entry requirements, and to provide HMIS support for Missouri Continua. The CE System’s objective is to quickly identify and engage people at risk of and experiencing homelessness, provide immediate access to shelter and crisis services, intervene to prevent loss of housing and divert people from entering the homeless service system, and
to address service gap needs as they appear within a community’s systematic response to homelessness.

Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

ESG funds are distributed annually based on an approved plan allocating funds according to the individual characteristics of each CoC after CoC input is considered. Performance standards should be implemented at the CoC level. The HMIS is selected and policies and procedures for the administration of HMIS are created with input from the CoC. Policies and procedures for the administration of HMIS are established and voted on by the governing body of the CoC.

2. Agencies, groups, organizations and others who participated in the process and consultations
<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>MISSOURI HOUSING DEVELOPMENT COMMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Housing</td>
</tr>
<tr>
<td></td>
<td>Services - Housing</td>
</tr>
<tr>
<td></td>
<td>Services-homeless</td>
</tr>
<tr>
<td></td>
<td>Service-Fair Housing</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
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<tr>
<td></td>
<td>Public Housing Needs</td>
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<td></td>
<td>Homeless Needs - Chronically homeless</td>
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<tr>
<td></td>
<td>Homeless Needs - Families with children</td>
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<tr>
<td></td>
<td>Homelessness Needs - Unaccompanied youth</td>
</tr>
<tr>
<td></td>
<td>Homelessness Strategy</td>
</tr>
<tr>
<td></td>
<td>Market Analysis</td>
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<tr>
<td></td>
<td>Anti-poverty Strategy</td>
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<tr>
<td></td>
<td>Lead-based Paint Strategy</td>
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<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>MHDC provided data and analysis for the Plan on a variety of issues including but not limited to: homelessness, poverty, and housing. MHDC continues to work to improve communication and cooperation with PHAs throughout the state. MHDC partners with other state agencies to allocate emergency response funding for disaster survivors as well as develop a long term housing disaster plan for the state. MHDC worked with the Con Plan partners to solicit input from a cross-section of organizations and individuals throughout the state including but not limited to the GCEH, non-profit and for-profit housing providers, social service agencies, advocates, PHAs and PHA residents, homeless service providers, and Community Action Agencies.</td>
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<td></td>
<td>Agency/Group/Organization</td>
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<td></td>
<td>Agency/Group/Organization Type</td>
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<td></td>
<td>What section of the Plan was addressed by Consultation?</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Agency/Group/Organization</th>
<th>Governor's Committee to End Homelessness</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agency/Group/Organization Type</td>
<td>Services-homeless</td>
</tr>
<tr>
<td></td>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Homeless Needs - Chronically homeless</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homeless Needs - Families with children</td>
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<td></td>
<td></td>
<td>Homelessness Needs - Veterans</td>
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<tr>
<td></td>
<td></td>
<td>Homelessness Needs - Unaccompanied youth</td>
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<tr>
<td></td>
<td></td>
<td>Homelessness Strategy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anti-poverty Strategy</td>
</tr>
<tr>
<td></td>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>GCEH provided the Community Input Survey and Consolidated Plan partners spoke with the GCEH about the consultation opportunities and the timeline for the 2021 Action Plan process.</td>
</tr>
</tbody>
</table>
Identify any Agency Types not consulted and provide rationale for not consulting

N/A

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

<table>
<thead>
<tr>
<th>Name of Plan</th>
<th>Lead Organization</th>
<th>How do the goals of your Strategic Plan overlap with the goals of each plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuum of Care</td>
<td></td>
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</tr>
</tbody>
</table>

Table 3 - Other local / regional / federal planning efforts

Narrative

The State encourages local governments to participate in, and comment on, the Consolidated Plan and Annual Action Plan process. Local governments are informed of the Consolidated Plan process in several ways, including via the state’s Regional Planning Commissions (RPCs) and Councils of Government (COGs), the Missouri Association of Counties (MAC) and the Missouri Municipal League (MML). DED also meets regularly with the Regional Planning Commissions and Councils of Local Government to help determine local government needs and priorities.
AP-12 Participation - 91.115, 91.300(c)

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

Summarize citizen participation process and how it impacted goal-setting

The State of Missouri prepares a thorough Citizen Participation Plan that encourages citizens to participate in the development of the five-year Consolidated Plan and Annual Action Plans. The Citizen Participation Plan was developed in accordance with the requirements listed in 24 CFR Part 91.115 (Citizen Participation Plan for States). The plan provides citizens (including minorities, the disabled and non-English speaking persons), units of local government, and other interested parties, a reasonable opportunity to comment on the plan and encourages them to do so.

The Consolidated Plan Partners’ increased efforts to broaden citizen participation through the Missouri Consolidated/Action Plan Community Input Surveys, meetings, and public hearings and webinars allowed the partners to prioritize activities and methods of distribution, clarify a variety of items in the draft plan, and provided a vehicle for more open discussion regarding the CDBG, HOME, ESG, HTF, and HOPWA programs.
## Citizen Participation Outreach

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Mode of Outreach</th>
<th>Target of Outreach</th>
<th>Summary of Response/Attendance</th>
<th>Summary of Comments Received</th>
<th>Summary of Comments not Accepted and Reasons</th>
<th>URL (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Meeting</td>
<td>Non-targeted/broad community</td>
<td>Public Kick-off Planning Webinar; 3/19/2021 13</td>
<td>The purpose of the meeting was to be a conversation between interested parties and the Consolidated/Annual Action Plan team. See Attachment 2</td>
<td>N/A</td>
<td><a href="https://youtu.be/e9nUFPF-wHk">https://youtu.be/e9nUFPF-wHk</a></td>
</tr>
</tbody>
</table>

The purpose of the meeting was to be a conversation between interested parties and the Consolidated/Annual Action Plan team. See Attachment 2.
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<th>Sort Order</th>
<th>Mode of Outreach</th>
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<th>Summary of response/attendance</th>
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<th>URL (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Web-based survey</td>
<td>Non-targeted/broad community</td>
<td>The Consolidated/Annual Plan partners (DED, MHDC, DSS, DHSS) sent out community development survey. The surveys went live on March 15, 2021 and closed on March 26 2021. Notification of the surveys was provided via press release, state agency websites, e-mail agency list serves directed at interested parties.</td>
<td>Please see Attachment 1</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
<td>Target of Outreach</td>
<td>Summary of Response/Attendance</td>
<td>Summary of Comments Received</td>
<td>Summary of Comments Not Accepted and Reasons</td>
<td>URL (If Applicable)</td>
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<tr>
<td>3</td>
<td>Virtual Public Meeting- General Public #1</td>
<td>Non-targeted/broad community</td>
<td>3/30/2021 / 62</td>
<td>The purpose of the meeting was to be a conversation between interested parties and the Consolidated/Annual Action Plan team. See Attachment 2</td>
<td>N/A</td>
<td><a href="https://youtu.be/YJMg3p6eVmo">https://youtu.be/YJMg3p6eVmo</a></td>
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<tr>
<td>4</td>
<td>Virtual Public Meeting-MAC</td>
<td>Targeted session for applicants and administrators</td>
<td>3/30/2021 / 42</td>
<td>The purpose of the meeting was to be a conversation between interested parties and the Consolidated/Annual Action Plan team. See Attachment 2</td>
<td>N/A</td>
<td><a href="https://youtu.be/eCgOISK0uvo">https://youtu.be/eCgOISK0uvo</a></td>
</tr>
<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
<td>Target of Outreach</td>
<td>Summary of response/attendance</td>
<td>Summary of comments received</td>
<td>Summary of comments not accepted and reasons</td>
<td>URL (If applicable)</td>
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<td>5</td>
<td>Virtual Public Meeting-General Public #2</td>
<td>Non-targeted/broad community</td>
<td>30/30/2021 / 16</td>
<td>The purpose of the meeting was to be a conversation between interested parties and the Consolidated/Annual Action Plan team. See Attachment 2</td>
<td>N/A</td>
<td><a href="https://youtu.be/LptAFof_9AO">https://youtu.be/LptAFof_9AO</a></td>
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<td>6</td>
<td>Virtual Public Meeting-MACOG</td>
<td>Targeted session for applicants and administrators</td>
<td>3/31/2021 / 38</td>
<td>The purpose of the meeting was to be a conversation between interested parties and the Consolidated/Annual Action Plan team. See Attachment 2</td>
<td>N/A</td>
<td><a href="https://youtu.be/Xj0EGu4Q9Og">https://youtu.be/Xj0EGu4Q9Og</a></td>
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<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
<td>Target of Outreach</td>
<td>Summary of response/attendance</td>
<td>Summary of comments received</td>
<td>Summary of comments not accepted and reasons</td>
<td>URL (if applicable)</td>
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<td>7</td>
<td>Virtual Public Meeting-MML</td>
<td>Targeted Session for applicants and administrators</td>
<td>3/31/2021 / 26</td>
<td>The purpose of the meeting was to be a conversation between interested parties and the Consolidated/Annual Action Plan team. See Attachment 2</td>
<td>N/A</td>
<td><a href="https://youtu.be/d4l7F9VzLBm">https://youtu.be/d4l7F9VzLBm</a></td>
</tr>
</tbody>
</table>

Table 4 – Citizen Participation Outreach
Expected Resources

AP-15 Expected Resources – 91.320(c)(1,2)

Introduction

Many of Missouri’s affordable housing resources are coordinated by MHDC. Funding decisions are made in accordance with allocation plans approved by MHDC’s Board. Federal resources, including HOME and HTF are leveraged with alternative funding resources as they become available in connection with the private/public partnership programs involving the production of rental property. MHDC is committed to ensuring that allocation plans for the various funding sources effectively meet the needs of Missouri citizens including but not limited to ELI, LMI households, seniors, veterans, individuals and families who represent special needs populations and other vulnerable or at-risk populations. MHDC will target resources, including additional funds provided by the CARES Act as they are needed. Additional funds provided for housing assistance in response to the COVID pandemic will be used to aid in relief efforts through sub-grants to non-profits and other eligible entities or through direct administration as allowable by HUD.

All Public Hearings, webinars, posted plans, and additional consultations for the initial 30- day public comment period included estimated funding amounts for all formula allocations based on previous awards. The State made it clear that all proposed activities were based on estimated amounts, all proposed activity budgets would be proportionately increased or decreased to match actual allocation amounts when made available by HUD.

Update for 5-day public comment period: Award allocations have been updated and proportionately increased or decreased to match actual
allocation amounts made available by HUD.

### Anticipated Resources

<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Expected Amount Available Remainder of ConPlan</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual Allocation: $</td>
<td>Program Income: $</td>
<td>Prior Year Resources: $</td>
</tr>
<tr>
<td>CDBG</td>
<td>public - federal</td>
<td>Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services</td>
<td>24,264,829</td>
<td>168,000</td>
<td>23,266,844</td>
</tr>
<tr>
<td>HOME</td>
<td>public - federal</td>
<td>Acquisition Homebuyer assistance</td>
<td>Homeowner rehab</td>
<td>Multifamily rental new construction</td>
<td>Multifamily rental rehab</td>
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</table>

The purpose of the HOME Investment Partnerships (HOME) Program is to expand the supply of decent, safe and affordable housing for extremely low, very low and low income households. The HOME program requires an annual match based on the amount of HOME funds drawn down from the Commission HOME Investment Trust fund account for the fiscal year. The Commission will utilize the following sources to meet the required annual match: 1. Loans originated from the proceeds of multi-family bonds issued by the Commission. The amount of the bond contributed to the match would never exceed the 25 percent of bond proceeds used to meet its annual match requirement. 2. Other non-federal funds may be used to provide loans for Multi-family developments that are not HOME assisted developments.
<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Narrative Description</th>
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<td></td>
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<td></td>
<td>Annual Allocation: $</td>
<td>Program Income: $</td>
</tr>
<tr>
<td>HOPWA</td>
<td>public federal</td>
<td>Permanent housing in facilities, Permanent housing placement, Short term or transitional housing facilities, STRMU, Supportive services, TBRA</td>
<td>983,645</td>
<td>0</td>
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<tr>
<td>ESG</td>
<td>public - federal</td>
<td>Conversion and rehab for transitional housing</td>
<td>Financial Assistance</td>
<td>Overnight shelter</td>
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</tbody>
</table>

The state of Missouri receives an annual allocation of ESG funds to identify sheltered and unsheltered homeless individuals and families, as well as those at risk of homelessness, to provide the services necessary to help those persons quickly regain stability in permanent housing after experiencing homelessness or a housing crisis. DSS receives the state allocation of ESG funds and grants the allocation to MHDC, who then administers the program and provides funds to units of local government and non-profit agencies. Units of local government may subgrant with a PHA. The ESG Program requires a 100% match, and encourages CoC and CE participation. MHDC and DSS match any administration funds that are retained at 100%. The units of local government and non-profit agencies administering the ESG program must provide a 100% match on any grant funds they are awarded.
<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Expected Amount Available Remainder of ConPlan</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual Allocation: $</td>
<td>Program Income: $</td>
<td>Prior Year Resources: $</td>
</tr>
</tbody>
</table>

awarded. State ESG recipients are exempt from matching the first $100,000 of their allocation as long as the exemption is passed on to the agencies administering the program. MHDC will pass this match exemption on to qualified agencies. All Grantees/sub-grantees must provide at least a 100% match consisting of documented non-McKinney resources. ESG remaining for 2021 Action Plan reflects only traditional ESG funds; total remaining does not include the ESG-CV funds.
<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Expected Amount Available Remainder of ConPlan</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Annual Allocation: $</td>
<td>Program Income: $</td>
<td>Prior Year Resources: $</td>
<td>Total: $</td>
</tr>
<tr>
<td>HTF</td>
<td>public - federal</td>
<td>Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership</td>
<td>10,536,095</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Continuum of Care</td>
<td>public - federal</td>
<td>Financial Assistance Permanent housing placement Rental Assistance Supportive services Other</td>
<td>6,720,232</td>
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<tr>
<td>Other</td>
<td>public - federal</td>
<td>Acquisition Admin and Planning</td>
<td>Conversion and rehab for transitional housing</td>
<td>Homebuyer assistance</td>
<td>Homeowner rehab</td>
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<tr>
<td>-------</td>
<td>-----------------</td>
<td>-------------------------------</td>
<td>-----------------------------------------------</td>
<td>---------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Other</td>
<td>public - federal</td>
<td>Acquisition Admin and Planning</td>
<td>51,439,018</td>
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<td>0</td>
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</tbody>
</table>

Allocated under Public Law 115-123 - assistance must first serve unmet housing needs. The State's CDBG-DR Action Plan for 4317-DR-MO can be found at: ded.mo.gov/Disaster Recovery
<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Expected Amount Available Remainder of ConPlan</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
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<td>Program Income: $</td>
<td>Prior Year Resources: $</td>
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<tr>
<td>Public</td>
<td></td>
<td>Improvements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>public - federal</td>
<td>Admin and Planning</td>
<td>30,776,000</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>
Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

MHDC leverages its federal funding, such as HOME funds, in the rental production and rehabilitation program with many funding sources such as LIHTCs, bond proceeds, the Missouri Affordable Housing Assistance Program, private equity, and other outside sources. The HOME program requires an annual match based on the amount of HOME funds drawn down from the Commission’s HOME Investment Trust Fund account for the fiscal year. The Commission will utilize the following sources to meet the required annual match:

1. Loans originated from the proceeds of multi-family bonds issued by the Commission. The amount of the bond contributed to the match would never exceed the 25 percent of bond proceeds used to meet its annual match requirement.

2. Non-federal funds may be used to provide loans for multi-family developments that are not HOME assisted developments. The program income estimation is based on the last five years solely for the purpose of this Consolidated Plan.

The ESG program requires all grantees to provide a dollar for dollar match. Funds must be used to support the ESG program and fully expended during the ESG program year. Each funded organization must provide proof of match expenditure as part of the grant close out process. All eligible match must meet HUD established parameters in the ESG CFR.

The CDBG program does not require a local match, but uses CDBG as a gap financing tool. Local governments are required to exhaust all local and other state/federal funding sources prior to using CDBG for the final funding gap for the project. Generally, state CDBG funds are the last component of a project’s funding package.

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

Discussion

Many of Missouri’s affordable housing resources are coordinated by MHDC. Funding decisions are made in accordance with allocation plans approved by MHDC’s Board. Federal resources, including HOME and HTF are leveraged with alternative funding resources as they become available in connection with the private/public partnership programs involving the production of rental property. MHDC is committed to ensuring that allocation plans for the various funding sources effectively meet the needs of Missouri citizens including but not limited to ELI, LMI households, seniors, veterans, individuals and families who represent special needs populations and other vulnerable or at-risk populations. MHDC will target resources, including additional funds provided by the CARES Act as they are needed. Additional funds provided for housing assistance in response to the COVID pandemic will be used to aid in relief efforts through sub-grants to non-profits and other eligible entities or through direct administration as allowable by HUD.

Missouri’s system of funding water and wastewater projects is a formal multi-agency partnership, and is coordinated by the Department of Economic Development. It also includes the State Department of Natural Resources and the U.S. Department of Agriculture-Rural Development. This partnership maximizes the use of available loan funds, using CDBG, USDA, and DNR grant dollars as gap financing tools to keep the project affordable for low and moderate income communities.
## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

#### Goals Summary Information

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Goal Name</th>
<th>Start Year</th>
<th>End Year</th>
<th>Category</th>
<th>Geographic Area</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Goal Outcome Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Affordable Housing for Low-Income Household</td>
<td>2018</td>
<td>2022</td>
<td>Affordable Housing</td>
<td>Statewide Housing</td>
<td>Preservation of Affordable Housing for Low-Income</td>
<td>HOME: $6,025,000 HTF: $8,500,000</td>
<td>Rental units constructed: 89 Household Housing Unit Homelessness Prevention: 37 Persons Assisted</td>
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<tr>
<td>2</td>
<td>Preservation of Affordable Housing for Low-Income</td>
<td>2018</td>
<td>2022</td>
<td>Affordable Housing</td>
<td>Statewide Housing</td>
<td>Preservation of Affordable Housing for Low-Income</td>
<td>HOME: $7,750,000 HTF: $3,874,000</td>
<td>Rental units rehabilitated: 55 Household Housing Unit Homeowner Housing Rehabilitated: 155 Household Housing Unit Homelessness Prevention: 64 Persons Assisted</td>
</tr>
<tr>
<td>3</td>
<td>Affordable Housing for Seniors</td>
<td>2018</td>
<td>2022</td>
<td>Affordable Housing</td>
<td>Statewide Housing</td>
<td>Affordable Housing for Seniors</td>
<td>HOME: $3,250,000 HTF: $2,318,750</td>
<td>Rental units constructed: 26 Household Housing Unit Rental units rehabilitated: 6 Household Housing Unit</td>
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<tr>
<td>Sort Order</td>
<td>Goal Name</td>
<td>Start Year</td>
<td>End Year</td>
<td>Category</td>
<td>Geographic Area</td>
<td>Needs Addressed</td>
<td>Funding</td>
<td>Goal Outcome Indicator</td>
</tr>
<tr>
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</tr>
<tr>
<td>5</td>
<td>Set-Aside Preference</td>
<td>2018</td>
<td>2022</td>
<td>Affordable</td>
<td>Statewide</td>
<td>Set-Aside Preference</td>
<td>HOME: $4,000,000</td>
<td>Rental units constructed: 40 Household Housing Unit Rental units rehabilitated: 6 Household Housing Unit</td>
</tr>
<tr>
<td>6</td>
<td>HIV AIDS</td>
<td>2018</td>
<td>2022</td>
<td>Affordable</td>
<td>Statewide</td>
<td>Set-Aside Preference</td>
<td>HOPWA: $792,945</td>
<td>Tenant-based rental assistance / Rapid Rehousing: 175 Households Assisted Other: 160 Other</td>
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</table>

Annual Action Plan
2021

OMB Control No: 2506-0117 (exp. 09/30/2021)
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Goal Name</th>
<th>Start Year</th>
<th>End Year</th>
<th>Category</th>
<th>Geographic Area</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Goal Outcome Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Public Infrastructure &amp; Improvement</td>
<td>2018</td>
<td>2022</td>
<td>Non-Housing Community Development</td>
<td>Non-Entitlement Community &amp; Economic Development</td>
<td>Public Improvements and Infrastructure</td>
<td>CDBG: $26,851,661</td>
<td>Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 32416 Persons Assisted Buildings Demolished: 21 Buildings</td>
</tr>
<tr>
<td>9</td>
<td>Public Facilities</td>
<td>2018</td>
<td>2022</td>
<td>Non-Housing Community Development</td>
<td>Balance of State Continuum of Care</td>
<td>Public Facilities</td>
<td>CDBG: $6,811,812</td>
<td>Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3100 Persons Assisted</td>
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<tr>
<td>10</td>
<td>Public Services</td>
<td>2019</td>
<td>2022</td>
<td>Non-Housing Community Development</td>
<td>Non-Entitlement Community &amp; Economic Development</td>
<td>CDBG-DR 4317-DR- MO: $58,535,000 CDBG-DR 4451-DR- MO: $30,776,000 CDBG-DR INFRASTRUCTURE 4317-DR-MO: $9,847,018 CDMG-MIT: $41,592,000</td>
<td>CDBG-DR INFRASTRUCTURE 4317-DR-MO: $9,847,018 CDMG-MIT: $41,592,000</td>
<td>CDBG-DR INFRASTRUCTURE 4317-DR-MO: $9,847,018 CDMG-MIT: $41,592,000</td>
</tr>
<tr>
<td>11</td>
<td>CDBG Disaster Recovery</td>
<td>2008</td>
<td>2019</td>
<td>Non-Housing Community Development</td>
<td>Non-Entitlement Community &amp; Economic Development</td>
<td>CDBG-DR 4317-DR-MO: $58,535,000 CDBG-DR 4451-DR-MO: $30,776,000 CDBG-DR INFRASTRUCTURE 4317-DR-MO: $9,847,018 CDMG-MIT: $41,592,000</td>
<td>CDBG-DR INFRASTRUCTURE 4317-DR-MO: $9,847,018 CDMG-MIT: $41,592,000</td>
<td>CDBG-DR INFRASTRUCTURE 4317-DR-MO: $9,847,018 CDMG-MIT: $41,592,000</td>
</tr>
</tbody>
</table>
### Table 6 – Goals Summary

<table>
<thead>
<tr>
<th>1</th>
<th>Goal Name</th>
<th>Affordable Housing for Low-Income Household</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal Description</strong></td>
<td>The data reflects the most pressing need for Missouri’s ELI, LI, and LMI households is more quality, affordable housing. ELI households (HHs at or below 30% AMI) include large numbers of working people, seniors, veterans, persons with disabilities, and members of other special needs or vulnerable groups; the gap between available affordable housing and the need for such housing is the largest for this group of renters. Data from the Cookingham Institute underlines this fact, “Analyzing the number of rental units affordable and available to ELI households indicates a shortfall of nearly 128,000 units on a statewide basis. Expressed in terms of households compared with affordable and available units, there are 31 units affordable and available for every 100 ELI households in Missouri. In other words, for 69 out of every 100 ELI households in Missouri there are no available affordable rental units.” Tools like HOME, HTF and ESG can, to a certain extent, help abate this need. MHDC utilizes HOME funds in two ways; for rental production and home ownership / home repair programs for rural households. HTF funds are used for rental production; both HOME &amp; HTF help with deeper income targeting of affordable units. ESG funds help rapidly rehouse households that have become homeless or prevent those who at an imminent risk of becoming homeless from living on the street. MHDC will continue to prioritize affordable housing production / preservation for Missouri’s ELI, LI and LMI households.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Goal Name</td>
<td>Preservation of Affordable Housing for Low-Income</td>
</tr>
<tr>
<td></td>
<td>Goal Description</td>
<td>As the affordable housing stock continues to age, continued emphasis must be given to the rehabilitation and preservation of affordable housing for low-income persons and families. Reinvesting in old HUD properties, USDA rural developments and early LIHTC developments is necessary to keep affordable housing affordable for the growing number of Missourians who need it. MHDC’s 2020 QAP includes a priority for the preservation of existing affordable housing, providing incentives for these applications.</td>
</tr>
<tr>
<td>3</td>
<td>Goal Name</td>
<td>Affordable Housing for Seniors</td>
</tr>
<tr>
<td></td>
<td>Goal Description</td>
<td>U.S. Census Population Estimates from July, 2019 cite 17% of Missouri’s population is made up of individuals aged 65 and older. Data from the United Health Foundation finds that 8.2% of Missouri’s senior citizens live in poverty and 13.8% live with severe housing problems. MHDC will continue to work with developers and housing providers to ensure more accessible and affordable housing is available for seniors as well as the necessary integrated and coordinated social services to help them age in place. Tools such as service enriched housing, universal design, and partnerships with social service agencies, help realize that goal.</td>
</tr>
<tr>
<td>4</td>
<td>Goal Name</td>
<td>Emergency Solutions Grant (ESG)</td>
</tr>
<tr>
<td></td>
<td>Goal Description</td>
<td>The ESG Program is designed to identify sheltered and unsheltered homeless individuals and families, as well as those at risk of homelessness. ESG funds provide the services necessary to help those persons quickly regain stability in permanent housing after experiencing homelessness or a housing crisis. Additional ESG funds provided through the CARES Act will be coordinated administered to address the increased need due to the COVID-19 pandemic.</td>
</tr>
<tr>
<td></td>
<td>Goal Name</td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>--------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5</td>
<td>Goal Name</td>
<td>Set-Aside Preference</td>
</tr>
<tr>
<td></td>
<td>Goal Description</td>
<td>MHDC’s 2020 QAP defines the Set-aside Preferences as two separate and distinct priorities: Special Needs and Vulnerable Persons. A special needs person is defined as: a person who is: (a) physically, emotionally or mentally impaired or is experiencing, or being treated for, or has a diagnosis or a history of mental illness; or (b) developmentally disabled. A vulnerable person is defined as: a person who is: (a) homeless, as defined by HUD, including survivors of domestic violence and human or sex trafficking; or (b) a youth transitioning out of foster care. Further, MHDC’s 2020 QAP priorities include service enriched housing, preservation (including for properties with a Section 811 loan), and Independence Enabling Housing Units.</td>
</tr>
<tr>
<td>6</td>
<td>Goal Name</td>
<td>HIV AIDS</td>
</tr>
<tr>
<td></td>
<td>Goal Description</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Goal Name</td>
<td>Job Training/Creation</td>
</tr>
<tr>
<td></td>
<td>Goal Description</td>
<td>Increase the number of people provided with new or improved availability/accessibility of economic opportunity through job creation, retention and business infrastructure assistance to for-profit companies.</td>
</tr>
<tr>
<td>8</td>
<td>Goal Name</td>
<td>Public Infrastructure &amp; Improvement</td>
</tr>
<tr>
<td></td>
<td>Goal Description</td>
<td>Increase the number of people with new or improved accessibility, availability, or quality of suitable living environments through construction/rehabilitation of public facilities to benefit areas with an LMI percentage of 51% or higher</td>
</tr>
<tr>
<td>9</td>
<td>Goal Name</td>
<td>Public Facilities</td>
</tr>
<tr>
<td></td>
<td>Goal Description</td>
<td>Increase the number of people provided with new or improved sustainability of suitable living environments through slum and blight reduction, emergency assistance and other construction/rehabilitation of public facilities in LMI area.</td>
</tr>
<tr>
<td>#</td>
<td>Goal Name</td>
<td>Public Services</td>
</tr>
<tr>
<td>---</td>
<td>-----------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>Goal Description</strong></td>
<td>The Coronavirus Aid, Relief and Economic Security Act (CARES Act ) provided $5 billion for the Community Development Block Grant (CDBG) program administered by the U.S. Department of Housing and Urban Development (HUD). The CARES Act specifically notes three different allocation methods for the special CDBG funds as listed below in order to help communities prevent, prepare for, and respond to coronavirus. The State is set to receive allocations for CDBG-CV1 of $13,684,820; CDBG-CV2 of $17,956,792; and CDBG-CV3 of $11,391,811, for a combined state allocation of: $43,033,423. The State has amended its FY2019 Annual Action Plan to facilitate the use of these dollars. Projects in this goal area will provide support to needed infrastructure (including public facility) projects and economic development projects within the entitlement and non-entitlement areas of the State. This goal also includes projects for planning only, with primary focus on planning for broadband development in underserved LMI communities. Full information including Public Comment can be viewed at: <a href="https://ded2.mo.gov/programs/cdbg/covid19">https://ded2.mo.gov/programs/cdbg/covid19</a></td>
<td></td>
</tr>
<tr>
<td>Goal Name</td>
<td>CDBG Disaster Recovery</td>
<td></td>
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</tr>
</tbody>
</table>

**Goal Description**

| 4317-DR-MO | On June 2, 2018, President Donald Trump approved Missouri’s request for a major disaster declaration in response to the severe storms, tornadoes, straight-line winds, and flooding during the period of April 28 to May 11, 2017. On April 10, 2018, the U.S. Department of Housing and Urban Development (HUD) allocated nearly $28 billion in Community Development Block Grant disaster recovery (CDBG–DR) funds for unmet needs due to the national disasters of 2017. Of that 28 billion, Missouri has received an allocation of $58,535,000 in disaster recovery funds to help alleviate the unmet housing, infrastructure, and economic revitalization needs. However, HUD has specified, by rule, that all disaster funds for Missouri allocated under Public Law 115-123 must first serve unmet housing needs. At the point that the unmet housing need is exhausted, the CDBG Program will formally amend the Plan to reflect the use of remaining funds in areas of unmet need in the categories of infrastructure and economic revitalization. |
| 4451-DR-MO | Between April to July of 2019, the State of Missouri was hit with heavy rains, straight-line winds, flooding, and tornadoes that resulted in two federally declared disasters. The disasters had a statewide impact. However, the disasters took their greatest toll on housing, especially that of vulnerable Low- to Moderate income citizens who will have a difficult time recovering. In the Federal Register Notice (85 FR 4681) released on January 27th, 2020, U.S. Department of Housing and Urban Development (HUD) allocated $30,776,000 to Missouri in the form of a Community Development Block Grant for Disaster Recovery (CDBG-DR) for the 2019 DR-4451 Disaster. The State of Missouri has been allocated $41,592,000 in CDBG-MIT funds. CDBG-MIT funds must be used to mitigate against future disasters as described in the CDBG-MIT Federal Register Notice (84 FR 45838). Mitigation activities are defined as those activities that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship by lessening the impact of future disasters. The amount of funding provided through the CDBG-MIT allocation and the nature of the programs and projects that are likely to be funded requires that CDBG-MIT grantees and their subrecipients strengthen their program management capacity, financial management, and internal controls. The Missouri Department of Economic Development (MO DED) has been designated by Governor Mike Parson as the responsible entity for administering the CDBG-MIT funds. |
**Annual Action Plan**

**2021**

**OMB Control No: 2506-0117 (exp. 09/30/2021)**

**AP-25 Allocation Priorities – 91.320(d)**

**Introduction:**

Missouri will target funds for Goals achievement in accordance with Consolidated Plan Outcomes. These approaches are outlined in the following table.

**Funding Allocation Priorities**

<table>
<thead>
<tr>
<th></th>
<th>Affordable Housing for Low-Income Household (%)</th>
<th>Preservation of Affordable Housing for Low-Income (%)</th>
<th>Affordable Housing for Seniors (%)</th>
<th>Emergency Solutions Grant (ESG) (%)</th>
<th>Set-Aside Preference (%)</th>
<th>HIV AIDS (%)</th>
<th>Job Training/Creation (%)</th>
<th>Public Infrastructure &amp; Improvement (%)</th>
<th>Public Facilities (%)</th>
<th>Public Services (%)</th>
<th>CDBG Disaster Recovery (%)</th>
<th>Total (%)</th>
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<td>Continuum of Care</td>
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<td>Other CDBG-DR 4317-DR-MO</td>
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</tbody>
</table>

Annual Action Plan

2021
Reason for Allocation Priorities

The data reflects the most pressing need for Missouri’s ELI, LI and LMI households; more quality, affordable housing. Tools like HOME, HTF and ESG can, to a certain extent, help abate this need. MHDC utilizes HOME funds in two ways; for rental production and home ownership / home repair programs for rural households. HTF funds are used for rental production; both HOME & HTF help with deeper income targeting of affordable units. ESG funds help rapidly rehouse households that have become homeless or prevent those who at an imminent risk of becoming homeless from living on the street. The COVID-19 pandemic has and will continue to create higher unemployment rates and housing crises. The state will continue to coordinate relief efforts and where possible, prioritize resources to be used to assist those displaced.

The State continues to allocate CDBG funds to the needs/goals in accordance with the Consolidated Plan. The State Allocation Priorities are allocated as follows: Non-Administrative-Job Training/Creation; Public Infrastructure & Improvement; Public Facilities; Local Admin, State Admin, State Technical Assistance, CDBG Disaster Recovery. The CDBG-DR Action Plan can be found at the following link: https://ded.mo.gov/DisasterRecovery

How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?

Many of Missouri’s affordable housing resources are coordinated by MHDC. Funding decisions are made in accordance with allocation plans approved by MHDC’s Board. Federal resources, including HOME and HTF are leveraged with alternative funding resources as they become available in connection with the private/public partnership programs involving the production of rental property. MHDC is committed to ensuring that allocation plans for the various funding sources effectively meet the needs of Missouri citizens including but not limited to ELI, LMI households, seniors, veterans, individuals and families who represent special needs populations and other vulnerable or at-risk
populations. MHDC will target resources, including additional funds provided by the CARES Act as they are needed. Additional funds provided for housing assistance in response to the COVID pandemic will be used to aid in relief efforts through sub-grants to non-profits and other eligible entities or through direct administration as allowable by HUD.

The State continues to allocate CDBG funds to the needs/goals in accordance with the Consolidated Plan. These continue to be priority needs for the State. Non-housing community development needs/goals identified in the Consolidated Plan, and for which CDBG funds are targeted, include economic development, public improvements/infrastructure, and public facilities.
AP-30 Methods of Distribution – 91.320(d)&(k)

Introduction:

Distribution Methods

Table 8 - Distribution Methods by State Program

<table>
<thead>
<tr>
<th></th>
<th>State Program Name:</th>
<th>Community Development Block Grant Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Funding Sources:</td>
<td>CDBG</td>
</tr>
</tbody>
</table>
Describe the state program addressed by the Method of Distribution.

| The State expects to distribute, during the 2021 CDBG Program Year, approximately $47,699,673 (non-administrative funds) in HUD Fiscal Year 2021 (FY21) CDBG funds to units of general local government in non-entitlement areas (incorporated municipalities under 50,000 and counties under 200,000). This available funding amount is based on the allocation received for FY2021, available program income and remaining balances from prior grant years. Cities and counties in Missouri that are not eligible for these non-entitlement funds are: Blue Springs, Columbia, Florissant, Independence, Jefferson City, Joplin, Kansas City, O’Fallon, Springfield, St. Joseph, Lee’s Summit, St. Louis (city), Jefferson County (and the cities within Jefferson County who have elected to participate in the Jefferson County entitlement program), St. Charles County (and the cities who have elected to participate in the entitlement program) and St. Louis County (and the cities within St. Louis County who have elected to participate in the St. Louis County entitlement program). Eligible Activities: Section 105(a) of the Community Development Act and HUD regulations specified the activities that are eligible for CDBG assistance. A general listing of eligible activities is outlined in Appendix A, and a detailed description is provided in 105(a) of the Act and in 24 CFR 570.482. While all activities may be eligible, some program categories may prioritize the funding of some activities. A list of ineligible activities is also outlined in Appendix A. Restrictions. 1. Any grantee with a delinquent audit for any year, whether or not the grant is closed, is ineligible to apply for funding. This applies to all CDBG categories. |
2. Grantee with any open project awarded prior to April 2019, which is not closed by the last business day of March 2021, is ineligible to apply in any FY21 funding category. All documentation necessary for close-out must be received by March 1, 2021. This may apply to the grantee or the on behalf of applicant(s), whichever is applicable. Applicants for CV funding are exempt from Restriction 2, listed above. All CDBG applicants will be required to submit a Schedule of Projected Expenditures as part of the CDBG application process. The Schedule outlines, by quarter (date) and Activity, the estimated timeline for expenditures of the grant award, should applicant be selected for funding. If awarded funding, grantees are required to submit any updates to expenditure projections on a quarterly basis, or in any event where the original timeline for full expenditure will be need to be revised to a future date. CDBG grant agreements will have a specified end date; this end date will be three years from the award date of the grant. If the grant is not completed by the end of the three-year period, the grantee must deobligate any remaining funds, or request an extension from DED. Extension requests must be for cause, and documentation as to why the project was not completed within the required three-year period must accompany the request along with a timeline for completion. Extensions, and length of Extensions, are at DED discretion, and pursuant to funds being available. Extensions are not automatic.
<p>| Describe all of the criteria that will be used to select applications and the relative importance of these criteria. | The full Method of Distribution and application scoring criteria is included in Appendix A. The Application/Guidelines may be found at: <a href="https://ded.mo.gov/content/community-development-block-grants">https://ded.mo.gov/content/community-development-block-grants</a> |
| If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only) |  |
| Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only) | The full Method of Distribution is included in Appendix A. The Application/Guidelines may be found at: <a href="https://ded.mo.gov/content/community-development-block-grants">https://ded.mo.gov/content/community-development-block-grants</a> |</p>
<table>
<thead>
<tr>
<th>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe how resources will be allocated among funding categories.</td>
<td>Appendix A describes how CDBG resources will be allocated among funding categories.</td>
</tr>
<tr>
<td>Describe threshold factors and grant size limits.</td>
<td>Please see Appendix A for CDBG Threshold Factors.</td>
</tr>
<tr>
<td>What are the outcome measures expected as a result of the method of distribution?</td>
<td>This method of distribution is designed to result in an increased number of people provided with new or improved availability/accessibility of economic opportunity through job creation, retention and business infrastructure assistance to for-profit companies. Additionally, it will increase the number of people with new or improved accessibility, availability, or quality of suitable living environments through construction/rehabilitation of public facilities to primarily benefit areas with an LMI percentage of 51% or higher. Finally, this method of distribution should increase the number of people provided with new or improved sustainability of suitable living environments through slum and blight reduction, emergency assistance and other rehabilitation of existing public facilities in primarily LMI areas. The estimated amount of FY2021 CDBG funds, which will benefit LMI persons, is $14,990,764 or 70.32% of the non-administrative allocation. (See Appendix A) HUD requires that a minimum of 70% of the state’s annual allocation be awarded on projects benefiting primarily LMI persons; however, Missouri has certified that it will meet the 70% LMI benefit requirement in aggregate over the three-year period 2020 – 2022. All funding amounts are based on FY20 and are subject to change with notice from HUD of FY21 funding.</td>
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<tr>
<td>2 State Program Name:</td>
<td>ESG</td>
</tr>
<tr>
<td>Funding Sources:</td>
<td>ESG</td>
</tr>
<tr>
<td>Describe the state program addressed by the Method of Distribution.</td>
<td>ESG is distributed based on an approved annual allocation plan.</td>
</tr>
<tr>
<td><strong>Describable criteria</strong></td>
<td><strong>Selection process</strong></td>
</tr>
<tr>
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<tr>
<td><strong>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</strong></td>
<td>Completeness of the application, extent to which the applicant demonstrates an understanding of the HEARTH Act regulations, past performance, strength of program design, implementation strategy, unmet need, data used to describe need, procurement of outside resources, organizational experience, financial reporting, extent to which program serves 100% homeless persons, collaboration with local plans, extent to which project meets priorities in CoC plan, and measureable performance goals and objectives.</td>
</tr>
<tr>
<td><strong>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</strong></td>
<td>MHDC will make the ESG funds available to local government, non-profit organizations, and other eligible entities or through direct administration as allowable by HUD. MHDC will conduct an application training and will be available for any application questions. Once the applications are received, MHDC will score each application based on the criteria listed above and will make recommendations. The recommendations will be based on the state Allocation Plan for ESG funds.</td>
</tr>
<tr>
<td>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</td>
<td>N/A</td>
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<tr>
<td>Describe how resources will be allocated among funding categories.</td>
<td>Missouri state ESG resources will be allocated at the 60% maximum limit for emergency shelter and street outreach activities unless otherwise waived by HUD. Funds will be distributed based on local need as described by applicant requests. Additional funding provided by the CARES Act may be directly administered by MHDC as appropriate and allowable by HUD to meet the increased need due to the COVID-19 pandemic.</td>
</tr>
<tr>
<td>Describe threshold factors and grant size limits.</td>
<td>Funding thresholds are reviewed annually and outlined in a publically posted NOFA. Thresholds are implemented as necessary to ensure the widespread coverage across the state. Entitlement areas that already receive funds from HUD are capped and this is reflected in the approved allocation plan using the CoC boundaries.</td>
</tr>
<tr>
<td>What are the outcome measures expected as a result of the method of distribution?</td>
<td>Due to the emphasis on performance, each ESG grantee will be held to the outcome and performance measurements established by the CoC they belong to as required by the regulations.</td>
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<tr>
<td>3</td>
<td>State Program Name: <strong>HOME</strong></td>
</tr>
<tr>
<td></td>
<td>Funding Sources: <strong>HOME</strong></td>
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<tr>
<td></td>
<td>Describe the state program addressed by the Method of Distribution.</td>
</tr>
<tr>
<td><strong>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</strong></td>
<td>For the rental production and rehabilitation program, applications will be evaluated using Section 42 requirements: Those serving lowest income tenants, Those serving qualified tenants for the longest period, and Projects located in Qualified Census Tracts, the development of which contributes to a concerted community revitalization plan. Funding decisions are made annually in accordance with the QAP and other allocation plans approved by MHDC Commissioners. The HeRO program will evaluate applications based primarily on the written policies and procedures documenting the organization’s intended implementation which includes but are not limited to: the organization’s capacity to administer the program, requirements for household participation, household application process, intended rehabilitation activities, lead hazard reduction requirements, the marketing plan, rehabilitation standards, appraisal process, and contractor participation qualifications. The draft Qualified Allocation Plan can be found on MHDC's website at <a href="http://www.mhdc.com">www.mhdc.com</a>.</td>
</tr>
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</tr>
<tr>
<td><strong>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</strong></td>
<td>N/A</td>
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<td>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</td>
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<tr>
<td>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</td>
<td>N/A</td>
</tr>
<tr>
<td>Describe how resources will be allocated among funding categories.</td>
<td>MHDC intends to allocate 15 – 20% of the yearly state allocation to the homeowner rehabilitation program, 10% for administrative purposes, and the remaining amount to the rental production and rehabilitation program. Based on current funding levels, MHDC expects to develop or rehabilitate 121 HOME rental units.</td>
</tr>
<tr>
<td>Describe threshold factors and grant size limits.</td>
<td>Currently there is no grant/loan size limit for the rental production and rehabilitation program, but MHDC utilizes its HOME funds as gap-financing for larger developments. Ideally, MHDC would like its individual HOME fund allocations to be a small but important part of these developments. The exception is with the CHDO developments; because these projects are often much smaller than a private developer’s, HOME is often the only funding source. The HeRO program also does not have a grant limit for the sub-grantees, but MHDC works to stretch these funds as far as possible across the state, so we grant based on the quality of applications/applicants and the number of applications submitted. Currently there is a $22,500 limit on improvements made to each home.</td>
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<tr>
<td>What are the outcome measures expected as a result of the method of distribution?</td>
<td>MHDC continues to work with 2020 HeRO funds that have not been used due to the COVID pandemic. MHDC will continue to work with HeRO partners to ensure funds are spent timely and with the clients’ and contractors’ safety in mind.</td>
</tr>
<tr>
<td>4 State Program Name:</td>
<td>HOPWA</td>
</tr>
<tr>
<td>Funding Sources:</td>
<td>HOPWA</td>
</tr>
<tr>
<td>Describe the state program addressed by the Method of Distribution.</td>
<td>MDHSS does not utilize project sponsors in order to maximize HOPWA funds. In order to qualify for HOPWA assistance an HIV positive individual must be enrolled in the Ryan White Missouri HIV medical case management system, and assessed to be in need of housing assistance by the medical case manager. Medical Case Managers are strategically located throughout regions where the client base is located. The Medical Case Manager completes all required paperwork to ensure the client qualifies for services and then forwards the service referral request within the statewide database to the MDHSS program manager for approval. The service referral payment is expedited through the fiscal agent directly to the landlord, utility company or mortgage company.</td>
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</tr>
<tr>
<td>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</td>
<td>MDHSS does not utilize project sponsors in order to maximize HOPWA funds.</td>
</tr>
<tr>
<td>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</strong></td>
<td>N/A</td>
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<tr>
<td><strong>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</strong></td>
<td>MDHSS does not utilize project sponsors in order to maximize HOPWA funds.</td>
</tr>
<tr>
<td><strong>Describe how resources will be allocated among funding categories.</strong></td>
<td>MDHSS targets all HOPWA funding towards direct housing assistance payments in order to fully maximize the funding. Any client identified at intake with a housing need is immediately referred to either Ryan White emergency assistance or HOPWA housing services through a statewide reporting system to expedite payment for the assistance.</td>
</tr>
<tr>
<td>Describe threshold factors and grant size limits.</td>
<td>N/A</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
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</tbody>
</table>
| What are the outcome measures expected as a result of the method of distribution? | The HOPWA program provides direct assistance, without the use of subcontractors, for short term rent, short term utilities, long term rent and short term mortgage assistance. Once enrolled in the Ryan White Case Management system the client is provided access to core and support services through the case management system including; housing related services, medical Care, mental health counseling, substance abuse counseling, oral health services, emergency assistance, HIV medications, health insurance assistance (premium, out of pocket, and co-pay), and medical transportation.  
**Goal Outcome Indicator:**  
- Short-term rent, mortgage, and utility assistance payments for 100 households  
Tenant-based rental assistance for 220 households Total: 320 households |
Discussion:

Many of Missouri’s affordable housing resources are coordinated by MHDC. Funding decisions are made in accordance with allocation plans approved by MHDC’s Board. Federal resources, including HOME and HTF are leveraged with alternative funding resources as they become available in connection with the private/public partnership programs involving the production of rental property. MHDC is committed to ensuring that allocation plans for the various funding sources effectively meet the needs of Missouri citizens including but not limited to ELI, LMI households, seniors, veterans, individuals and families who represent special needs populations and other vulnerable or at-risk populations. MHDC will target resources, including additional funds provided by the CARES Act, as they are needed. Additional funds provided for housing assistance in response to the COVID pandemic will be used to aid in relief efforts through sub-grants to non-profits and other eligible entities or through direct administration as allowable by HUD.
AP-35 Projects – (Optional)

Introduction:

Projected uses for Disaster CDBG funding include housing, public facilities and infrastructure, debris removal and demolition, and recovery planning. The action plans for both disaster allocations (including unmet need data) may be found on the Department of Economic Development website at:


<table>
<thead>
<tr>
<th>#</th>
<th>Project Name</th>
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<tbody>
<tr>
<td>1</td>
<td>HIV AIDS</td>
</tr>
<tr>
<td>2</td>
<td>Job Training/Creation</td>
</tr>
<tr>
<td>3</td>
<td>Public Infrastructure &amp; Improvement</td>
</tr>
<tr>
<td>4</td>
<td>Public Facilities</td>
</tr>
<tr>
<td>5</td>
<td>Affordable Housing for Low-Income Households</td>
</tr>
<tr>
<td>6</td>
<td>Preservation of Affordable Housing for Low-Income</td>
</tr>
<tr>
<td>7</td>
<td>Affordable Housing for Seniors</td>
</tr>
<tr>
<td>8</td>
<td>Continuum of Care (COC)</td>
</tr>
<tr>
<td>9</td>
<td>Emergency Solutions Grant (ESG)</td>
</tr>
<tr>
<td>10</td>
<td>Set-Aside Preference</td>
</tr>
<tr>
<td>11</td>
<td>CDBG Disaster Recovery</td>
</tr>
</tbody>
</table>

Table 9 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs
### AP-38 Project Summary

#### Project Summary Information

<table>
<thead>
<tr>
<th></th>
<th>Project Name</th>
<th>Target Area</th>
<th>Goals Supported</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HIV AIDS</td>
<td>Statewide Housing</td>
<td>HIV AIDS</td>
<td>Set-Aside Preference</td>
<td>HOPWA: $983,645</td>
<td>Increase the number of families/persons with HIV/AIDS with availability of decent housing through short term rent, utility, mortgage and long term assistance.</td>
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<td></td>
<td></td>
<td>Target Date</td>
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<td></td>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
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<td></td>
<td></td>
<td>Location Description</td>
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<td></td>
<td></td>
<td>Planned Activities Affordable housing for low-income households services to homeless individuals and families. Provide decent affordable housing</td>
</tr>
<tr>
<td>2</td>
<td>Job Training/Creation</td>
<td>Non-Entitlement Community &amp; Economic Development</td>
<td>Job Training/Creation</td>
<td>Economic Development</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Annual Action Plan 2021

OMB Control No: 2506-0117 (exp. 09/30/2021)
<table>
<thead>
<tr>
<th>Funding</th>
<th>CDBG: $6,891,966</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>CDBG Job Training and Creation to Increase the number of people provided with new or improved availability/accessibility of economic opportunity through job creation, business retention and business infrastructure assistance to for-profit companies.</td>
</tr>
<tr>
<td>Target Date</td>
<td></td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td></td>
</tr>
<tr>
<td>Location Description</td>
<td>Units of general local government&quot; in non-entitlement areas (incorporated municipalities under 50,000 and counties under 200,000).</td>
</tr>
<tr>
<td>Planned Activities</td>
<td>Economic Development Industrial Infrastructure and Action Fund Loan</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Project Name</td>
<td>Public Infrastructure &amp; Improvement</td>
</tr>
<tr>
<td>Target Area</td>
<td>Non-Entitlement Community &amp; Economic Development</td>
</tr>
<tr>
<td>Goals Supported</td>
<td>Public Infrastructure &amp; Improvement</td>
</tr>
<tr>
<td>Needs Addressed</td>
<td>Public Improvements and Infrastructure</td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG: $33,915,741</td>
</tr>
<tr>
<td>Description</td>
<td>CDBG Public Infrastructure &amp; Improvement to increase the number of people with new or improved accessibility, availability or quality of suitable living environments through construction/rehabilitation of public facilities to be areas with an LMI percentage of 51% or higher</td>
</tr>
<tr>
<td>Target Date</td>
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<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
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<td></td>
</tr>
<tr>
<td>Location Description</td>
<td>Units of general local government&quot; in non-entitlement areas (incorporated municipalities under 50,000 and counties under 200,000).</td>
</tr>
<tr>
<td>Planned Activities</td>
<td>Water and Wastewater; General Infrastructure, Demolition, Downtown Revitalization, and Emergency (including utilizing CDBG funds for long-term recovery in response to presidentially declared disaster)</td>
</tr>
</tbody>
</table>

<table>
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<tbody>
<tr>
<td>Project Name</td>
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<td>Target Area</td>
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<tr>
<td>Goals Supported</td>
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<td>Target Date</td>
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<tr>
<td>Location Description</td>
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<tr>
<td>Planned Activities</td>
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<tr>
<td>5</td>
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<td>6</td>
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<tr>
<td>Description</td>
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<tr>
<td>Target Date</td>
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<td>Estimate the number and type of families that will benefit from the proposed activities</td>
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<td>Estimate the number and type of families that will benefit from the proposed activities</td>
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<tr>
<td><strong>9</strong></td>
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<td><strong>Project Name</strong></td>
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<td><strong>Target Area</strong></td>
</tr>
<tr>
<td><strong>Goals Supported</strong></td>
</tr>
<tr>
<td><strong>Needs Addressed</strong></td>
</tr>
<tr>
<td><strong>Funding</strong></td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><strong>Target Date</strong></td>
</tr>
<tr>
<td><strong>Estimate the number and type of families that will benefit from the proposed activities</strong></td>
</tr>
<tr>
<td><strong>Location Description</strong></td>
</tr>
<tr>
<td><strong>Planned Activities</strong></td>
</tr>
<tr>
<td><strong>10</strong></td>
</tr>
<tr>
<td><strong>Project Name</strong></td>
</tr>
<tr>
<td><strong>Target Area</strong></td>
</tr>
<tr>
<td><strong>Goals Supported</strong></td>
</tr>
<tr>
<td><strong>Needs Addressed</strong></td>
</tr>
<tr>
<td><strong>Funding</strong></td>
</tr>
<tr>
<td>Description</td>
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<tr>
<td>-------------</td>
</tr>
<tr>
<td>Target Date</td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
</tr>
<tr>
<td>Location Description</td>
</tr>
<tr>
<td>Planned Activities</td>
</tr>
<tr>
<td>Project Name</td>
</tr>
<tr>
<td>Target Area</td>
</tr>
</tbody>
</table>
| Goals Supported | Job Training/Creation  
Public Infrastructure & Improvement  
Public Facilities |
| Needs Addressed | Economic Development  
Public Improvements and Infrastructure  
Public Facilities |
| Funding | CDBG-DR 4317-DR-MO: $58,535,000  
CDBG-DR 4451-DR-MO: $30,776,000  
CDBG-DR INFRASTRUCTURE 4317-DR-MO: $9,847,018  
CDMG-MIT: $41,592,000 |
| Description | |
| Target Date | |
| Estimate the number and type of families that will benefit from the proposed activities |
| Location Description |
| Planned Activities |
AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)
Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?
No

Available Grant Amounts

Acceptance process of applications
AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)

Will the state allow units of general local government to carry out community revitalization strategies?

Yes

State’s Process and Criteria for approving local government revitalization strategies

In FY2021, the State CDBG Program will be offering communities funding for a Downtown Revitalization Program. Please see below for summary of the program and Appendix A for complete guidelines and criteria.

Downtown Revitalization

**Cycle:** Application deadline. Competitive process.

**Maximum:** $500,000 or $5,000 per family benefitting. Required $1 of private, for-profit investment committed for every $1 of CDBG funds requested.

**National Objective:** Minimum 51% LMI area benefit by census or survey; or designated slum and blight

**Eligible Activities:** Public infrastructure and improvements that will significantly contribute to the revitalization or redevelopment of the downtown. These improvements may include, but are not limited to: water, sewer, electric, gas, sidewalks, curb cuts, street paving, parking, lighting, etc. Professional services and administration activities are also eligible. Marketing costs are not eligible.
AP-50 Geographic Distribution – 91.320(f)

Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed

As the state housing finance agency, MHDC serves the entire state of Missouri. Subsequently, MHDC does not routinely target specific areas of the state for allocations above and beyond the regional goals stated in the QAP and other allocation plans. MHDC will strive to award ESG funding in each CoC of the state, subject to the quality of the applications received and the applicant’s ability to meet eligibility criteria. In the event that an insufficient number of applications are received within a geographic area, any remaining funds will be allocated to other regions at MHDC’s discretion. Any funds recaptured will be reallocated at the discretion of MHDC. MHDC will actively monitor the COVID-19 pandemic and target resources when possible or appropriate to the relief effort including direct administration if appropriate and as allowable by HUD.

Geographic Distribution

<table>
<thead>
<tr>
<th>Target Area</th>
<th>Percentage of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Entitlement Housing</td>
<td></td>
</tr>
<tr>
<td>Non-Entitlement Community &amp; Economic Development</td>
<td></td>
</tr>
<tr>
<td>Balance of State Continuum of Care</td>
<td></td>
</tr>
<tr>
<td>Statewide Housing</td>
<td></td>
</tr>
</tbody>
</table>

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

MHDC serves the entire state of Missouri, however, a portion of the state’s HOME funds are used for home owner repair. The HeRO program allocates funds to the non-metropolitan areas of the state; communities that typically do not have access to the federal funds available to larger metropolitan areas of the state for homeowner rehabilitation work. ESG funds are geographically allocated by Missouri CoC in an effort to coordinate homeless assistance funds with the needs of each CoC.

Discussion

The state of Missouri’s Consolidated and Annual Action Plan reflect funding priorities for the non-entitlement communities throughout the state with HOME and HTF funding available to both non-
entitlement and entitlement jurisdictions.
Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction:

Many of Missouri’s affordable housing resources are coordinated by MHDC. Funding decisions are made in accordance with allocation plans approved by MHDC’s Board. Federal resources, including HOME and HTF are leveraged with alternative funding resources as they become available in connection with the private/public partnership programs involving the production of rental property. MHDC is committed to ensuring that allocation plans for the various funding sources effectively meet the needs of Missouri citizens including but not limited to ELI, LMI households, seniors, veterans, individuals and families who represent special needs populations and other vulnerable or at-risk populations. The state recognizes the effects on housing stability caused by state and federally declared disasters in Missouri and in line with ESG regulations, has broadened its “at-risk” homeless definition to include the following: “Has become furloughed, laid off, or otherwise lost income due to the state or federally declared disaster in Missouri and has substantial rental, mortgage, or utility arrears that indicate a loss of housing stability and an increase in the likelihood of becoming homeless.” To that point, MHDC has identified those affected by the COVID-19 pandemic as persons with increased vulnerability and at-risk of homelessness.

CDBG-DR:

On August 14, 2018, the U.S. Department of Housing and Urban Development (HUD) allocated Missouri $58,535,000 in Community Development Block Grant disaster recovery (CDBG–DR) funds for unmet needs due to the national disasters of 2017. The funds are to help alleviate the unmet housing, infrastructure, and economic revitalization needs due to the 2017 flooding. However, HUD has specified, by rule, that all disaster funds for Missouri allocated under Public Law 115-123 must first serve unmet housing needs. At the point that the unmet housing need is exhausted, the CDBG Program will formally amend the Plan to reflect the use of remaining funds in areas of unmet need in the categories of infrastructure and economic revitalization.

Subsequently, In the Federal Register Notice (85 FR 4681) released on January 27th, 2020, U.S. Department of Housing and Urban Development (HUD) allocated $30,776,000 to Missouri in the form of a Community Development Block Grant for Disaster Recovery (CDBG-DR) for the 2019 DR-4451 Disaster. Under this Action Plan, the lead UGLUGs in the three affected MIDs will build and submit the proposal for the use of disaster recovery funding allocated to the MID County. The proposal must be within the fiscal boundaries of the budget put forth in this Action Plan. DED will provide the necessary policies for the program and activities. The lead UGLGs will be responsible for delivery of the activities, which may incorporate the following program activities: planning, housing counseling, acquisition for demolition only, affordable multifamily rental housing, local voluntary buyout, construction of new
affordable housing, homeowner rehabilitation, down payment assistance, and infrastructure to support recovery and restoration. The CDBG-DR Action Plans can be found at the following link: https://ded.mo.gov/DisasterRecovery

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households to be Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless</td>
</tr>
<tr>
<td>Non-Homeless</td>
</tr>
<tr>
<td>Special-Needs</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Table 11 - One Year Goals for Affordable Housing by Support Requirement

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households Supported Through</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Assistance</td>
</tr>
<tr>
<td>The Production of New Units</td>
</tr>
<tr>
<td>Rehab of Existing Units</td>
</tr>
<tr>
<td>Acquisition of Existing Units</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion:

In Missouri, the goal is to safely reduce the length of stay for families and individuals in shelter in order to create housing first opportunities for them to be permanently re-housed. This model removes the traditional tiered system that offers limited services and imposes unnecessary requirements on individuals and families in order to obtain permanent housing. Missouri recognizes that there will always be specific populations that require emergency shelter and services - including but not limited to homeless youth, survivors of domestic violence and homeless individuals struggling with substance abuse - but hopes to incorporate ways to safely shorten these episodes of homelessness and move individuals and families directly into a permanent housing situation through rapid re-housing.

The COVID-19 pandemic and ensuing response will increase the vulnerability of already at-risk populations. Those who were already low-income, underemployed or even unemployed are at higher risk of housing instability as well as physical and mental health compromise as a result of the pandemic. MHDC will target funding to these populations, as appropriate and allowable by HUD, including funds provided by the CARES Act.
AP-60 Public Housing - 24 CFR 91.320(j)

Introduction:

The 2021 Action Plan preserves the collaboration between the state and PHAs. The PHAs listed below have and/or continue to partner with the state for the current five year Consolidated / Action Plan process: Bernie, Bethany, Bloomfield, Boonville, Brookfield, Cabool, Cameron, Carrollton, Chillicothe, Clinton, Dexter, Excelsior Springs, Fayette, Fulton, Glasgow, Hannibal, Independence, Jefferson City, Kirksville, Liberty, Marceline, Marshall, Mexico, Moberly, Nevada, Noel, Rolla, Salem, Smithville, and Slater.

The COVID pandemic has impacted this partnership. Priorities and funding for PHAs and the state CPD programs continue to evolve as the imposition of stay-at-home orders and the ongoing economic challenges press Missouri residents. For 2021, PHA staff and resident surveys were provided to MONAHRO but participation was much lower due to the challenges COVID presented. The state is committed to maintaining a strong collaboration with PHAs; their insight, experience and reach is invaluable to more effective state planning processes. All PHA information, as it was submitted to the state, including any resident / staff surveys, are attached for review. https://1drv.ms/f/s!AuhPSgaH-dEubq-KinhinEgVC18

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

Further collaboration is needed between the PHAs and community housing / service providers – including but not limited to, strategies to end homelessness, affordable housing planning efforts, and allocation plan targets. PHAs and service providers work to serve the same end; to provide Missourians safe, decent and affordable housing. Stronger partnerships between all stakeholders help to make that goal workable. The state will continue to encourage these collaborations with opportunities for shared training and involvement with state housing and community development planning efforts. The state recognizes the importance of having PHAs at the table, and we are committed to building that
cooperation in 2021.

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

The state is committed to maintaining a strong collaboration with PHAs; their insight, experience and reach is invaluable to more effective state planning processes. MHDC will continue to work directly with MONAHRO to identify opportunities for shared training and other staff / resident engagement.

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

N/A

**Discussion:**

The 2021 Action Plan preserves the collaboration between the state and PHAs. The PHAs listed below have and/or continue to partner with the state for the current five year Consolidated / Action Plan process: Bernie, Bethany, Bloomfield, Boonville, Brookfield, Cabool, Cameron, Carrollton, Chillicothe, Clinton, Dexter, Excelsior Springs, Fayette, Fulton, Glasgow, Hannibal, Independence, Jefferson City, Kirksville, Liberty, Marceline, Marshall, Mexico, Moberly, Nevada, Noel, Rolla, Salem, Smithville, and Slater.

The COVID pandemic has impacted this partnership. Priorities and funding for PHAs and the state CPD programs continue to evolve as the imposition of stay-at-home orders and the ongoing economic challenges press Missouri residents. For 2021, PHA staff and resident surveys were provided to MONAHRO but participation was much lower due to the challenges COVID presented. The state is committed to maintaining a strong collaboration with PHAs; their insight, experience and reach is invaluable to more effective state planning processes. All PHA information, as it was submitted to the state, including any resident / staff surveys, are attached for review. [https://1drv.ms/f/s!AuhPSgaHdEUbq-KlnhinEgVC18](https://1drv.ms/f/s!AuhPSgaHdEUbq-KlnhinEgVC18)
AP-65 Homeless and Other Special Needs Activities – 91.320(h)

Introduction

MHDC is tasked with drastically reducing and ultimately ending homelessness in Missouri. MHDC administers the ESG program in collaboration with DSS and is the administrator for Missouri’s Housing Trust Fund (HTF) dollars. In addition, MHDC administers a variety of federal, state or locally funded programs with the same objectives that are outside the scope of the Consolidated Plan. MHDC encourages funded agencies to attend meetings of their CoC and to participate in the CE system of the CoC. MHDC may attempt to solicit feedback for each application received from the CoC to understand the diverse needs of each CoC. Consolidated oversight for the majority of the homeless assistance programs throughout Missouri allows targeting of funds, consistency of program goals and policies and helps reduce and ultimately end homelessness in Missouri.

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

All Missouri CoC’s conduct an annual Point In Time Count (PITC) in January and have established a CE system by January, 2018. Through these collaborative projects the state expects to reach unsheltered individuals and families who will be assessed and prioritized for services resulting in identification of gaps and a reduction in the unsheltered homeless population.

Addressing the emergency shelter and transitional housing needs of homeless persons

In Missouri, the goal is to safely reduce the length of stay for families and individuals in shelter in order to create housing first opportunities for them to be permanently re-housed. This model removes the traditional tiered system that offers limited services and imposes unnecessary requirements on individuals and families in order to obtain permanent housing. Missouri recognizes that there will always be specific populations that require emergency shelter and services - including but not limited to homeless youth, survivors of domestic violence and homeless individuals struggling with substance abuse - but hopes to incorporate ways to safely shorten these episodes of homelessness and move individuals and families directly into a permanent housing situation through rapid re-housing.

The COVID-19 pandemic and ensuing response will increase the vulnerability of already at-risk populations. Those who were already low-income, underemployed or even unemployed are at higher
risk of housing instability as well as physical and mental health compromise as a result of the pandemic. MHDC will target funding, including funds provided by the CARES Act to help create more shelter beds and additional resources.

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.

All Missouri CoC’s conduct an annual Point In Time Count (PITC) in January and have established a CE system by January, 2018. Through these collaborative projects the state expects to reach unsheltered individuals and families who will be assessed and prioritized for services resulting in identification of gaps and a reduction in the unsheltered homeless population.

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 GCEH established a Discharge Policy in 2011 that was adopted by all Missouri CoCs and state partners. The discharge policy establishes the following guiding principles: homelessness is unacceptable in Missouri; efforts to secure permanent housing shall be made prior to being discharged from a state or public facility, such as a mental health facility, substance abuse treatment facility, long-term care facility, or jail/prison; if “temporary” shelter placement is unavoidable, the reasons for this should be documented; if after having exhausted efforts to engage the client in a discharge plan, if the client continues to refuse services, the efforts will be noted; and if a client receiving out-patient services becomes homeless, the state or public facility should work actively with available community resources to locate suitable housing.

Missouri’s CE system serves as a single point of access for those at-risk of or experiencing homelessness. ESG programs are encouraged to participate in the CE System. The goal of programs funded under the
ESG program is to reduce the length of stay for individuals and families utilizing emergency shelters during their housing crisis in order to reduce the length of time that individual or family experiences homelessness. In addition, service providers receiving ESG Homelessness Prevention and Rapid Re-housing programs have a goal of assisting households experiencing homelessness or at imminent risk of homelessness with housing stability within 30 days.

Discussion

MHDC is tasked with drastically reducing and ultimately ending homelessness in Missouri. MHDC administers the ESG program in collaboration with DSS and is the administrator for Missouri’s Housing Trust Fund (HTF) dollars. In addition, MHDC administers a variety of federal, state or locally funded programs with the same objectives that are outside the scope of the Consolidated Plan. MHDC encourages funded agencies to attend meetings of their CoC and to participate in the CE system of the CoC. MHDC may attempt to solicit feedback for each application received from the CoC to understand the diverse needs of each CoC. Consolidated oversight for the majority of the homeless assistance programs throughout Missouri allows targeting of funds, consistency of program goals and policies and helps reduce and ultimately end homelessness in Missouri.

The COVID-19 pandemic and ensuing response will increase the vulnerability of already at-risk populations. Those who were already low-income, underemployed or even unemployed are at higher risk of housing instability as well as physical and mental health compromise as a result of the pandemic. MHDC will target funding, including funds provided by the CARES Act to assist in the relief effort.
### AP-70 HOPWA Goals – 91.320(k)(4)

<table>
<thead>
<tr>
<th>Category</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family</td>
<td>100</td>
</tr>
<tr>
<td>Tenant-based rental assistance</td>
<td>220</td>
</tr>
<tr>
<td>Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds</td>
<td>0</td>
</tr>
<tr>
<td>Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>320</td>
</tr>
</tbody>
</table>
AP-75 Barriers to affordable housing – 91.320(i)

Introduction:

Research from the Cookingham Institute in 2020 identified the “greatest housing need” for Missouri renters is more affordable housing units. Renter households with incomes at or below 30% of AMI are among those who need this housing most urgently. “These households include members of the workforce and their families, seniors, veterans, special needs, and vulnerable populations.” Data supports the assertion that for these renters, finding affordable housing is more difficult as is retaining that housing. Barriers identified during stakeholder input include high move-in costs (security deposits, utility deposit, moving costs), lack of affordable units especially for disabled adults, unreliable (or no) transportation, challenges associated with mental illness and re-entry. Funding for housing programs geared towards ELI and LI households has not kept pace with the growing number of households that fall into these categories. LIHTC regulations governing income eligibility, particularly the AMI rent restriction limits and how those restrictions impact LIHTC development in small, rural counties, continue to present challenges for financing housing developments that are truly affordable to households in these communities. Limited funding for homeownership and affordable housing programs further exacerbates the gap between the need for housing and the available supply. The COVID pandemic has underscored the need for affordable housing for all Missourians despite income and/or occupation. Large infusions of federal assistance for renters and homeowners impacted by the prolonged pandemic will likely help with emergency needs but long term strategies for addressing this gap do not go away when the pandemic ends. These barriers pose very real challenges to housing providers, developers, advocates, and those in need of housing.

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

To the extent it is feasible, the Consolidated Plan partners will continue to work with stakeholders on fair housing outreach and education, to ensure individuals understand their housing rights and the resources available to them. To the extent it is feasible, the Consolidated Plan partners will provide information and resources to policy makers as they work towards reconciling differences in state and
local regulations as they pertain to housing, zoning, and discrimination.

**Discussion:**

Data from the Cookingham Institute “revealed that the most critical housing need among Missourians is for rental units affordable to households at or below 30% AMI. For instance, the rate of severe housing cost burden—paying 50% or more of gross monthly income for housing—among ELI renters ranges from a low of 45.35% in the combined area represented by Lawrence, Henry, Vernon, Cedar, Barton, St. Clair, and Dade Counties to a high of 71.97% in the Springfield MSA.” In addition to income barriers, Missouri renters face obstacles in the form of large initial costs needed to move into a housing unit, the lack of accessible units for people living with physical disabilities, individuals living with mental illness / co-occurring disorders and the need for support services for these individuals, and ex-offenders coming back into their communities with few options for permanent housing. Creating more affordable housing options for all Missourians and improving access to affordable housing resources for those who need it, will continue to be priorities for MHDC.
AP-85 Other Actions – 91.320(j)

Introduction:

The state recognizes the effects on housing stability caused by state and federally declared disasters in Missouri and in line with ESG regulations has broadened its “at-risk” homeless definition to include the following: “Has become furloughed, laid off, or otherwise lost income due to the state or federally declared disaster in Missouri and has substantial rental, mortgage, or utility arrears that indicate a loss of housing stability and an increase in the likelihood of becoming homeless.” MHDC has identified those affected by the COVID-19 pandemic as persons with increased vulnerability and at-risk of homelessness. Funds authorized in response to the COVID pandemic will be used to prevent homelessness, provide emergency shelter, pay for rent and utility arrears as well as rent and utility payments to keep renters housed, and for other housing stability services.

Actions planned to address obstacles to meeting underserved needs

The state recognizes the effects on housing stability caused by state and federally declared disasters in Missouri and in line with ESG regulations has broadened its “at-risk” homeless definition to include the following: “Has become furloughed, laid off, or otherwise lost income due to the state or federally declared disaster in Missouri and has substantial rental, mortgage, or utility arrears that indicate a loss of housing stability and an increase in the likelihood of becoming homeless.” MHDC may directly administer ESG funding, as appropriate and allowable by HUD, to aid in the COVID-19 response and ensure housing stability across the state. Funds authorized in response to the COVID pandemic will be used to prevent homelessness, provide emergency shelter, pay for rent and utility arrears as well as rent and utility payments to keep renters housed, and for other housing stability services.

The Department of Economic Development will continue its relationship with partner agencies (state, federal and local) to meet the non-housing community development needs of Missouri.

Actions planned to foster and maintain affordable housing

Many of Missouri’s affordable housing resources are coordinated by MHDC. Funding decisions are made in accordance with allocation plans approved by MHDC’s Board. Federal resources, including HOME and HTF are leveraged with alternative funding resources as they become available in connection with the
private/public partnership programs involving the production of rental property. MHDC is committed to ensuring that allocation plans for the various funding sources effectively meet the needs of Missouri citizens including but not limited to ELI, LMI households, seniors, veterans, individuals and families who represent special needs populations and other vulnerable or at-risk populations. MHDC will target resources, including additional funds provided for COVID relief, as they are needed. Additional funds provided for housing assistance in response to the COVID pandemic will be used to aid in relief efforts through sub-grants to non-profits and other eligible entities or through direct administration as allowable by HUD.

On August 14, 2018, the U.S. Department of Housing and Urban Development (HUD) allocated Missouri $58,535,000 in Community Development Block Grant disaster recovery (CDBG–DR) funds for unmet needs due to the national disasters of 2017. The funds are to help alleviate the unmet housing, infrastructure, and economic revitalization needs due to the 2017 flooding. However, HUD has specified, by rule, that all disaster funds for Missouri allocated under Public Law 115-123 must first serve unmet housing needs. At the point that the unmet housing need is exhausted, the CDBG Program will formally amend the Plan to reflect the use of remaining funds in areas of unmet need in the categories of infrastructure and economic revitalization.

Subsequently, in the Federal Register Notice (85 FR 4681) released on January 27th, 2020, U.S. Department of Housing and Urban Development (HUD) allocated $30,776,000 to Missouri in the form of a Community Development Block Grant for Disaster Recovery (CDBG-DR) for the 2019 DR-4451 Disaster. Under this Action Plan, the lead UGLUGs in the three affected MIDs will build and submit the proposal for the use of disaster recovery funding allocated to the MID County. The proposal must be within the fiscal boundaries of the budget put forth in this Action Plan. DED will provide the necessary policies for the program and activities. The lead UGLGs will be responsible for delivery of the activities, which may incorporate the following program activities: planning, housing counseling, acquisition for demolition only, affordable multifamily rental housing, local voluntary buyout, construction of new affordable housing, homeowner rehabilitation, down payment assistance, and infrastructure to support recovery and restoration. The CDBG-DR Action Plans can be found at the following link: https://ded.mo.gov/DisasterRecovery

Actions planned to reduce lead-based paint hazards

MHDC’s Lead Based Paint Policy and Procedures for the rental rehabilitation program can be found at www.mhdc.com For MHDC’s HOME / HeRO program (homeowner repair) sub-recipients are required to provide their own procedures for addressing lead-based paint issues within the single-family homes they will be rehabilitating, including staff and contractor certifications and procedures for lead risk management.
assessment. The ESG program requires a lead-based paint visual assessment for all units being assisted with ESG financial assistance (rent assistance, utility assistance, utility/rent deposits, or arrears), if the unit was constructed prior to 1978, and a child under the age of six is or will be living in the unit. This screening must be completed and kept in client files for review during compliance visits.

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

The Governor’s Committee to End Homelessness (GCEH) is a Governor appointed committee consisting of state departments, non-profit agencies, eight CoC, and formerly homeless citizens. All agencies participating in the Consolidated Planning Process have a seat on this committee. The GCEH was established with a mission to promote public and private coordination and collaboration, develop new strategies to evaluate and reallocate resources, remove barriers to accessing services, evaluate unmet needs and provide supportive services and affordable housing needs, implement effective solutions to build economic security and promote and support activities that prevent homelessness. In addition to the GCEH, the Missouri CAN network allows state agencies to collaborate with service providers at the local level. Community Action Agencies are often the most direct link between citizens and the state for direct assistance. The partnership between the state and CAN is instrumental when allocating disaster assistance, housing and homelessness prevention money.

**Actions planned to develop institutional structure**

All Missouri CoC’s were required to implement a CE System to coordinate and prioritize homeless assistance funding no later than January 2018. The CE structure is meant to serve as the primary resource for people experiencing or at imminent risk of becoming homeless; it’s success relies on cooperation and transparency. For participating homeless service and housing providers, the CE system provides a construct for process improvement and fosters institutional structure.

The Department of Economic Development partners with various state and federal agencies (including, but not limited to the Missouri Department of Natural Resources, Missouri Department of Transportation, Delta Regional Authority, U.S. Department of Agriculture – Rural Development, U.S. Department of Commerce – Small Business Administration, State and Federal Emergency Management Agencies, and the Economic Development Administration) to collectively meet the needs of eligible areas of the State. In addition, the Department has an excellent relationship with the Missouri Regional
Planning Commissions/Councils of Government.

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

MHDC continues to broaden its partnerships between state, local, not-for-profit and faith based providers including but not limited to participation with the CE program, GCEH, PHAs, disaster taskforces and recovery programs, CAN and the Missouri Workforce Housing Association.

**Discussion:**

The COVID pandemic has underscored the need for affordable housing for all Missourians despite income and/or occupation. Large infusions of federal assistance for renters and homeowners impacted by the prolonged pandemic will likely help with emergency needs but long term strategies for addressing this gap do not go away when the pandemic ends. The barriers faced by LMI, LI and ELI Missourians pose very real challenges to housing providers, developers and advocates. Solutions will require strategic partnerships, various funding sources and community outreach and education.
Program Specific Requirements

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

Introduction:

Please refer to the attached HOME REHABILITATION STANDARDS document for both HOME and HTF information.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.320(k)(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.

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  
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.  
3. The amount of surplus funds from urban renewal settlements  
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  
5. The amount of income from float-funded activities  
Total Program Income: 168,000

Other CDBG Requirements

1. The amount of urgent need activities  
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. 70.32%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.320(k)(2)

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

MHDC does not utilize its HOME funds for any forms of investment outside of those listed 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:

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: MHDC does not currently utilize its state HOME funds for homeownership assistance. However, MHDC is exploring the feasibility and practical application of a program providing homeownership opportunities for low- to moderate-income Missourians. If it is later determined that HOME funds should be utilized for this purpose, MHDC will fully develop and implement such a program.

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 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: MHDC does not currently utilize its state HOME funds for homeownership assistance. However, MHDC is exploring the feasibility and practical application of a program providing homeownership opportunities for low- to moderate-income Missourians. If it is later determined that HOME funds should be utilized for this purpose, MHDC will fully develop and implement such a program.

4. 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:

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: MHDC does not currently use its HOME funds to refinance existing debt.

Emergency Solutions Grant (ESG)
Reference 91.320(k)(3)

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

Grantees/sub-grantees must develop and implement written standards that must include: Standard policies and procedures for evaluating individuals’ and families’ eligibility for assistance. Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families will receive rapid re-housing assistance. Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participants receives assistance; or the maximum number of times the program participants may receive assistance. If funding essential services related to street outreach; standards for targeting and providing these services. If funding any emergency shelter activities; policies and procedures for admission, diversion, referral and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations and persons with the highest barriers to housing. The recipient must describe their CoC’s coordinated assessment system and
how they will participate.

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

   All Missouri CoC’s have established a CE System by January, 2018. The BoS CoC has established a regional CE for a large rural CoC. All CE Systems have policies and procedures. The BoS CoC CE Committee has created policies and procedures which were approved by the governing body and are applicable to all ten regions. The CE Committee is responsible for maintaining and updating policies and procedures and presenting to the BoS CoC board for final approval.

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).

   DSS sub-contracts the state ESG funds to MHDC. MHDC has a competitive application process in which units of local government and nonprofit organizations can apply for funds. Local governments and nonprofit agencies are able to apply directly to MHDC for funding. The state of Missouri allocation is also available at a capped amount to other ESG entitlement communities in the state. 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. The state of Missouri and MHDC meet the homeless participation requirement 24 CFR 576.405(a).

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.

   ESG grantees are required to provide proof of homeless participation in a board or advisory capacity to their agency at the time of the grant agreement. 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.
funding decisions regarding facilities and services funded under ESG.

5. Describe performance standards for evaluating ESG.

As stated in the HEARTH Act the ESG and CoC programs must collaborate on the creation of performance standards. ESG funded agencies must strive to meet minimum performance measures established by HUD and any additional performance measures established by their own CoC. Additionally, MHDC has partnered with the GCEH to draft state wide standards for administering the ESG program which includes input from all 8 CoCs.

Housing Trust Fund (HTF)
Reference 24 CFR 91.320(k)(5)

1. How will the grantee distribute its HTF funds? Select all that apply:

☐ Applications submitted by eligible recipients

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter “N/A”.

N/A

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

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2021

OMB Control No: 2506-0117 (exp. 09/30/2021)
All participants must be in good standing with MHDC. In addition to satisfactory previous performance, participants must be aware that: All identities of interest between members of the development team must be documented to MHDC's satisfaction. This includes, but is not limited to, identities of interest between a property/land seller and purchaser and identities of interest between any two or more development team members such as developer, general partner(s), syndicator(s), investor(s), lender(s), architect(s), general contractor, sub-contractor(s), attorney(s), management agent, etc. All participants must adhere to all federal, state, and local laws, as well as any and all applicable regulations, guidance, revenue rulings and the like as may be promulgated by the IRS, HUD, or any other federal or state agency. Participants are solely responsible for ensuring their own compliance with any such laws, regulations, and guidance, and are encouraged to seek the advice of their own legal counsel with respect to such compliance. When available and feasible, best efforts must be employed to use local vendors, suppliers, contractors, and laborers. MHDC has established an MBE/WBE Initiative (as detailed in the Developer’s Guide) which encourages involvement of businesses certified as a Minority Business Enterprise (MBE) and/or Woman Business Enterprise (WBE) under a business certification program by a municipality, the state of Missouri, or other certifying agency, as deemed appropriate by MHDC in consultation with the State of Missouri Office of Equal Opportunity. All participants must agree to abide by the MHDC Workforce Eligibility Policy, as the same may be amended from time-to-time. Pursuant to the Fair Housing Act (42 U.S.C. 3601 et seq., and including any and all regulations and guidance promulgated by HUD thereunder), discrimination on the basis of race, color, national origin, sex, disability or familial status is strictly prohibited. In addition to prohibiting discrimination, the Fair Housing Act also imposes an obligation to affirmatively further the goals of the Fair Housing Act. MHDC is fully committed to affirmatively furthering fair housing by taking meaningful actions to promote fair housing choice, overcome patterns of segregation, and eliminate disparities in access to opportunity, and consequently, MHDC will consider the extent to which a certain development affirmatively furthers fair housing when deciding which developments should be recommended for funding. In addition to the requirements set forth above, and also in addition to any other requirements set forth in federal, state, or local law, and notwithstanding the site and neighborhood standards cited below, the Commission requires occupancy of housing financed or assisted by MHDC be open to all persons, regardless of race, color, religion, national origin, ancestry, sex, age, disability, actual or perceived sexual orientation, gender identity, marital status, or familial status. Also, contractors and subcontractors engaged in the construction of such housing shall provide equal opportunity for employment without discrimination as to race, color, religion, national origin, ancestry, sex, age, disability, actual or perceived sexual orientation, gender identity, marital status, or familial status. The applicant must provide evidence that the chief executive officer (or equivalent) of the local jurisdiction within which the development is located has been notified of the application submitted. Pursuant to MHDC’s adopted Standards of Conduct, criteria has been established upon which individuals and/or entities may be suspended or debarred from future participation in MHDC sponsored programs (4 CSR 170 8.010-8.160, as may be amended from time-to-time).
b. Describe the grantee’s application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

An “Application” is defined as: (1) the MHDC Application – FIN-100 (Exhibit A), (2) one tabbed, three ring binder with all required exhibits and original signatures, where required, (3) digital media with electronic exhibits, and (4) the appropriate application fee. The MHDC FIN-125 (Application Workbook) (Exhibit B) will identify exhibits to be submitted in the three ring binder and exhibits to be submitted digitally. Three ring binder and digital media exhibit names must match the FIN-125 exhibit names. The Application Checklist and FIN-100 are attached as exhibits.

Applicants must request HTF as well as indicate whether they are seeking a 9% Tax Credit or a 4% Tax Credit (for Bond Developments). Although not required, it is highly recommended that Tax Credits be coupled with HTF requests due to the limited allocation of HTF funds. MHDC does not require nor accept separate proposals unless the applicant wishes to have a proposal considered for both 9% Credits and 4% Credits.

Each applicant is required to submit exhibits applicable to the type of development it is proposing. A completed and executed FIN-100 (Rental Housing Programs Application) with appropriate certifications and elections made, digital media, application fee, development narrative and questionnaire, site review information, applicant site control, market study, and financing commitments constitute the Primary Documentation. Secondary documentation includes local jurisdiction contact verification, statutorily required documentation, housing priority documentation (if applicable), zoning verification, architectural items, sustainable housing information, relocation data (if applicable), PHA approved utility allowances, developer and general partner information, and management company information.

c. Describe the selection criteria that the grantee will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Please refer to Appendix B
d. Describe the grantee’s required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Recommendations for geographic distribution are based on estimated population as reported by U.S. Census Bureau, poverty population, housing cost burden as reported by U.S. Census Bureau and Point-in-Time Count data as reported by each Missouri Continuum of Care.

Refer to Question #3 – D. PHASE IV. Geographic Region – for breakout of areas by percentage.

e. Describe the grantee’s required priority for funding based on the applicant’s ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

A development team’s experience with affordable housing, MHDC, and the type of development being proposed is important. The following development team members will be evaluated: Developer(s), General Partner(s), Management Agent, Syndicator(s)/Investor(s), Contractor, Architect, Sustainable Design Team, Consultant(s), Lead Referral Agency (for special needs or vulnerable persons housing), and the service provider for service-enriched housing. Each of these members are evaluated by various members of MHDC staff. For example, the Contractor is reviewed by MHDC’s architect, Mortgage Credit Department, and the MBE/WBE department. Each staff member reviews the team members for different reasons. An applicant may become a recipient of HTF funding only if it is an organization, agency or other entity that will: Make acceptable assurances to MHDC that it has the capacity to 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 including the affordability period; Demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity; 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 Have demonstrated experience and capacity to conduct an eligible HTF activity as evidenced by its ability to own, construct, and manage and operate an affordable multifamily rental housing development. MHDC will assess the applicant’s experience, performance, financial strength and capacity to complete the proposed development in a timely and efficient manner. The proposed general partner, developer, and general contractor will be assessed for their capacity to successfully manage the pre-development, closing, construction, and lease-up of the proposed development in addition to previously approved developments currently in those stages of development. Items considered will include, but are not limited to: Number of affordable developments completed; Occupancy of developments owned and/or managed; Number of
developments in development stages; Performance, quality, and condition of previously completed developments; Previous and outstanding compliance issues; and Performance regarding MHDC deadlines for previous funding awards. The number of affordable developments completed and the occupancy of developments owned and/or managed will be evaluated examining data presented by the developer on the FIN-105 (Experience Summary for Developer) which details previous affordable housing development by a developer and/or general partner. The number of developments in development stages will be evaluated examining data present by the developer on the FIN-107 (Developer Qualifications) which details all current developments a developer has in construction that have not completed lease up. The performance, quality and condition of previously completed developments and the previous and outstanding compliance issues will be evaluated by MHDC asset management compliance inspection reports. The performance regarding MHDC deadlines for previous funding awards will be evaluated using asset management compliance reports, previous development monthly progress reports, waiver requests and MHDC’s past interaction with the developer and/or general partner.

f. Describe the grantee’s required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

A development with a committed Project Based Rental Assistance is preferred over a proposal without.

g. Describe the grantee’s required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

N/A
h. Describe the grantee’s required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (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). If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Please refer to Appendix B

i. Describe the grantee’s required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Developments that have executed Letters of Intent (LOIs) for unaffiliated party grant funds, capital campaign funds, federal funds, energy/utility rebates/incentive program funds, and/or municipal funds will be awarded points based on the percentage of award as it relates to the Total Development Budget. Loans from private institutions or other entities may be counted as leverage funds if the interest rate is below the 2-year Treasury Rate (as of October 1, 2020) plus 200 basis points for construction loans, and is below the 10-year Treasury Rate (as of October 1, 2020) plus 200 basis points for permanent loans. The below table will be used to score points for permanent loans. Qualified construction loans will receive five (5) points if the amount of the construction loan is greater than or equal to 50% of the total development costs. Applicant may receive points for both construction loans and permanent loans.

Leveraging from non-federal contributions help make an application more competitive. Leveraging will be evaluated during underwriting. The overall HTF subsidy per unit, development cost per unit, rent advantage compared to market and other affordable units, and rent paid by tenant will be compared to other HTF applications. This will affect ranking. The ability to reduce development costs and/or rents is more important than the type of leverage. However, similar proposals that show more leverage than others will be given preference.

4. Does the grantee’s application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select “N/A”.

Yes
5. Does the grantee’s application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select “N/A”.

Yes

6. **Performance Goals and Benchmarks.** The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress, consistent with the grantee’s goals established under 24 CFR 91.315(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.

Yes

7. **Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds.**
Enter or attach the grantee’s maximum per-unit development subsidy limits for housing assisted with HTF funds.

The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME’s maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

MHDC will use the same Cost Limits (Exhibit D) for the HTF that it uses for the Low Income Housing Tax Credit program; these published cost limits vary across the state based on hard and soft construction costs and the cost of labor. Since 2014, MHDC has conducted Cost Analysis Reports on all approved MHDC developments. Analysis from these reports indicate that developers and contractors are able to provide quality housing while staying under the cost limits. MHDC believes the published cost limits are such that developers are able to provide housing that will last the affordability period while still being an efficient and responsible use of resources. MHDC will use the Section 234-Condominium Housing basic mortgage limits, for elevator-type projects, as adjusted. MHDC will use the 270% High Cost Percentage (HCP) factor for both Kansas City and St. Louis, and then group all Missouri counties into eight different “Key Localities,” which use either Kansas City or St. Louis as the base for cost comparison; a high cost percentage is calculated for each Key Locality by a multiplier (as determined by Marshall & Swift...
Multiplier) to adjust for costs in each locality relative to either Kansas City and St. Louis. MHDC uses these limits for the Tax Credit Program. Using this calculation method will allow the HTF to work seamlessly with other funding sources.
MISSOURI HOUSING DEVELOPMENT COMMISSION

DESIGN/CONSTRUCTION COMPLIANCE GUIDELINES

MHDC Form 1200

Effective January 1, 2020

920 Main, Suite 1400
Kansas City, Missouri 64105
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Annual Action Plan
2021
INTRODUCTION

The primary objectives of this document are to set forth guidelines and standards for the design and construction of Missouri Housing Development Commission (MHDC) supported multifamily developments, to aid in the determination of acceptability of proposed multifamily projects and to aid the Architects, Owners and Contractors in preparing complete submissions that will allow smoother commitment processing and construction disbursement processing. The guidelines stated herein are in effect for all developments approved in future application rounds beginning with the 2014 Notice of Funding Availability competitive round. This document may, at the discretion of MHDC, be revised at any time to reflect changes in the industry, federal or state regulations, or MHDC requirements. Revisions will be posted to the MHDC web site and incorporated into this document (see Exhibit “H”).

It is the responsibility of the Owners and their agents to provide MHDC with the appropriate documentation to insure smooth and timely processing of architectural exhibits for firm commitment, loan closings and final project acceptance.

On rare occasion, it may become necessary to request a variance from the guidelines set forth in this document for a particular development. All variances must be requested prior to the issuance of the firm commitment, and approved in writing using the form of waiver shown in Exhibit “G.”

This document may not include all laws governing the construction of housing. It is the responsibility of the members of the development team to ensure all laws, rules and regulations are followed in the construction of this development. Any express or implied approval by MHDC of plans, specifications, scopes of work, or construction completion or any other document is solely a representation that MHDC confirms that for the purpose of MHDC’s internal review process the document(s) or activity provided for review meets the guidelines described herein. Any such approval by MHDC shall not be construed as a representation of any kind whatsoever that any or all law(s), rule(s), regulation(s), ordinance(s), policies and/or code requirements of any federal, state, and local jurisdiction have been satisfied.
SECTION I: DEFINITIONS & ABBREVIATIONS

Architect - The professional architect or engineer, licensed in the state of Missouri, providing design and construction administration services to the owner required by the Standard Form of Agreement between Owner and Architect for a Federally Funded or Federally Insured Project. AIA Document B108-2009 and the MHDC rider, Amendment to AIA Document B108. Construction administration includes all architectural services required after the start of construction through the latent defects inspection.

Conditional Reservation - This is the first stage of MHDC approval of the Owner’s application for funds.

Construction Closing - The loan closing for construction/permanent loans prior to the start of construction.

Conversion - The point at which, after all of MHDC’s requirements have been met, the final draw has been submitted to the title company for final disburement, and the MHDC construction/permanent loan is ready to convert from construction to permanent status. This was previously referred to as the "Final Closing."

Energy Star - ENERGY STAR is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy intended to generate energy savings and protect the environment through energy efficient products and practices.

Fair Housing Act Design Requirements - Generally means that an adult in a wheelchair can maneuver through the public and common spaces, get into certain units, maneuver through the unit and has limited access to fixtures and appliances. To be considered compliant for MHDC-funded developments the design must meet the requirements of the Fair Housing Act Design Manual (see the Fair Housing Act at 42 U.S.C. 3601-19, implementing regulations at 24CFR Part 100 and the regulations at 24CFR Part 107 (Equal Opportunity in Housing).

Firm Commitment - This is the second stage of MHDC approval of the Owner’s application for funds.

Home Investment/Home Partnership Program (HOME) – federal funding source from the U.S. Department of Housing and Urban Development (HUD) to States in order to provide decent and affordable housing, particularly for low- and very low-income Americans.

Housing Trust Fund (HTF) – federal funding source from the National Housing Trust Fund for acquisition, rehabilitation, or new construction or rental housing.

Independent Inspection Agency - Where the term “independent inspection agency” is used in the standards, the reference is to an agency which maintains a program of continuous control, testing and inspection over the quality of the product. Such an agency must conform to procedures set forth in ANSI Z34.1-87, and shall be acceptable to HUD.
Manufactured Components - Generally refers to prefabricated framing and structural components such as trusses and panelized systems which are assembled in a factory setting and transported to the development site for installation.

Manufactured Housing - Generally refers to housing assembled in a factory setting and transported to the development site for installation. Examples include system built housing, modular homes and mobile homes.

Public Space - An open space on the premises accessible to a public way or street, such as a yard, court, or open space dedicated to public use and abutting the premises.


Substantial Completion - Indicates the work performed under the construction contract has been reviewed and found, to the architect’s best knowledge, information and belief to be substantially complete. Substantial completion is the stage in the progress of work when the work or designated portion is sufficiently complete in accordance with the contract documents so that the owner can occupy or utilize the work for its intended use.

Universal Design - Generally means that people with varying abilities and sizes can maneuver into and through the space and use the fixtures and appliances with minor modifications. The seven principles of Universal Design include 1) Equitable Use, 2) Flexibility in Use (easy to adapt), 3) Simple and Intuitive Use, 4) Perceptible Information, 5) Tolerance for Error, 6) Low Physical Effort and 7) Size and Space for Approach and Use. There are no published rules or standards for achieving compliance with Universal Design and there is no right or wrong answer; it is a matter of realizing these principles through thoughtful design and attention to detail.

AA Aluminum Association
AAMA American Architectural Manufacturers Association
ACI American Concrete Institute
AFPA American Forest and Paper Association
AHA American Hardboard Association
AIA American Institute of Architects
ANSI American National Standards Institute
ARMA Asphalt Roofing Manufacturers Association
ASCE American Society of Civil Engineers
ASHRAE American Society of Heating, Refrigerating & Air Conditioning Engineering
ASME American Society of Mechanical Engineers
ASTM American Society for Testing and Materials
AWS American Welding Society
BOCA Building Officials and Code Administrators
CABO Council of American Building Officials
cfm Cubic feet per minute
CFR Code of Federal Regulations
CPSC Consumer Product Safety Commission
CRI Carpet and Rug Institute
CS      Commercial Standard
DOT     Department of Transportation
EO      Executive Order
EPA     Environmental Protection Agency
ext.    Exterior
F       Fahrenheit (degrees)
FHA     Federal Housing Administration
FGMA    Flat Glass Marketing Association
FHDA    Fir and Hemlock Door Association
FS      Federal Specification
gals    Gallons
HTF     Housing Trust Fund (also known as National Housing Trust Fund)
HUD     Department of Housing and Urban Development
in.     Inches
int.    Interior
ISWA    Insect Screening Weavers Association
mph     Miles per hour
MPS     Minimum Property Standards
MR      Materials Release
MS      Manual Series
NAHB-RF National Association of Home Builders - Research Foundation
NAIMA   North American Insulation Manufacturers Association
NAS     National Academy of Sciences
NIBS    National Institute of Building Sciences
NIST    National Institute of Standards and Technology
NCDC    National Climatic and Data Center
NFPA    National Fire Protection Association
NOFMA-OFGFR National Oak Flooring Manufacturers Association - Official Flooring Grading Rules
NRCA    National Roofing Contractors Association
NSDJA   National Sash and Door Jobbers Association
NTMA    National Terrazzo & Mosaic Association
NWMA    National Woodwork Manufacturers Association
oz      Ounces
PHCC    National Association of Plumbing, Heating and Cooling Contractors
PCI     Pre-stressed Concrete Institute
PTI     Post-Tensioning Institute
psf     Pounds per square foot
PVC     Polyvinyl chloride
RFCI    Resilient Flooring Covering Institute
SGCC    Safety Glazing Certification Council
SI      International Standard (Metric)
TCA     Tile Contractors of America
T & G   Tongue and Groove
UL      Underwriters Laboratories
UM      Use of Materials Bulletin
USDA    United States Department of Agriculture
WM      Wood Molding and Millwork Producers
WQA     Water Quality Association (Formerly Water Conditioning Foundation)
SECTION II: GENERAL DEVELOPMENT ACCEPTABILITY

GENERAL REQUIREMENTS:
The proposed development must be designed and constructed to:
1. Comply with applicable local, state and federal ordinances and laws
2. Provide facilities, equipment and amenities appropriate for use by the intended occupants
3. Meet the needs of the affordable rental market and the neighborhood in which it is located
4. Meet the established construction budget
5. Be economical to maintain

SITE AND ENVIRONMENTAL CONSIDERATIONS
1. No part of any residential structure may be located within 30 feet of the outer boundary of a high-pressure gas or liquid petroleum transportation pipeline easement.
2. No part of any residential structure may be located within 100 feet (horizontal) of any high voltage transmission lines or their supports.
3. All lead contaminated assemblies shall be abated. For the control of lead hazards see MHDC’s Environmental Review Guidelines Form 1400.
4. All asbestos laden materials shall be abated. For the control of asbestos laden materials, see MHDC’s Environmental Review Guidelines Form 1400.
5. All occupied facilities shall be free of radon above accepted EPA levels. For the control of radon hazards, please see MHDC’s Environmental Review Guidelines Form 1400

CODE AND ZONING REQUIREMENTS:
1. Developments (including those federally funded with HOME or National Housing Trust Fund - HTF) must comply with all construction codes and local zoning ordinances as adopted by the governmental authority in which the project is located.

In the absence of locally adopted codes, the latest available edition of the following should be utilized:
- International Plumbing Code
- International Mechanical Code, the NFPA 70
- National Electrical Code (2014)
• International Residential Code
  o Note: All doors exiting to the outside from single family houses, duplexes, and single story row style residential units are considered by MHDC to be egress doors. Egress doors shall be subject to the limitations of the 2018 International Residential Code with no exceptions.

2. Uniform Physical Conditions Standard (UPCS)
   In accordance with HOME Rule 24 CFR 5.703, UPCS is an inspection protocol created by HUD that is used to evaluate the condition of housing. This protocol establishes minimum property condition standards for rehabilitation and is more comprehensive than Housing Quality Standards (HQS). This should be used as a guide when establishing rehabilitation requirements.

3. HUD Rehabilitation Standards
   In accordance with 24 CFR 92.251(b) for federally funded projects must meet all applicable state and local codes, ordinances, and zoning requirements.

REHABILITATION STANDARDS:

Projects funded with or without federal HOME and National Housing Trust Fund (HTF) funds shall comply with Missouri Housing Development Commission (MHDC) rehabilitation standards indicated in Exhibit J.

PROPERTY STANDARDS FOR REHABILITATION PROJECTS
(See also Exhibit J)

1. Major Systems - All major systems must be assessed and include: structural support; roofing; cladding and weatherproofing (e.g., windows, doors, siding, gutters); plumbing; electrical; heating, ventilation, and AC. The owner must estimate (based on age and condition) the remaining useful life of these systems upon project completion of each major system. For rental housing, if the remaining useful life of one or more major system (that is/are scheduled to remain) is less than the applicable period of affordability, then the owner must establish a replacement reserve with monthly payments that are deemed adequate by MHDC to repair or replace the system(s) as needed. To assist the owner in assessing major systems the owner must commission an architect or engineer to carry out this assessment.
2. Capital Needs Assessment - For multifamily housing projects of 26 units or more, the owner must undertake a capital needs assessment (CNA) in a format to comply with MHDC Form 1201 Physical Needs Assessment Guidelines. The CNA must determine all work that will be performed in the rehabilitation of the housing and the long-term physical needs of the project. The CNA must include determining the useful life of major systems upon project completion (including structural support, roofing, cladding and weatherproofing (e.g. windows, doors, siding, gutters), plumbing, electrical, and heating, ventilation, and AC). If the remaining useful life of one or more major system is less than the affordability period, then the owner must establish a replacement reserve with monthly payments that are deemed adequate by MHDC to replace the system(s) as needed.

3. Construction Documents and Cost Estimate - The construction documents (i.e. written scope of work to be performed) must be in sufficient detail to establish the basis for a uniform inspection of the housing to determine compliance with the standards. A cost estimate for rehabilitation must be provided.

4. Frequency of Inspections - An initial property inspection will be required to identify the deficiencies that must be addressed, along with a progress and final inspection to determine that work was done in accordance with work write-ups, is required.

5. Section 3 and Labor Standards - Projects receiving Federal funding shall include Section 3 & Labor Standards / Federal Cross-Cutting Requirements.

ACCESSIBILITY REQUIREMENTS

All developments must be designed and constructed or rehabilitated to meet the following requirements:

1. Uniform Federal Accessibility Standards of April 1, 1988 (24 CFR 100.205)
2. Fair Housing Act (42 U.S.C. 3601-19) and implementing regulations at 24 CFR Part 100
6. Universal Design:

   For all new construction single family, duplex units, multi-plex units, and all new construction senior housing, regardless of the number of units in the development, be designed utilizing the principles of Universal Design. Required elements are attached hereto as Exhibit "D," This requirement is in addition to the requirement for accessibility for persons with mobility, hearing,
and or visual impairments

At a minimum, provide the following:

a. New construction of five or more units:
   A minimum of one unit, to equal no less than 5% of the total units, accessible to physically handicapped persons and wheelchair users, with an additional 2% of the units usable by those with hearing or visual impairments. Common areas must be accessible.

b. Substantial rehabilitation in properties with 15 or more units:
   A minimum of one unit, to equal no less than 5% of the total units, accessible to physically handicapped persons and wheelchair users, with an additional 2% of the units usable by those with hearing or visual impairments. Common areas must be accessible.

c. Other alterations:
   A minimum of one unit, to equal no less than 5% of the total units, accessible to physically handicapped persons and wheelchair users to the extent feasible. Common areas must be accessible to the extent feasible. There must be accessible routes from the entrance of the property to the common areas and accessible units.

   The accessibility requirements and standards listed above require a ‘portion’ of Kitchen counters and upper cabinets to be accessible to physically disabled persons in a wheelchair.

   Thus, similar to Universal Design, there are no right or wrong answers. MHDC requires that all of the required accessible units have kitchens with a minimum of 50% of the countertops and upper cabinets meet wheelchair accessibility standards

ACQUISITION OF STANDARD HOUSING

1. Existing housing that is acquired with federal funding (such as HOME and/or HTF) for rental housing, and that was newly constructed or rehabilitated less than 12 months before the date of commitment of federal funds must meet the property standards of paragraph (a) or paragraph (b) of this section, as applicable, of this section for new construction and rehabilitation projects. Compliance must be documented based upon a review of approved building plans and Certificates of Occupancy, and an inspection that is conducted no earlier than 90 days before the commitment of the federal assistance.

2. All other existing housing that is acquired with HOME and/or HTF assistance for rental housing must meet the rehabilitation property standards requirements of paragraph (b) of this section. Compliance must be documented based upon an inspection that is conducted no earlier than 90 days before the commitment of HOME and/or HTF assistance. If the property does not meet these standards, HOME and/or HTF funds cannot be used to acquire the property unless it is
rehabilitated to meet the standards of paragraph (b) of this section.

3. Existing housing that is acquired for homeownership (e.g., downpayment assistance) must be decent, safe, sanitary, and in good repair. Standards must be established to determine that the housing is decent, safe, sanitary, and in good repair. At minimum, the standards must provide that the housing meets all applicable State and local housing quality standards and code requirements and the housing does not contain the specific deficiencies proscribed by HUD based on the applicable inspectable items and inspected areas in HUD-prescribed physical inspection procedures (Uniform Physical Condition Standards) issued pursuant to 24 CFR 5.705. The participating jurisdiction must inspect the housing and document this compliance based upon an inspection that is conducted no earlier than 90 days before the commitment of HOME and/or HTF assistance. If the housing does not meet these standards, the housing must be rehabilitated to meet the standards of this paragraph (c)(3) or it cannot be acquired with HOME and/or HTF funds.

4. Occupied housing by tenants receiving federally funded tenant-based rental assistance. All housing occupied by tenants receiving federally funded tenant-based rental assistance must meet the standards in 24 CFR 982.401, or the successor requirements as established by HUD.

GENERAL DESIGN REQUIREMENTS

(See also Section X - Design and Construction Standards)

1. ENERGY STAR and WaterSense–labeled products should be installed when older obsolete products (such as windows, doors, lighting, fans, water heaters, furnaces, boilers, air conditioning units, refrigerators, clothes washing & dryers, dishwashers, toilets, showers, and faucets) are replaced as part of the approved rehabilitation work, and such products are appropriate for achieving energy efficiency for the climate area in which the housing is located.

New construction developments and renovated properties that are replacing appliances and components must install Energy Star appliances.

2. All developments which utilize natural gas must be equipped with a hardwired combination smoke and carbon monoxide detector. If this is not feasible, a written request for a waiver of this requirement must be reviewed and approved. Natural gas leak detectors must be installed in all developments which utilize natural gas.

3. In the St. Louis and Kansas City metropolitan areas, include the use of cages to surround and secure air conditioning units is required. The Owner may petition MHDC for variance.

4. Property (Monument) Sign(s), if included in the project, should include the following minimum information:
• The property name
• On-site office number and/or manager’s emergency contact number as well as the local TDD/TTY number
• Fair Housing Logo
• Handicap Logo (if applicable)

5. Broadband Infrastructure – For new commitments made after January 19, 2017 for a new construction housing project of a building with more than four rental units, the construction must include installation of broadband infrastructure, as this term is defined in 24 CFR 5.100, except where the participating jurisdiction determines and, in accordance with §92.508(a)(3)(iv), documents the determination that:
• The location of the new construction makes installation of broadband infrastructure infeasible; or
• The cost of installing the infrastructure would result in a fundamental alteration in the nature of its program or activity or in an undue financial burden.
SECTION III: REQUIRED DESIGN AND CONSTRUCTION SERVICES

GENERAL REQUIREMENTS

The services of a professional Architect, licensed to practice in the state of Missouri, are required on all projects.

1. Developments utilizing off-the-shelf plans must employ an Architect to take possession of the plans. Failure to engage an Architect acceptable to MHDC shall be the basis for rejection of the application.

2. The principal or an authorized licensed architect representing the Architectural firm is required to stamp the Construction Documents. Construction Documents include construction drawings, construction specifications, change orders illustrations or directives, ASI illustrations or directives, DSI illustrations or directives.

3. The principal or an authorized licensed architect representing the Architectural firm shall sign off on monthly and final inspection reports, change orders, draw requests, and any other applicable documentation before its submission to MHDC. MHDC may request a resolution setting forth the names of the Architect’s authorized representatives, along with their resumes, for the file.

MANUFACTURED HOUSING

1. All Manufactured Housing must be designed by a professional architect or engineer registered in the state of Missouri. All Construction Documents illustrating or describing any or all components must be sealed, signed and dated by an Architect.

2. All Manufactured Housing and Manufactured Components must comply with locally-adopted building and zoning codes and seismic requirements.

3. Manufactured Housing must be constructed on a permanent foundation

4. All Manufactured Housing and Manufactured Components with concealed spaces must be inspected during fabrication and assembly at the plant by a third-party inspector registered in the State of Missouri and performing services under contract with the Owner. The inspecting party shall file inspection reports with the Owner and MHDC.

5. The project architect is advised to contact the City to determine whether the City will require its representative to perform an inspection at the plant.

6. MHDC requires factory specifications and warranties for review prior to the commencement of construction.
OFF THE SHELF DESIGNS

If the Owner chooses to use off-the-shelf design plans which are purchased from a third party (such as a book of house plans), the Owner must present to MHDC a copy of the invoice and the terms of the purchase.

The design plan must be submitted to the Architect of record for review and approval. This shall also include any changes to the off-the-shelf design plans which were requested by the Owner and approved by the third party. The terms of the purchase shall give an Architect rights to (a) make minor modifications and/or define in further detail all portions of the off-the-shelf design plans as may be necessary for the site where the improvements are to be constructed; (b) take possession, sign, seal and date the off-the-shelf design plans.

The terms of the purchase shall include whether or not there is a right to reproduce the off-the-shelf design plans for future use, including the right of the Owner to vary from the original plan.

SUSTAINABLE HOUSING

If an Owner commits in the application process to the design or the design and certification of a property under the sustainable housing provisions of the Qualified Allocation Plan, the development must be designed, constructed, and verified to the level committed by the Owner. MHDC staff and its representatives will confirm the fulfillment of the sustainable housing commitment at plan review, during construction, and upon completion of construction through site visits and the review of supporting documentation.

If a development is not achieving green certification, MHDC must receive a letter from a certified green professional certifying, the development has met the green standards committed to in the application and the MHDC firm commitment.

OWNER-ARCHITECT AGREEMENT

Owner-Architect Agreement. Architectural services shall be contracted using AIA Document B108-2009, Standard Form of Agreement between Owner and Architect for a Federally Funded or Federally Insured Project. The MHDC rider, Amendment to AIA Document B108-2009, shall be signed and attached to the Agreement. See attached Exhibit "A."

1. The scope of services shall provide all architectural, structural, mechanical, electrical, civil, landscape and other consulting services necessary to clearly identify the requirements for construction of the project.

2. The scope of services must include adequate provisions for the administration of the construction contract.

3. The scope of services shall designate the responsibility for the services to be provided whether by the architect, owner or others.

4. Modifications may be made to the Owner-Architect Agreement by striking out inapplicable provisions and inserting additional provisions in Article 12. Changes
shall not delete any service, either by the Architect or Owner, necessary to the project.

5. Required services may not be sublet or delegated to anyone not acceptable to MHDC.

6. No modification of the MHDC rider is permitted with the exception of Item 14. Latent Defect Inspections are not required on Tax Exempt Bond deals. As a result Item 14 on Exhibit ‘A’ shall be stricken out and initiated by both Owner and Architect.

**BASIS OF COMPENSATION**

The fee shall be a fixed fee for the services provided by the Architect as stated in the Agreement. The amount of compensation for design services and for construction phase services shall be separately identified and is subject to MHDC approval. The Construction Phase services should reflect an amount sufficient to compensate the Architect for required construction supervision services. MHDC reserves the right to adjust the fee structure based upon the amount of inspections deemed necessary in its sole discretion.
SECTION IV: APPLICATION PACKAGE

GENERAL REQUIREMENTS
The MHDC staff will review the Owner, General Contractor, Environmental Professional and the architectural exhibits included in the Owner’s funding application for general site-related issues, rehabilitation issues, qualifications and cost verification.

The following exhibits shall be included in the Owner’s application for funding:

OWNER’S RESPONSIBILITIES:
1. All identity of interests between Architect, Owner/Developer, Contractor, Subcontractors and Suppliers must be disclosed.
2. Physical Needs Assessment for rehabilitation projects prepared by or in concert with a licensed architect or engineer. See MHDC Form 1201 for MHDC Physical Needs Assessment Standards.
3. For historic buildings proposing a fully gutted rehabilitation, a letter from a structural engineer or equally qualified professional that certifies the building has been inspected and is structurally sound for the intended use.
4. Site Evaluation (MHDC Form 1302) and all substantiating information/maps, including pertinent zoning information for the site and the surrounding area.

ARCHITECT’S RESPONSIBILITIES:
1. City/Locality Map
2. Site Plan
3. Photographs of existing buildings if the project involves rehabilitation
4. Preliminary architectural drawings, including building and unit plans. Exterior and interior building finishes notations are required

GENERAL CONTRACTOR’S RESPONSIBILITIES
There are no responsibilities in connection with the submission of the application package.
SECTION V: FIRM COMMITMENT PACKAGE

FIRM COMMITMENT PACKAGE - REVIEW

The MHDC staff will review the construction documents and cost exhibits submitted as part of the Owner’s Firm Commitment package. Also, please refer to Exhibit “E”

1. The MHDC architectural staff shall review the firm commitment submission documents and prepare comments for the MHDC underwriting staff. A copy of these comments will be forwarded to the Architect for review and response.

2. The Architect must provide MHDC with a written response to the architectural staff’s comments on the construction documents submitted for firm commitment. This response should itemize how each of the MHDC architectural staff’s comments or questions will be addressed. If modifications are to be made to the construction documents as part of the response, these should be made in the form of addenda. Once MHDC has approved the architectural exhibits and the construction documents, including any addenda or revisions made prior to the construction loan closing, no changes or variances will be allowed unless written approval is given by MHDC.

FIRM COMMITMENT PACKAGE - REQUIRED EXHIBITS

OWNER’S RESPONSIBILITIES

1. AIA Document B108-2009 - Standard Form of Agreement between Owner and Architect for a Federally Funded or Federally Insured Project. If this agreement does not include all required architectural and engineering disciplines, include copies of all consulting contracts.

2. Amendment to AIA Document B108-2009 (MHDC Rider) - By checking the appropriate box on Item 8, the rider indicates whether the Architect shall inspect construction improvements once or twice monthly. MHDC shall have the right in its sole discretion to require inspections by the Architect more than once a month as it deems necessary.

3. Contractor’s/Mortgagor’s Cost Breakdown, MHDC Form FIN 115 - See General Contractor’s responsibilities.

4. Physical Needs Assessment –
   - Current within six months of firm submission for rehabilitation of existing multifamily developments.
   - For buildings being converted from other uses to multifamily, provide a detailed scope of work for the building structure and any components that will not be replaced during construction.

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5. Geotechnical Engineering Report –

- Identify and describe soils by the nomenclature of the Unified Soils Classification System.
- Borings must be in, or adjacent to, the proposed foundation area. At least one boring must be made for every 2500 sq. ft. of foundation area. For buildings supported on pilings, one boring must be made for every 1500 sq. ft. of foundation area. Borings must be at least to the bottom of the proposed footings and deep enough to locate bearing strata, which will support the proposed structure. When rock is encountered, the depth of drilling into the rock shall be sufficient to establish rock quality regarding voids, fissures and strength.
- Should the development be comprised of single family dwellings or duplexes that contain less than 2500 sq. ft. of foundation area per structure, the required soil boring requirements will be evaluated by MHDC on a case by case basis.
- Requirements for soil borings on scattered site developments shall be evaluated by MHDC on a case by case basis.
- When ground water conditions influence the building design, observation of ground water levels must be recorded at the time of the boring and at least 48 hours later.
- For future phases, if a basic site plan has been prepared that identifies potential footprints of buildings; one boring must be completed within the footprint of each building. If a basic site plan has not been prepared, the developer may use its best efforts to identify potential building areas, with no less than one boring per a five-acre area.
- Identify whether the geological conditions of the development site are such that radon may exceed acceptable levels in completed buildings.
- A copy of the Geotechnical Engineering Report must be bound into the specifications.

6. For new construction developments - the Owner must certify that it has consulted with the Architect and General Contractor to conform to the International Residential Code Section R318-Protection Against Subterranean Termites. Documentation of the measures taken must be incorporated into the construction documents and must be part of the scope of work.

7. For developments with existing buildings - regardless of the construction materials, a termite inspection report must be provided by a licensed Pest Control Company. If termite infestation is found in the report, the scope of work must include what steps will be taken to eliminate the problem. The scope of work must be updated during construction if additional damage is found. All environmental review items as outlined in the Environmental Review Guidelines Form 1400
ARCHITECT’S RESPONSIBILITIES

1. Two complete sets of Construction Documents adequate to describe the proposed site development: architectural, structural, mechanical and electrical components of the project in sufficient detail to verify compliance with local zoning and building requirements and with all federal regulations.

2. Off the Shelf Design plans

3. If the Owner chooses to use off-the-shelf design plans which are purchased from a third party (such as a book of house plans), the Owner must present to MHDC a copy of the invoice and the terms of the purchase.

4. The design plan must be submitted by the Architect of record for review and approval. The Architect of record shall sign, seal and date the off-the-shelf design plans with revisions, edits, additions.

5. An index of drawings on 8½” x11” paper, which includes the drawing number, drawing title and date of latest revision. Include on the list the project manual or specifications with its date, and any addenda with their issuance dates. When MHDC is the construction lender, this list must be updated prior to the construction loan closing as the index must be included as exhibit “B” in the Capital Advance Construction Contract. Please provide an additional copy of the drawing list(s) directly to the MHDC Legal Department.

6. A revision to the Development Characteristics Worksheet, providing an update to any changes in amenities provided as of the submission of the Firm Commitment Package.

GENERAL CONTRACTOR’S RESPONSIBILITIES

1. MHDC Form FIN 115 - Contractor’s/Mortgagor’s Cost Breakdown –

   Must be fully completed with labor costs and material costs separately itemized and the work description clarifying each line item. This form is available on the MHDC web site.

   When subcontractor work and material suppliers work exceeds $10,000.00, their actual bids must be attached. These bids must be itemized clearly enough to verify costs.

   **Please note** the following documents which must be bound within the bid documents:

   - HOME-financed developments with 12 or more HOME-assisted units must include the current edition of the General Conditions of the Contract for Construction (AIA Document A201) as amended, the Federal Labor Standards Provisions (form HUD-4010).
   - Developments receiving Risk Share insurance must include the current edition of the General Conditions of the Contract for Construction (AIA Document A201) as amended, and Supplementary Conditions of the Contract for Construction (Form HUD-2554).
• For developments receiving both HOME funds and Risk Share insurance, only form HUD-2554 is required.

2. MHDC 2502 - Master Subcontractor List - List all major subcontractors by work category. This list must be updated at closing and throughout construction.

3. For developments receiving HOME funding or Risk Share insurance, submit a Section 3 Plan for the construction of the development as outlined in the “Section 3 Compliance Guide”.

4. Contractor’s Qualification Statement, AIA Form A305
SECTION VI: CLOSING

OWNER’S RESPONSIBILITIES:

Davis Bacon Act: The Davis-Bacon Act of 1931 and additional laws known as the Related Acts are a collection of United States federal laws which established the requirement for paying prevailing wage on certain public works or publicly funded projects. These laws require all contractors and subcontractors to pay some of their employees particular wage rates depending on the type of work each employee performs. Davis-Bacon laws do not apply to all developments. Only certain circumstances will trigger the applicability of Davis-Bacon such as developments with twelve (12) or more HOME units.

The owner must verify that the wage determination provided by MHDC has been updated within 10 days of the construction loan closing. It is the Owner’s responsibility to request this update from MHDC at the appropriate time. Note: this wage determination, as set by determinations from the Department of labor for Davis-Bacon, must come from MHDC and be bound into the specifications/project manual. Copies of the wage determination obtained from websites are not acceptable.

ARCHITECT’S RESPONSIBILITIES:

1. Provide three (3) complete sets of plans and specifications/project manuals signed and sealed for construction loan closings. Tax Credit only deals require two (2) sets at construction loan closing.

2. MHDC requires plans and specifications to be sealed and signed by the Architect of record with data. The first sheet of each set must be ‘wet’ sealed, signed and dated using blue ink. Subsequent sheets may be scanned copies of the signed, sealed, and dated drawings. The specification/project manual booklets must have a place at the front for ‘wet’ seals, also signed and dated by the Architect of record using blue ink.

3. Changes in the Construction Documents made after firm commitment must be submitted to MHDC in the form of addenda or revisions for review prior to initial construction loan closing. Revision dates should be clearly marked on all documents. Revisions should be clearly marked on drawing sheets using standard “revision cloud” or other means acceptable to MHDC.

4. Provide a copy of the updated drawing index (refer to Section V; paragraph B 2(c), when MHDC is the construction lender.

GENERAL CONTRACTOR’S RESPONSIBILITIES:

1. Submit an updated FIN-115 showing the final construction budget for the
development as of the closing date, executed by the General Contractor and the Owner.

2. Provide copies of all building permits issued by the appropriate authority. In the event the development is located in an area where building permits are not issued, provide MHDC with evidence that local officials have approved the construction of the development.

3. Submit an updated list of major subcontractors for each work category on the form MHDC 2502: Master Subcontractor List.

4. Schedule a preconstruction conference for a time after the closing of the construction loan at a location acceptable to MHDC. No construction activity may commence prior to the preconstruction conference. Attendees must include: the General Contractor (and/or prime subcontractor), MHDC representatives (schedule through the Architecture Department), the project superintendent, the Architect and an Owner’s representative. MHDC will require additional participants, such as major subcontractors and the payroll clerk.

   On all projects utilizing HOME funds or Risk Share insurance, failure to schedule this preconstruction meeting, or failure to include the specified representatives in this meeting, may be grounds to rejecting a disbursement request.

5. Provide a copy of the construction progress schedule to MHDC’s third party inspector.

6. A schedule of progress meetings and payment application inspections must be provided at the preconstruction conference. It is required on projects with MHDC construction loans that monthly progress meetings be coordinated with MHDC’s third party inspector to insure timely payment application processing.

7. Be advised that if Section 3 applies to the development, a subcontractor may be required to provide MHDC with a Section 3 Plan, depending upon the amount of the contract award.
SECTION VII: CONSTRUCTION RESPONSIBILITIES - MHDC CONSTRUCTION/PERMANENT LOANS AND PERMANENT-ONLY LOANS

OWNER’S RESPONSIBILITIES:

Provide MHDC architectural staff with the following:

1. Contact Information for Development Team (including Architect, General Contractor’s project manager and/or superintendent, Owner’s representative, and others as required). Include addresses, e-mail, and phone numbers and update list as required throughout construction.

2. Copy of the executed construction contract prior to the preconstruction conference, if MHDC is not the construction lender.

3. If construction is being staged, then a turnover schedule must be provided and updated monthly.

4. Copies of drawings and specifications for any off-site improvements relating to the development, if not previously provided to MHDC.

5. The Application and Certification for Payment (on AIA Document G702 with continuation sheet G703) along with all other draw request forms and required back-up documentation. (See the Construction Disbursement Guide, MHDC 2400 for instructions.)

All deviations from the approved construction documents must be recorded and approved in writing by MHDC. MHDC shall have the right in its sole discretion to require inspections by the Architect of record more than once a month as it deems necessary.

The Owner, General Contractor and all Subcontractors must comply with federal, state and local laws concerning hiring practices and labor standards and comply with Section 3 requirements (with contracts of $100,000 or greater).

ARCHITECT’S RESPONSIBILITIES:

1. Copies of all field inspection reports prepared by the Architect of record. These reports should include the time and date of inspection, weather information and approximate percentage of project completion.

2. Copies of drawings and specifications for any off-site improvements relating to the project, if not previously provided to MHDC.

3. Copies of all Architect’s Supplemental Instructions and Change Orders (on AIA Document G701) and all other deletions, additions and modifications (including material and equipment substitution) in whatever form these changes are executed.
4. **Field Reports** – During the construction phase, the Architect of record shall make site visits to inspect all work and materials at a minimum of once monthly and execute a Field Report for each site visit. Copies of all Field Reports are to be submitted to the Owner and MHDC’s Architectural staff on a monthly basis. Owners are encouraged to consider the benefits of frequent oversight provided by the Architect, especially for complex scopes of work. (See Appendix 3-MHDC Sample Site Observation Report)

5. **Inspections** - The Architect shall perform footing/foundation inspections and a complete open wall inspection of each building prior to installation of gypsum board. The frequency of inspection shall be agreed upon by the Architect and the Owner with the execution of the MHDC rider, Amendment to the AIA B108-2009.

**GENERAL CONTRACTOR’S RESPONSIBILITIES:**

1. **Progress Meetings** - The schedule of progress meetings and payment application inspections must be updated throughout construction. It is required on projects with MHDC construction loans that monthly progress meetings be coordinated with MHDC’s Architectural staff or third party representative to insure timely payment application processing.

2. Update the form MHDC 2502 - Master Subcontractor List monthly throughout construction

3. Provide copies of any approved shop drawing submittals, data sheets, test results or certifications, if requested.

4. Application and Certification for Payment (on AIA Document G702 with continuation sheet G703)
   
   Note: originals of AIA Documents G701, G702 and G703 should be submitted to MHDC’s Construction Disbursement Department for Construction/Permanent Loans processing. (See the Construction Disbursement Guide, MHDC 2400 for instructions.)

5. Be prepared at all times to give the MHDC Architectural staff or third-party representative the right of reasonable access to the construction site and the right to inspect all work performed and materials furnished for the project.

6. Notify MHDC Architectural staff or its third-party representative at the time each building is ready for an open-wall inspection, framing is complete and electrical wiring, plumbing lines and ductwork is installed.

7. The Owner, General Contractor and all subcontractors must comply with federal, state and local laws concerning hiring practices and labor standards.

If Section 3 applies to the development, a subcontractor may be required to provide MHDC with a Section 3 Plan, depending upon the amount of the contract award.
SECTION VIII: CONSTRUCTION COMPLETION

OWNER’S RESPONSIBILITIES:

1. Notify the MHDC architectural staff in writing when construction has reached 90% completion and submit copies of certificates of substantial completion executed as of that point in time.

2. Assure that any environmental abatement or other mitigating requirements noted in the environmental review are accomplished to the satisfaction of MHDC. See MHDC’s Environmental Guidelines Form 1400 for more details.

ARCHITECT’S RESPONSIBILITIES:

1. Provide MHDC with the following:
   - Punch list and final inspection report (see Exhibit “B” Sample Punch List).
   - A fully executed AIA Document G704-2000 Certificate of Substantial Completion (“G704”) and Occupancy Permit for each building/floor/unit. More than one address may be listed on a G704.
   - A final G704 that declares the entire project as being complete.

2. All architectural field reports shall be delivered to MHDC prior to the final payment for construction is issued.

GENERAL CONTRACTOR’S RESPONSIBILITIES:

1. Coordinate occupancy and punch list inspections of all units/buildings with the MHDC architectural staff. Obtain from the Architect a G704 for each building/floor inspected, along with a single, final G704 that references the entire project as being complete. All G704 reports are subject to MHDC approval. All punch list items must be completed prior to occupancy.

2. Contractor shall fully inspect the completed construction, formulate a punch list of incomplete items and make corrections, alterations and additions to address all punch list items prior to requesting the Architect’s and MHDC’s final inspection.

3. Final Inspection - Schedule a final inspection with MHDC’s third party inspector. This inspection may be scheduled concurrent with the Architect’s punch list inspection(s) provided that inspection occurs when the work is complete.

4. Submit to MHDC a copy of the Final Punch list with all work signed off by the General Contractor and Architect.

5. Submit to MHDC a complete list of all changes made to the approved construction documents in the form of Change Order logs, ASI logs and/or meeting note logs (if changes were made via meeting notes).
SECTION IX: CONVERSION OF CONSTRUCTION/PERMANENT LOANS AND CLOSING OF PERMANENT-ONLY LOANS

OWNER’S RESPONSIBILITIES:

1. Provide MHDC with a copy of the certificate of occupancy or final inspection report [from the governmental unit having jurisdiction] from the General Contractor.

   In the event the development is located in an area where building permits and subsequent certificates of occupancy are not issued, obtain and provide MHDC with an acknowledgement of the completed construction from the county assessor.

2. Provide MHDC the Final Architect’s Certification, executed by the Architect of Record. (See attached Exhibit “C.”)

3. Provide MHDC with a list of final “incomplete items” and their approximate value. MHDC reserves the right to approve or deny any incomplete items and an escrow to provide payment for its completion. If MHDC approves incomplete items, the final inspection will establish the amount to be withheld from the final construction draw, which will be held in an escrow account.

4. Attend the latent defect inspection to be held about nine months after Substantial Completion with the MHDC staff inspector, Architect, General Contractor, and property manager.

5. Assure all latent defect citations are corrected to the satisfaction of MHDC.

6. Provide requested documentation to confirm completion of lead-based paint or asbestos abatement, provide operating and maintenance plans, or file required records in order to satisfy mitigating items from the environmental review. (See MHDC’s Environmental Review Guidelines Form 1400 for further details.)

7. Provide MHDC with a termite inspection letter (report) from a licensed pest control company regarding termite treatment during construction and/or inspection for termite infestation. This report shall indicate the warranty period and is required for all building types.

8. Provide MHDC with copies of certification from green program selected and declared to be certified in the application and the MHDC firm commitment. For developments not being certified, MHDC must receive a letter from a certified green professional certifying the development has complied with the green standards selected.

ARCHITECT’S RESPONSIBILITIES:

1. Participate in the latent defect inspection with the MHDC staff inspector, Owner, General Contractor, and property manager. (See Exhibit “F” Latent Defect
2. Execute a copy of The Final Architect's Certification confirming the development has been constructed according to the approved plans and specifications. (See Exhibit “C”)

GENERAL CONTRACTOR’S RESPONSIBILITIES:

1. Obtain Certificates of Occupancy for every building permit issued.

2. Latent Defects Escrow. A latent defects escrow in an amount equal to 2.5% of the construction contract amount must be established by the Contractor at final closing. The escrow will be held for 15 months from the date of substantial completion, as established by the MHDC-approved G-704 for the entire project. The escrow, less any amount necessary to correct deficiencies not paid by the warranty or General Contractor, will be released only after an inspection and approval by the Owner, the Architect and MHDC. An MHDC compliance officer shall schedule this inspection, and attendance by the Owner, Contractor, and the Architect will be required. (See Exhibit “F,” Latent Defect Inspection)
SECTION X – EXHIBITS A-I:
EXHIBIT “A”

AMENDMENT TO AIA DOCUMENT B 108-2009
Standard Form of Agreement Between Owner and Architect for Design Services

The Provisions of this Amendment supersede and void all inconsistent provisions of the Agreement.

1. The Owner and the Architect represent that they are familiar with the MHDC requirements, including all standards as set forth in publications given to them by MHDC for this Project and will perform all services in accordance with the applicable requirements of MHDC.

2. The Owner and the Architect recognize the interest of MHDC in the Project and any action or determination by either the Owner or the Architect is subject to acceptance or rejection by MHDC.

3. The portion of the Architect’s services and responsibilities and the Owner’s responsibilities shall not be sublet or delegated to anyone not acceptable to MHDC.

4. The Owner agrees to follow MHDC requirements regarding the use of off-the-shelf design plans and provide MHDC a copy of the invoice and the terms of the purchase which demonstrate whether the Owner has a right to reproduce the off-the-shelf design plans for future use, whether the Owner has a right to vary from the original plan, and whether the Architect of record has been given the right to (a) make minor modifications and/or define in further detail all portions of the off-the-shelf design plans as may be necessary for the site where the improvements are to be constructed; (b) take possession, sign, seal and date the off-the-shelf design plans.

5. The Architect will advise MHDC as well as the Owner of any omissions, substitutions, defects and deficiencies observed in the Work of the Contractor while Architect is on site per Section 8 of this agreement.

6. An Architect licensed in the state of Missouri shall stamp all drawings, specifications, “ASIs”, “DSIs”, and change orders.

7. The Architect shall sign off on monthly inspection reports and the final inspection report before its submission to MHDC and shall issue Certificates of Payment and Certificates of Substantial Completion. These certificates shall be in the form prescribed by MHDC.

8. The Architect of record shall make a minimum of (check one) [ ] one visit, [ ] two visits to the project per month throughout the construction period. MHDC in its sole discretion has the right to request additional inspections by the Architect at its discretion. Copies of the inspection reports shall be provided to MHDC by the Architect.

9. The Architect of record shall perform a footing/foundation inspection at the first available building and subsequent footing/foundation inspections as available at regularly scheduled field visits. Architect shall also conduct an open wall inspection of each building prior to installation of sheet rock (drywall). Copies of these inspection reports shall be provided to MHDC by the Architect.

10. The Architect will furnish copies of all field orders and field reports to MHDC in addition to the Owner.

11. The agreement shall not be terminated without five days prior written Notice to MHDC.
12. The Owner and the Architect shall recognize as a valid reason for termination, any request by MHDC for termination because of inadequate performance, undue delay or representation which may make the further services of the Architect unacceptable to MHDC.

13. If the Project for which the drawings or specifications prepared by the Architect has not been completed and there is a default or foreclosure, MHDC may use the drawings or specifications to complete construction of the Project without additional cost.

14. The Architect, Contractor, Owner and MHDC shall participate in a post construction punchlist inspection (Latent Defects Inspection) no sooner than nine (9) months after the date of Substantial Completion, nor later than eleven (11) months. The Architect shall issue a list of construction contract punchlist defect items arising out of this inspection which shall be acknowledged by the Owner, Contractor and MHDC.

(Seal)  
Attest: 

______________________________________________  By:  ______________________________________

OWNER:

(Seal)  
Attest: 

______________________________________________  By:  ______________________________________

ARCHITECT:
EXHIBIT “B”
SAMPLE
PUNCH LIST

AAA Architects
1111 South First Street
First City, Missouri
Phone 816-555- 1111 Fax 816-555-1112

Inspection Report for First City Apartments
2222 South Second Street
First City, Missouri

Date of Inspection

Note: The following are to be completed or corrected by the Contractor prior to final acceptance of the Project. The Contractor shall return a copy of this list to the Architect (or Engineer) after each item has been addressed, properly dated and initialed by the person responsible for corrective action.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>CONTRACTOR ADDRESSED (initial &amp; date)</th>
<th>ARCHITECT ACCEPTED (initial &amp; date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Curb cuts not installed</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>2. Lawn not seeded</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>Building #1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Install screens</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>2. Termites have eaten hole in living room floor. Repair and apply termite treatment.</td>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>

This format is recommended in terms of the layout. Other information may be added per design firm’s policy if desired. The basic information, however; the work descriptions, the Contractor’s initialed response for each item and the Architect’s (or Engineer’s) acceptance of each item is required.

1 of 1
EXHIBIT “C”
FINAL ARCHITECT’S CERTIFICATION

Development Name:
MHDC No.

TO: MISSOURI HOUSING DEVELOPMENT COMMISSION

In order to induce the MISSOURI HOUSING DEVELOPMENT COMMISSION ("MHDC") to advance the final installment of permanent loan proceeds in the amount of $____________ for the development of ______________, located in ______________, Missouri ("Development"), and with the intent that MHDC rely upon the statements set forth herein as a basis for so doing, the undersigned hereby certifies as follows:

The above referenced Development has been built in accordance with the Plans and Specifications, which were prepared by ______________, a Missouri ______________ and incorporated as part of the Construction Contract. Any changes made to the approved Contract Documents during construction have been documented after review and approval by the undersigned and MHDC.

All defined terms of this document bear the same meaning as in the Construction Contract executed in conjunction with the Development.

ARCHITECT:

By: __________________________
Name: __________________________
Title: __________________________

Date: __________________________
EXHIBIT “D”

MHDC UNIVERSAL DESIGN

MHDC requirements for Universal Design on New Construction in affordable housing developments:

1. Equitable Use:
   a. Minimum 36” door with a “no-step” entry, at accessible entries.
   b. Provide 60” rotation maneuvering space on exterior and interior latch side of accessible entries, with 18” minimum front approach clearance at latch side.
   c. Flat landing surfaces leading to doorways and at both sides of all accessible entry doorways.
   d. No thresholds and/or change of walking surface greater than ½” rise. Sliding glass doors may require a threshold rise each side to accommodate the threshold height limit.
   e. Continuous accessible path, minimum 42” width (excepting FHA’s steep site rule), from parking and the public access to the unit, maximum 1:20 slope; 1:12 slope may be considered where space or conditions mitigate. On multiple story buildings with no elevator, upper floors may waive this item and Universal Design measures that can be easily retrofitted at a later date, including items 2 (a), 6 (a), and 7 (g).
   f. Patio or Deck landing at same level as interior floor at accessible entry doors.
   g. Mailboxes to be at an accessible location on the accessible route.
   h. Lever action door hardware.

2. Flexibility in Use:
   a. 24” Blocking or plywood substrate in bathrooms for future grab bars where needed, horizontal and vertical at all toilets, showers, and tubs. Around toilets, substrate up to 42” Above Finish Floor (AFF) (or blocking centered at 30” AFF). In shower and tub areas, substrate up to 60” AFF (or blocking centered at 42”); tubs may have shower fixture with integral grab bars.
   b. All electrical devices and environmental controls to be mounted between 15” and 48” AFF.
   c. On Townhouse developments provide a bedroom and a fully accessible bathroom on the main level of the unit as well as laundry if included. This requirement item is only required at accessible units. Stairways on all Townhouse units, regardless of accessibility, are required to be a minimum of 42” in width.

3. Simple and Intuitive:
   a. Lever action or grip friendly plumbing fixtures, trim, controls, door, and cabinet hardware.
   b. Buttons on control panels that can be distinguished by touch.
   c. Front mounted controls on appliances, 15”-48” AFF.
   d. Thermostat controls that are user friendly to adjust by feel and read easily.

Effective 06/29/2015
4. Perceptible Information:
   a. Signage with color contrasting print in addition to generally recognized icons.
   b. Create color or texture contrast between light switches/wall outlets and surrounding surfaces as well as contrasting colors between countertops and flooring and walls.
   c. Color contrast or texture change between wet rooms (bath, laundry, kitchen) and adjoining spaces.
   d. Contrasting lit doorbell or internal light when a doorbell is installed.
   e. Minimum 4” high house numbers posted in contrasting colors.
   f. Contrasting colors between wiring devices [receptacles and light switches] and surrounding surfaces
   g. Contrasting colors between steps and landing or living space.
   h. Contrasting colors between different floor coverings.
   i. Contrasting colors between plumbing fixtures and flooring/countertops.

5. Tolerance for Error:
   a. Slip-resistant surfaces, especially in bathrooms, kitchens and entry areas. High gloss surfaces, ‘smooth’ ceramic floor tile, or similar flooring is not acceptable.
   b. Provide for ease of maintenance of all flooring. Deep pile carpets, highly textured masonry, or similar floor finishes are not acceptable.
   c. Ventilation to meet current ASHRAE 62.2 standard where applicable. Operable ventilation for bathrooms and kitchens highly recommended.
   d. Light switches with large flat pads.

6. Low Physical Effort:
   a. Provide minimum of one low threshold shower on primary level; tubs are acceptable with backing installed for wall mount or overhead lift. On Townhouse developments this item is only required at accessible units.
   b. One operable window in each bedroom and living room, with 36” maximum sill heights; 44” in garden level (partial below grade) is acceptable.
   c. Self-closing fire rated doors must be on lowest setting while complying with the enforced building code.
   d. No interior ramps.

7. Size and space for approach and use:
   a. 36 inch minimum width doors.
   b. 60 inch clear turning space provided in at least one bathroom and in the kitchen; 60” T-turns acceptable where conditions warrant.
   c. 42 inch wide residential unit and common hallways
   d. Provide for parallel or front approach to all sinks and appliances.
   e. 20% of storage space within 15-48” reach AFF.
   f. Bottom of bathroom mirror within 40” AFF.
   g. Allow knee clearance below one lavatory and below a 30-32” height kitchen workstation which may be a pull-out accessory.
h. Toilet set at a minimum of 18" off one sidewall from toilet center in a space that is at least 48" wide on accessible units only.

i. Shower controls on nearest wall to opening at 15"-48" AFF, controls setback not to exceed 15".
EXHIBIT "E"

CONTRACT [FOR CONSTRUCTION] DOCUMENTS

I. Construction Documents must include the following:
   A. Specifications or Project Manual:
      1. A current edition of AIA Document A201, General Conditions of the Contract for Construction. An original of this document must be bound into the set of construction documents submitted to MHDC. It may not be included by reference only. This document may not be modified.
      2. Additions to the General Conditions may be made in the form of Supplementary General Conditions. Other project requirements should be included in the Division 1 General Requirements section of the technical specifications.
      3. HOME-financed developments with 12 or more HOME-assisted units must include the current edition of the “General Conditions of the Contract for Construction” (AIA Document A201) as amended, the “Federal Labor Standards Provisions” (form HUD-4010), and a current wage determination as provided by MHDC. Note that the wage determination must be verified and updated within 10 days of the construction loan closing and provided as an addendum to the specifications manual.
      4. Developments receiving Risk Share insurance must include the current edition of the “General Conditions of the Contract for Construction” (AIA Document A201) as amended, the “Supplementary Conditions of the Contract for Construction” (form HUD-2554), and a current wage determination as provided by MHDC. Note that the wage determination must be verified and updated within 10 days of the construction loan closing and provided as an addendum to the specifications manual.
      5. Specifications to clarify construction administration requirements.
      6. Technical specifications as required to clarify materials and methods of construction.
      7. Geotechnical Engineering Report (bound into the specifications or project manual).
   B. Drawings, illustrations, plans:
      1. A cover sheet with the following information:
         (a) Project name, location and MHDC project number.
         (b) Names and addresses of the Architect, the professional providing construction administration if not the same, the Owner, the General Contractor, and MHDC.
         (c) Spaces for the signature of each of the entities listed above. See ‘Exhibit I’ for example signature block for items (b) and

Exhibit E

1 of 3
(c).

(d) A tabulation of the living units by unit type, number of each type in each building, number of non-rental living units and totals. Include a tabulation of all accessible, adaptable, universally designed or Fair Housing compliant units. Include a brief description of the universal design principles used in the design.

(e) Square footage of each unit type, each building, and all non-residential spaces included in the project.

(f) Location map.

(g) Number of covered, uncovered and accessible parking spaces.

(h) Description of building codes enforced by the local governing body and/or used in the project design.

(i) Accessibility standards used in the project design with all exceptions to compliance identified.

(j) Description of universal design principles as listed in Exhibit "D" that has been incorporated into the project design.

2. Site plan, grading, drainage and site MEP plan(s) and details. Identify on the site plan all accessible parking spaces, the accessible route(s) through the development and note all accessible, adaptable and Fair Housing compliant units.

3. Landscape plan. If a landscape allowance is used, submit a preliminary plan showing general plant types, quantities and locations. Submit the final landscape drawing during construction, identifying quantities, plant types, seed and sod areas and other landscape information.

4. Dimensioned floor plans of sufficient detail to review individual unit and building layouts.

5. Exterior building elevations indicating all exterior materials and heights.

6. Structural plans and details including all required connection details.

7. Wall sections and construction details, including stair details. Note all fire resistive assemblies by detail and design assembly number such as IBC, UL or USG design number. Indicate how penetrations through all fire resistive construction is to be protected and specify materials used.

8. Drawings detailing how accessibility requirements for residential units and common spaces are being met. Include site impracticality calculations for reductions to complete Fair Housing compliance.

9. Schedules as required to indicate door and window sizes and door, window and finish materials.

10. Mechanical, electrical line voltage, communication/control low voltage, and plumbing plans, details, and specifications for all mechanical equipment. If any or all of these systems are proposed
and accepted as a "design/build" portion of the work, the Owner shall insure that the design portion of the work and its full documentation, sealed by a registered engineer, be located at the work site prior to any work being performed.

11. Sustainability.
   (a) Information necessary to demonstrate compliance with the 2012 International Energy Conservation Code (IECC) as published by the ICC. MHDC may request additional information, such as calculations, performance criteria and data sheets as backup to the IECC compliance.
   (b) Information necessary to demonstrate compliance with the energy conservation or green building program selected and declared in the application package.
   (c) Full documentation that the energy conservation program selected and declared in the application package was implemented, along with a copy of certifications, if applicable.

12. Electrical plans and schedules, as required.

13. Fire alarm and sprinkler systems, if included in the project, may be in the form of specifications only for firm commitment submittal. Shop drawings, including complete system layouts, for these systems must be submitted during construction.

14. Property (Monument) Sign(s), if included in the project, should include the following minimum information:
   (a) The property name.
   (b) On-site office number and/or manager's emergency contact number as well as the local TDD/TTY number.
   (c) Fair Housing Logo.
   (d) Handicap Logo (if applicable).
EXHIBIT “F”

LATENT DEFECT INSPECTION

The latent defect escrow will be released only after an inspection and approval by the Owner, the Architect, and MHDC.

A. Participation. A representative of the Owner, Property Manager, the General Contractor, the Architect and MHDC shall inspect the property as a single group after the eighth month and before the thirteenth month of the date of the development-wide G704.

B. This G704 must state or will imply the date of the commencement of the 12-month warranty period, which will establish the approximate date of the latent defect inspection nine months afterwards.

C. All citations and deficiencies discovered at the latent defect inspection must be corrected prior to the release of the latent defect escrow. In the event this cannot be accomplished by the Owner by the date of expiration of the latent defect escrow, MHDC may, in its sole discretion, choose to extend the expiration date or use the latent defect escrow to correct the deficiencies.

D. The Owner shall be responsible for the correction of all latent defect citations and deficiencies regardless of the occupancy of a unit prior to the issuance of the final G704 for the entire project.

E. The Owner shall submit to MHDC a copy of the latent defect inspection list with all work signed off by the General Contractor and Owner or Property Manager. MHDC reserves the right to conduct additional latent defect inspections if deficiencies are not corrected to its satisfaction.
EXHIBIT “G”

FORM OF REQUEST FOR VARIANCE/WAIVER OF A
REQUIREMENT SET FORTH IN THE
DESIGN/CONSTRUCTION COMPLIANCE GUIDELINES

Development Name:
Development Number:
Ownership Entity ("Owner"): 
Architect: 
General Contractor: 

Variance/Waiver Request:

Justification for Request:

Requested this ___ day of ____.

OWNER

(Printed Name)
(Title)

ARCHITECT

(Printed Name)
(Title)

GENERAL CONTRACTOR

(Printed Name)
(Title)

Exhibit G

Annual Action Plan
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OMB Control No: 2506-0117 (exp. 09/30/2021)
The request has been: ☐ Accepted ☐ Denied

Comment:

Reviewed on this ___ day of ________________.

MISSOURI HOUSING DEVELOPMENT COMMISSION

______________________________________________
Name: _______________________________________
Title: _______________________________________

______________________________________________
Name: _______________________________________
Title: _______________________________________

Exhibit G

2 of 2
EXHIBIT “H”

REVISIONS TO THE AUGUST 1, 2009 DESIGN/CONSTRUCTION COMPLIANCE GUIDELINES (“COMPLIANCE GUIDELINES”)  

Any revision to the Compliance Guidelines subsequent to August 1, 2009 will be set forth in this Exhibit “H,” and is incorporated into and made a part of the Design/Construction Compliance Guidelines. Each revision will have a date which it goes into effect and will specify the category of developments to which it applies.

<table>
<thead>
<tr>
<th>Notice Date/Effective Date</th>
<th>Revision/Affected Developments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/2/2012</td>
<td>Developments approved for funding in 2012.</td>
</tr>
</tbody>
</table>

All reference to AIA Document B181 Standard Form of Agreement Between Owner and Architect For Housing Services indicated in the Design/Construction Guidelines shall be changed to read **AIA Document B108 Standard Form of Agreement Between Owner and Architect for a Federally Funded or Federally Insured Projects**.

| 03/02/2015 | Developments approved for funding in 2015. |
| 06/29/2015 | Developments approved for funding in 2016. |
| 03/05/2018 | Developments approved for funding in 2018. |

Performed miscellaneous updates and clarifications throughout Guidelines. Addition of “Exhibit I”, Signature Block Example.

Updated Exhibit “D” MHDC Universal Design.

Update Guideline to include Rehabilitation Standards for Developments. Addition of Exhibit “J” Rehabilitation Specifications.
EXHIBIT “I”

Signature Block Example

SIGNATURE BLOCK

ARCHITECT: (Name) __________________________________________ DATE
ADDRESS

OWNER: (Name) ______________________________________________ DATE
ADDRESS

GENERAL CONTRACTOR: (Name) __________________________________ DATE
ADDRESS

BONDING COMPANY: (Name, only if applicable) ______________________ DATE
ADDRESS

MISSOURI HOUSING DEVELOPMENT COMMISSION
920 Main, Suite 1400
Kansas City, MO 64105
DATE

Exhibit I

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Annual Action Plan
2021
SECTION XI – REHABILITATION SPECIFICATIONS – EXHIBIT J:
GENERAL SPECIFICATIONS

DIVISION 1--GENERAL

SECTION 1A - DEFINITIONS

1. MHDC - the Missouri Housing Development Commission or its authorized representative.

2. Contractor - the individual or firm contracting with the Owner for performance of any or all of the work specified by the Scope of Work Summary.

3. Owner - the person, persons or their authorized representative identified as such on the Scope of Work Summary and contracting with the Contractor for performance of the prescribed work.


SECTION 1B - REFERENCES/STANDARDS

All work to be performed and materials supplied shall conform to the standards of the following professional societies.

1. Concrete work shall conform to the standards of the American Concrete Institute (ACI).

2. All masonry work shall be installed in accordance with the National Concrete Masonry Association.

3. Steel work shall conform to the standards and grading rules of the American Steel Association.

4. Plywood shall conform to the grading rules of the American Plywood Standards Committee.

5. Lumber shall conform to the grading rules of the American Lumber Standards Committee.

6. Roof shingles shall carry an Underwriter's Laboratory label for conformance to the fire resistance standards, and shall conform to the Asphalt Roofers Manufacturer's Association.

7. Other materials shall meet the standard under the specification division as specified.

8. All electrical work shall be installed in accordance with the National Electric Code.

9. All plumbing shall be installed in accordance with the International Plumbing Code.
10. All heating systems shall be installed in accordance with ASHRAE, the International Energy Conservation Code, the International Mechanical Code and Fuel Gas Code.


15. ASTM--C270 Specifications for mortar for unit masonry.

16. ASTM--A185 & A615 concrete reinforcing.

17. ASTM--C1116 fiber reinforcing in concrete.

18. ACI--318 concrete reinforcing.

SECTION 1C - GENERAL SPECIFICATIONS FOR HOUSING REHABILITATION

These General Rehabilitation Standards provide minimum specifications for items, materials, and installation to be furnished under the construction contract for the rehabilitation of residential properties. These minimum standards are designed to ensure that properties are free of foreseeable hazards and adverse conditions that may affect the life, health, and safety of the occupants. These specifications were prepared by MHDC staff for use in the housing rehabilitation projects that utilize federal funding for HUD-administered housing projects. Any questions on the intent or interpretation of these specifications shall be referred to MHDC staff for clarification.

SECTION 1D - CODES, ORDINANCES, AND STANDARDS

Work required by the Work Write-Up or any specifications shall be performed in accordance with all applicable codes, ordinances, and these attached General Rehabilitation Standards (GRS) prepared by MHDC. If a contradiction exists between the Codes and the Scope of Work Summary or the GRS, the requirement of the Code will apply, except when the requirement of the Scope of Work Summary or the GRS exceeds those of the Codes. In that case, whichever requirement in the Work Write-Up or the GRS is most stringent will apply.

SECTION 1E - GENERAL CONDITIONS

The work shall include all labor, materials, equipment, permits, work write-ups, and drawings for the completion of the work identified and reasonably inferred as necessary to produce the intended results by the Contract Documents. The intended results shall correct all health and safety (life threatening) issues; major systems issues (structural; roofing; cladding; windows; doors, plumbing; electrical; and heating, ventilation, and air conditioning); lead-based paint hazards; accessibility concerns; and any applicable disaster mitigation issues as listed in the Uniform Physical condition Standards – Comprehensive Listing (see Appendix 4).

The remaining useful life of the major systems must be determined for rental housing and a capital needs assessment will be required for projects of 26 units or more. The major systems for homeownership housing must have a minimum remaining useful life span of 5 years.

SECTION 1F - PERMITS, BONDS, LICENSES, AND INSPECTIONS

Any and all permits, bonds or licenses required for the execution of the work specified by the Scope of Work Summary shall be obtained and paid for by the Contractor prior to the start of that work. Contractors and subcontractors are responsible for obtaining any progress or final inspections from the local jurisdiction’s building departments and MHDC. Failure to call for the required inspections or proceeding without inspection, such as covering work without approval and deviating from approved plans and specs, may result in violations that could include no payment.

Progress field reports shall be submitted to MHDC by Architect of Record. The following information shall be included in the field report as indicated in the Sample MHDC Site Observation Report (See Appendix 3).

Upon project completion, each unit must be decent, safe, sanitary, and in good repair. Each unit must comply with the items contained in the Housing Quality Standards and Uniform Physical Conditions Standards.

These items include the following.

1. Exterior:
   A. Foundations: All foundations must be sound and free from hazards.
   B. Stairs, Porches, and Rails: All stairs, porches, and rails must be sound and free from hazards.
   C. Roof and Gutters: The roof and gutters must be sound and free from hazards.
   D. Exterior Surfaces: All exterior surfaces must be sound and free from hazards.
   E. Manufactured Homes: Units must be properly set, contain permanent foundations, and be tied down.
   F. Fencing and Gates: All fencing and gates must be sound and free from hazards.
   G. Grounds and Storm Drainage: Proper drainage must be provided, no erosion present, and no overgrown vegetation present.
H. Mailboxes and Signs: No missing or damaged components should be present.
I. Market Appeal: Site should be free of litter and any visible graffiti.
J. Parking Lots and Drives: All parking lots and drives must be sound and free from hazards.
K. Play Areas and Equipment: Play areas and equipment should be safe and free of any hazards.
L. Refuse Disposal: Site should be free of hazards and adequate storage for refuse must be provided.
M. Retaining Walls: Retaining walls must be sound and free from hazards.
N. Walks, Steps, and Ramps: All walks, steps, and ramps must be sound and free from hazards.

2. Interior:
   A. Living Room: Is a living room present?
   B. Kitchen: Is a kitchen present?
   C. Bath: Is a bathroom present?
   D. Other Rooms Used for Living: Are other rooms used for living present?
   E. Electric: Is the electrical system free of hazards? Does each room have two working outlets or one working outlet with one working light fixture?
   F. Window: Is at least one window present? Windows must be free of deterioration and missing or broken panes.
   G. Doors: All doors must be sound and free of hazards or deterioration.
   H. Security: All windows and doors that are accessible from the exterior must be lockable.
   I. Ceiling: All ceilings must be sound and free from hazards.
   J. Walls: All walls must be sound and free from hazards.
   K. Floors: All floors must be sound and free from hazards.
   L. Stove/Range: Unit must have a working stove or range free from hazards.
   M. Refrigerator: Unit must have a working refrigerator free from hazards.
   N. Sink: Unit must have a permanently-attached sink and in good working order with hot and cold water.
   O. Dishwasher and Garbage Disposal: If dishwasher and garbage disposal are provided, they must be in working condition and free of hazards.
   P. Space for Storage, Preparation and Serving Food: Adequate space for storage, preparation, and serving food must be provided.
   Q. Toilet: A toilet must be present and in good working condition.
   R. Lavatory: A lavatory must be present, permanently attached, and in good working condition with hot and cold water.
S. **Tub/Shower:** A tub or shower must be present and in good working condition with hot and cold water.

T. **Ventilation:** A window must be provided in the bath or a mechanical exhaust system in good working condition. Mechanical ventilation must discharge air to the exterior.

U. **Smoke Detectors:** At least one battery-operated smoke detector or hard-wired smoke detector in working order must be provided on each level of a unit.

V. **Heating:** Heating adequately capable of providing heat to all rooms, free from hazards, and properly ventilated as necessary must be provided.

W. **Water Heater:** All water heaters must be properly located, installed in a safe manner, and not contain any hazards.

X. **Plumbing:** The plumbing system must be free of leaks and corrosion. The system must be an approved public or private system.

Y. **Sewer:** The sanitary system must be properly connected to an approved public or private system.

Z. **Call for Aid:** All call for aid or emergency call systems must be operable.

3. **Health & Safety:**
   
   A. **Access:** Must be able to enter a unit without passing through another unit.
   
   B. **Exits:** Acceptable fire exits must be provided from a unit that is not obstructed.
   
   C. **Infestation:** All units must be free of infestation from rodents, vermin, insects, and other pests.
   
   D. **Garbage and Debris:** The site and units must be free of all litter, garbage, and debris.
   
   E. **Interior Stairs/Common Halls:** All areas must be safe and free of hazards.
   
   F. **Other Interior Hazards:** All areas must be safe and free of hazards.
   
   G. **Elevators:** All elevators must have a current inspection certificate and be in safe, working condition.
   
   H. **Air Quality:** The site and units must be free of any air pollutants that threaten the occupants' health.
   
   I. **Site and Neighborhood:** Site and neighborhood must be free from any health and safety issues.
   
   J. **Flammable and Combustible Materials:** Properties must not contain any type of improperly-stored flammable and combustible materials.
   
   K. **Lighting:** Site and unit must not contain any broken or missing light fixtures or bulbs.
   
   L. **Emergency Power:** All auxiliary lighting and exit signs must be in good working order.
   
   M. **Fire Protection:** Properties must not contain any expired fire extinguishers or missing and damaged sprinkler heads or equipment.
SECTION 1G - INSURANCE REQUIREMENTS
Each contractor must carry adequate liability insurance coverage, as well as proper workers’ compensation coverage. The contractor shall not commence work until he/she has obtained all insurance required.

SECTION 1H - PROJECT INSPECTION
The Contractor shall visit the project site and determine any conditions which may affect his work. This shall include inspection of the site and structure(s). Any conditions affecting his work shall be taken into consideration in his bid proposal and execution of the work to be performed.

SECTION 1I - STANDARDS AND WORKMANSHIP
Work required by the Scope of Work Summary and these GRS shall be performed with specified or approved equal materials and equipment by mechanics skilled in their respective trades. Standards for satisfactory quality workmanship shall be established by the intent of the contract, compliance with all applicable codes, ordinances, these GRS, accepted trade and industry standards, and MHDC. The Contractor shall also warrant his work against faulty materials and workmanship for a period of one year and replace same at the direction of MHDC at no cost to the Owner or MHDC.

SECTION 1J - MATERIALS
Unless otherwise specified, all materials and equipment incorporated in the work required by the Scope of Work Summary and these GRS shall be new and of the quality specified by these GRS. The Contractor shall, if requested, furnish evidence as to the kind and quality of materials. It is the intent of the Scope of Work Summary to permit the use of materials of any manufacturer so long as they are fully consistent with the quality and performance requirements of these GRS. Substitution shall be approved and executed by contract change order. It shall be understood that the use of materials other than those designated, without prior approval by contract change order, shall constitute a violation of the contract and that the Owner or MHDC shall have the right to require the removal of such materials and their replacement with the designated materials at the Contractor’s expense.

SECTION 1K - WORK DESCRIPTION
A Scope of Work Summary for each property, identified by Owner and address, will indicate all work to be performed with locations. Locations may be related to drawings which are included as part of the work summary. Anything specified on the drawings and not listed in the work summary shall be treated as if required. Work specified by the Scope of Work Summary shall comply with the requirements of these GRS. Each item of the summary includes reference to specific requirements of these GRS. These references do not preclude the requirement to meet all other applicable requirements of these GRS. All work specified by the Scope of Work Summary shall include all labor, material, equipment, and permits necessary to perform the work unless otherwise specified.
If there is a conflict between the requirements of these GRS and the requirements of the Scope of Work Summary which may include drawings, the Contractor shall notify MHDC for a determination as to which applies.

SECTION 1L - COMPLIANCE WITH MANUFACTURERS’ RECOMMENDATIONS
Installation of products, assemblies, and equipment specified will be in accordance with manufacturers’ instructions, recommendations, and specifications. Associated installation products, methods, and hardware shall be as recommended by the manufacturers.

SECTION 1M - ENGINEERING
When engineering is required as part of the Work Summary, the engineering requirements shall supersede the requirements of these GRS. Engineering required for the execution of the work shall be obtained by the Owner, seller, or Contractor.

SECTION 1N - PROPERTY DAMAGE AND SECURITY
The correction of any damage to the project site or adjacent properties as a result of any activities associated with the Contractor’s execution of the work shall be the responsibility of the Contractor. Settlement actions for damages shall be to the satisfaction of the property Owner(s). The Contractor shall ensure security of buildings by use of existing locking devices and boarding of any openings as a result of his work. New work and newly-installed products shall be protected from damage through completion of the project. Any damage to such work or products shall be repaired or products replaced to the satisfaction of the Owner and MHDC. The Contractor shall be held responsible for any damage or defacement caused in the process of delivery of materials or execution of work. Responsibility shall include the repair or replacement cost of damaged surfaces.

SECTION 1O - INSTRUCTION MANUALS AND WARRANTIES
When provided by the manufacturer, the Contractor shall provide to the Owner the owner’s manuals, guarantees, warranties, and certificates for furnished materials and equipment.

SECTION 1P - TRASH REMOVAL
The Contractor shall remove from the site all trash, debris, and waste materials accumulated during fulfillment of the contract by the Contractor, subcontractor, and any other personnel used in the performance of the contract. Trash, debris, and waste materials awaiting removal from the site shall be controlled to avoid scattering and unsightly accumulation. The Contractor shall not use the Owner’s trash facility. The premises and dwelling units shall be free from excessive accumulations of rubbish and garbage that presents a health and safety hazard. The owner must provide proper facilities for the placement of all rubbish and garbage.
SECTION 1Q - MARKET APPEAL

Any unusual negative site characteristics that have a negative impact on the curb appeal of the project must be corrective. These items include deterioration of any items, graffiti, and litter.
DIVISION 2 - DEMOLITION & SITE WORK

SECTION 2A - DEMOLITION
Any damage or loss resulting from demolition activities shall be corrected at the expense of the Contractor. Safety conditions shall be maintained at all times, and the Contractor shall use all precautions necessary, especially at excavations, to provide the necessary protection for the Owner, the public, and inspectors visiting the site. Debris as a result of demolition shall be removed from the site, streets, adjoining walks, and properties. Debris shall be removed from the site in approved containers to legal disposal sites in accordance with local ordinances and applicable environmental regulations.

SECTION 2B - EXCAVATION
Open holes and excavations as a result of demolition shall be filled with earth material free of rubbish or rocks larger than 3" in diameter. Fill shall be mechanically compacted in 6" lifts to a minimum of 90% of the maximum proctor density ASTM D-698. Fill shall not be flooded. When only a component of a structure or equipment/fixture therein is removed, it shall be removed complete without damage to other portions of the property. When any unsightly voids, holes, outlines, etc., are left as a result of such removal, they shall be repaired and finished to match adjacent materials and finishes.

SECTION 2C - TREE AND SHRUB REMOVAL
Tree or shrub removal specified shall include removal of stump and roots to a depth of approximately 12" below finish grade level, backfilling of excavation, and hauling debris from site.

SECTION 2D - FENCE REMOVAL
Fencing along property line shall be removed only with the written consent of the property Owner. This consent shall be obtained by the Owner and forwarded to MHDC. Fencing material, including concrete below grade, shall be removed from site.

SECTION 2E - STRUCTURES
When a structure is to be demolished, the entire structure and all debris shall be removed from site, including all foundations, sidewalks, steps, retaining walls, floor slabs, etc. Demolition should begin at top levels and work down through the building. When only a portion of a structure is to be demolished, the remaining structure, including concrete portions, shall be neatly cut or finished off.
SECTION 2F - INTERIOR
When interior demolition is performed, all adjacent areas and furnishings shall be protected from damage and dust. When any existing mechanical or electrical component requires relocation as a result of demolition, it shall be relocated in a functional manner.

SECTION 2G - CONCRETE (WALLS, STEPS, STOOPS, WALKS, DRIVES, ETC.)
Demolition and removal of concrete shall include concrete below grade.

SECTION 2H - MASONRY CHIMNEYS
When a chimney or portion thereof is removed, all resulting openings shall be filled in to match adjacent structural and finish materials so that no outlines remain. If chimney supported any shelving, rods, etc., these items shall be replaced with new material to fit new space. When a chimney is removed entirely, the chimney foundation may remain unless otherwise specified.

SECTION 2I - EQUIPMENT AND FIXTURES
When an item of equipment or fixture is removed, it shall be removed complete to include all associated ducting, piping, wiring, and connections in or passing through finished spaces. When removal of any such piping, ducting, or wiring results in any abandoned lines, they shall be properly capped or terminated. Termination of lines shall be outside of finished spaces and all evidence of their existence shall be removed. When a heating system or unit is removed, it shall be removed complete to include furnace or boiler, all ducting or piping (supply and return), gas supply and flue, registers or radiators, thermostats, and all other related hardware. If the condition, installation, and location of gas supply and venting are in compliance with these general specifications and all applicable codes, they may be used for the replacement system if a replacement system is specified. When only a component of the unit is to be removed, it shall be removed complete without damage to other portions of that system.

SECTION 2J - UTILITIES
When electric appliances are changed from electric to gas and installed in the same location, the existing service shall remain. When gas appliances are changed from gas to electric and installed in the same location, the existing service shall remain. Gas shall be shut off and properly capped. When the Contractor's work results in any abandoned utility or other service lines or equipment, the appropriate authority shall be notified so that the lines or equipment can be removed or properly deactivated. When the work results in any abandoned piping, ducting, wiring, fittings, or associated equipment readily visible or accessible, it shall be disconnected and removed. When an electrical box contains a device that is to be abandoned, the box shall not be used as a junction box if the cover would be in a finished space.
SECTION 2K - JUNK AND TRASH

All junk and trash shall be removed and disposed in a proper manner. Area shall be raked or swept clean and level with surrounding grade. Disposal shall be in accordance with local ordinances.

SECTION 2L - SALVAGE RIGHTS

Owner has salvage rights only when identified in the Scope of Work Summary. Unless specified that items are to be provided to or returned to the Owner, the Contractor shall be responsible for removing and disposing of all debris.

SECTION 2M - EARTHWORK

1. Excavation:

Excavate to grades specified on the Work Write-Up. The bottoms of footing foundation trenches are to be level. Footings must rest on undisturbed natural soil or properly compacted, engineered fill. Haul all excess excavated dirt from site or as directed in Work Write-Up.

2. Backfill:

A. General: Backfill and grade to obtain finish grades as specified. Backfill material shall be free of organic material, construction debris, and any rocks larger than 2” in diameter. Backfill shall be placed to expose 6” of foundation while providing positive drainage away from the unit. Backfill shall not be placed on frozen or muddy surfaces.

B. Compaction: Backfill shall be compacted to a minimum of 90% of the maximum Proctor Density ASTM-D698. Compaction shall be by mechanical tamping. Water shall not be used for compacting.

C. Engineering: Engineering report shall supersede A and B.

3. Grading and Drainage:

Site grading shall accomplish the following:

A. Allow drainage of surface water away from structure 6” within the first 10’ (5% slope).

B. Avoid concentrating runoff onto neighboring properties.

C. Minimize erosion.

D. Provide wood-to-earth separation for affected structures on property.

E. In areas where dirt has been disturbed, the area is to be free of all rocks larger than 1” in diameter and rubbish and have a rake finish.

F. Swales shall be a minimum of 5’ from building and contain a minimum 2% slope.

G. Soil shall be compacted, uniformly spread and be suitable for plant growth.
SECTION 2N - DRIVEWAYS

1. **Preparation:**
   A. Establish proper grade and drainage to include removing or providing additional soil as required to meet applicable requirements of Division 2, Sections 2B and 2M-3.
   B. The subgrade shall be evenly graded to a depth that will permit the installation of the required new materials to the desired finish grade. When establishing driveways in locations where no previous driveways have occurred, geotechnical fabric is to be placed prior to placing the first lift of stone.
   C. Sod or vegetation shall be removed, and any soft or mucky places shall be dug out and filled with a granular material thoroughly compacted.

2. **Gravel Installation:**
   A. Gravel installation shall include edging of 4” redwood, cedar, treated wood, or galvanized metal securely staked prior to installation of gravel. Note: Edging may be omitted if edge of gravel abuts sidewalk, curb, structure, or other suitable edge.
   B. Finish material shall be as specified and a minimum of 4” deep and spread uniformly over the entire area.

3. **New Asphalt Installation:**
   A. Asphalt pavement shall have a minimum compacted thickness of 2”. Base shall be of crushed stone, gravel, or durable road material and properly compacted to 4” minimum thickness.
   B. Asphalt material shall be obtained from a local established asphalt batch plant and asphalt driveways shall be constructed only by a contractor or subcontractor that specializes in asphalt work. Surface shall be rolled with a 5- to 10-ton roller; areas inaccessible to a power roller shall be thoroughly tamped with hot iron tamper. Asphalt shall be applied only in suitable weather conditions. The Contractor will pay special attention to properly attaching the new driveway to all existing sidewalks, porches, garage floors, and any other abutting areas.

4. **Asphalt Repair:**
   A. Bituminous paving is to be repaired by removing loose material and cleaning area with water or air pressure. Repairs are to be made with an approved asphalt patch material following the manufacturer’s instructions for installation.
   B. Existing blacktop driveway shall be resurfaced by installing and rolling 1½” of new bituminous surfacing over the existing sound base prepared as required by asphalt paving methods.

5. **Concrete Installation:** see Division 3, Sections 3A and 3C
SECTION 2O – FENCING

1. General:
   The exact location of any new fencing shall be established by the property Owner.

2. Fence Repair:
   Sections of all types of fences to be repaired shall be restored to a condition comparable to new, including gates. Replacement materials shall match existing.

3. Chain Link:
   A. Fabric: Chain link fabric shall be 1-1½ gauge wire woven in a 2” galvanized mesh. Fabric shall be tied to posts and top rail with aluminum or galvanized wire.
   B. Posts: Line posts shall be 1 5/8” OD galvanized pipe spaced at a maximum of 10’0” on center and set in concrete a minimum of 24” below grade. End posts, corner posts, and gate posts shall be 2½” OD galvanized pipe set in concrete a minimum of 30” below grade. Holes shall be large enough to provide space for 2” of concrete around post.
   C. Top Rails: Top rails of 1 3/8” OD galvanized pipe shall be included in all installations.
   D. Gates: Gates shall be constructed of 1 3/8” OD galvanized pipe with welded or factory fitted joints. Fabric in gates shall be same as fence.
   E. Fittings and Hardware: Fittings and hardware shall be either galvanized steel, aluminum, or galvanized malleable metal. Provide and install all fittings and hardware for a complete installation.

4. Wood:
   A. Material: Fencing components shall be of material specified.
   B. Fasteners: Nails, staples, bolts, etc. shall be galvanized or cadmium plated.
   C. Posts: Posts shall be 4” x 4” spaced a maximum of 8’0” on center and set in concrete a minimum of 30” below grade. Concrete shall be sloped ½” from post to finished grade. Posts shall be set on 6” of gravel at bottom. Hole shall be large enough to provide space for 4” of concrete around post.
   D. Rails: Fences with vertical board facings shall have 2” x 4” rails. Two rails are required for fences up to 6’0” high. Rails shall be securely fastened to posts to rigidly support all loads.
   E. Facing Boards: Facing boards shall be of the style specified. Facing boards with knots exceeding 1/3 of board width will not be accepted. When style of fence is such that boards may be fastened to either side of posts, the Contractor shall have the Owner specify the selected side in writing.
   F. Gates: Gates shall match the fence in which they are placed and shall include all hardware necessary for the specific application. Hinges shall be bolted to both support post and gate. Gates shall be constructed to withstand normal usage and shall include a minimum of one cross brace secured by a gusset at each end.
SECTION 2P - LANDSCAPE WORK

1. **Tree and Shrub Placement:**
   Plants shall be nursery grown, sound, healthy, vigorous, free from plant diseases and insects or their eggs, and shall have normal, healthy root systems.

2. **Tree and Shrub Pruning:**
   Trees and shrubs shall be pruned in accordance with accepted nursery practice. Broken and disfigured branches shall be removed. When limbs larger than 2” in diameter are removed, the butt ends that remain on the tree shall be properly sealed. Pruning shall ensure adequate clearance from structures and utility lines. All new trees are to be staked in place until such time as the root ball has imbedded into the existing soil.

3. **Existing Shrubs:**
   Plants should be dug up and prepared for storage in a proper manner that does not damage the branches, root system, and future development of the plant. The plant should be protected from drying out.

4. **Sodding:**
   A. **Preparation:** Preparation for sodding shall include:
      1) Removal of all vegetation to ground level.
      2) Removal of all rock and rubbish, rototilling, and raking to provide a smooth, firm base.
      3) Establishment of proper grade and drainage including removal or addition of suitable soil as required for finish, sodded surface to meet requirements of Section 2M-3 of this Division.

   B. **Material:** Sod shall be a strain or blend of strains of Kentucky Blue Grass and supplied by a turf farm whose sod meets the requirements of the American Sod Producers Association.

   C. **Installation:**
      1) Sod shall be installed within time limit set forth by turf farm supplying sod.
      2) Fertilize as recommended by turf farm supplying sod (one application required).
      3) Provide property owner with warranty and written care and maintenance instructions supplied by turf farm.

5. **Lawn Reconditioning:**
   Lawn reconditioning shall consist of the following:
   A. **Preparation:** Preparation for seeding shall include:
      1) Raking all debris from area to be reconditioned and scratch surface as required.
      2) Fertilizing with starter fertilizer as recommended by seed producer.
3) Topsoil shall be used to establish the finish grade and be evenly spread to a minimum of 2-4".

B. Material: Seed shall be a strain or blend of strains of Kentucky Blue Grass as recommended by local suppliers.

C. Placement: Placement of seed shall include:
   1) Spreading seed and raking in accordance with seed provider’s instructions.
   2) Providing initial watering.
   3) Providing property Owner with written care and maintenance instructions from seed producer.

6. Rock:
   Rock installation shall consist of the following:
   A. Preparation: Preparation for rock shall include:
      1) Establish proper grade and drainage including removal or addition of soil to meet requirements of Section 2M-3 of this Division.
      2) Grade the subgrade evenly to a depth of 4" below desired finish grade.
   B. Placement: Placement rock shall include:
      1) Edging installation, if specified, shall be securely staked prior to installation of rock.
      2) Subgrade covering installation of 6 mil visqueen over entire subgrade prior to installation of rock.
      3) Finish material placement a minimum of 4" deep and spread uniformly over entire area.

SECTION 2Q - ACCESS
Access to each dwelling unit must be free of any obstructions and is required from parking areas or other amenities on site. Access to the unit must also be private. A building must contain an alternate means of exit in case of fire. The emergency exit from a building may consist of fire stairs, another door, or windows. The emergency exit must not be blocked.

SECTION 2R - PLAYGROUND/PLAY AREAS
Existing playground or play areas must be maintained in decent and safe condition. All equipment must be free from any defects. The areas must contain mulch and be enclosed by a fence capable of supporting all loads.
SECTION 2S - POOLS
Swimming pools, decorative fountains, or retention ponds must be enclosed by a fence suitable to prevent unwanted activities or unsupervised children access to those areas. Entrance locations must have acceptable locking hardware.

SECTION 2T - SITE AND NEIGHBORHOOD
The site and neighborhood must be reasonably free from disturbing noises or other dangers to the health, safety, and general welfare of the occupants. The site and neighborhood may not be subject to serious adverse natural or manmade environmental conditions, such as dangerous walks or steps, flooding, poor drainage, sewer hazards, mudslides, air pollution, noise, vermin, or fire hazards.
DIVISION 3 - CONCRETE

SECTION 3A - GENERAL REQUIREMENTS

1. Preparation:
   A. Concrete work shall include all excavation, backfill, and compaction required for complete job. Surfaces adjacent to concrete shall be restored to match adjacent surfaces, unless otherwise specified.
   B. Sod and vegetation shall be removed and any soft or mucky places shall be dug out and filled with granular material thoroughly compacted.

2. Concrete Design:
   A. Concrete shall reach the following minimum compression strengths within 28 days.
      1) Concrete walls and interior slabs: 2500 pounds per square inch (psi).
      2) Driveways, curbs, sidewalks, patios, porches and garage floors: 3000 psi.
   B. All cast-in-place concrete shall be from a local, established concrete plant that can provide specified design mixes and supply product data if necessary.
   C. All slab-on-grade concrete will be placed on a minimum of 4" of compacted, crushed stone.

3. Form Work:
   A. Walls: Cast-in-place concrete shall be formed with wood; steel; aluminum; plastic; a composite of cement and foam insulation; or a composite of cement and wood chips. Forms shall be substantially free of surface defects and sufficiently tight to prevent leakage. They shall be properly braced and tied to maintain the design position and shape. Form ties shall be steel; solid plastic; foam plastic; a composite of cement and wood chips or foam plastic; or other suitable material capable of resisting the fluid pressures of fresh concrete. In no case shall supporting forms or shoring be removed until sufficient strength has been obtained to support the member’s weight and any superimposed loads. Form ties shall be removed to a point flush with concrete surface or recessed and grouted.
   B. Flat Work: Cast in place flat work shall be formed with 2x material or steel forms, except that flat work more than 4” above grade shall be formed with the same materials noted above for walls. Forms shall be properly braced and tied to maintain the design position and shape. In no case shall supporting forms or shoring be removed until sufficient strength has been obtained to support the member’s weight and any superimposed loads.

4. Mixing:
   Unless prior approval is obtained in writing from the Owner with MHDC concurrence, all concrete shall be ready-mixed and transported to the site by an established ready-mix company. All concrete exposed to freezing is to have 5% +/- 1% air added to the mix.

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OMB Control No: 2506-0117 (exp. 09/30/2021)
5. **Reinforcement:**
   A. **Walls:** Concrete stem foundation walls shall have a minimum of one #4 bar within 12” of the top of the wall and one #4 bar located 3”-4” from the bottom of the footing.
   B. **Flat Work:** Concrete floors, walks, decks, porches, patios, and driveways shall have reinforcing materials. Reinforcement shall consist of reinforcing bars, steel wire, steel welded wire fabric, polypropylene fibers, or by accepted engineering practices. Block outs (12” minimum clear distance in all directions) must be installed around all valve boxes, manholes, poles, etc., encountered in walk or driveway areas. Concrete shall be placed in the blocked-out areas at a point in time after the walk or driveway has been cast. Resilient bituminous fiber expansion joint must be installed around the blocked-out area between the two pours.
   C. **Pads:** Unless otherwise specified, all pads must be reinforced as per Section 3A 5-B above, or by accepted engineering practices.

6. **Placing:** Concrete shall be placed continuously where possible or provide construction joints with reinforcement for transfer of stress. Concrete work shall be straight and plumb with square corners and shall be placed in such a manner that when forms are removed no honeycombs, large voids, or form marks are evident and face has a generally uniform appearance. If these requirements are not met, the Contractor shall be responsible for surfacing entire face to a uniform appearance.

7. **Protection of Concrete:** Concrete shall be protected from any weather condition which could compromise the strength or appearance of the finished concrete. The Contractor shall protect the concrete from traffic and vandalism until concrete will withstand normal traffic without damage. The Contractor shall be responsible for repairing or removing and replacing, without added cost to the Owner or MHDC, any concrete, the strength or appearance of which is damaged from improper protection, workmanship or materials.

8. **Repair of Concrete Surfaces:** Repair shall be true and level with adjacent surfaces and finishes shall match existing. Repair of concrete surfaces shall include:
   A. Removing existing spalling concrete, loose concrete, or loose cement coating.
   B. Cleaning area to ensure good bonding of patch material.
   C. Wetting the surface and keeping moist during entire process.
   D. Filling all voids and cracks with a mixture of concrete and bonding agent placed in accordance with manufacturer’s recommendations.
   E. Repairing any existing cement coating.
SECTION 3B - CONCRETE WALLS

1. **Concrete Foundation Walls:**
   A. Cast-in-place foundation walls must be a minimum of 8” thick and a maximum of 4’0” in height. Foundation walls over 4’0” in height shall be constructed in accordance with accepted engineering practices and shall include installation of all recommended foundation drain systems. Installation shall include sump pump and pit when required to get water to grade.
   B. The top of finish walls shall be such that no more than two sill plates are required to maintain finish floor elevation. Beam pockets shall be formed and beam support shall be provided.
   C. When constructing a foundation for an existing structure, the new foundation shall be placed so that vertical alignment with the existing exterior walls and corners is achieved.

2. **Concrete Retaining Walls:**
   A. Retaining walls not laterally supported at the top must not exceed 2’0” in height.
   B. Walls over 2’0” in height shall be constructed in accordance with accepted engineering practices.

3. **Piers:**
   Piers shall be a minimum of 12” in diameter and 36” in depth unless otherwise specified.

SECTION 3C - CONCRETE FLAT WORK

1. **Concrete Walks, Ramps, Steps, Stoops, Patios, Driveways, and Aprons:**
   A. Total thickness of all concrete shall be 4” minimum. Exposed surfaces shall be free of honeycombs, voids, and form marks and have a generally uniform appearance. Provide exterior flat concrete with light broom finish. Proper drainage shall be maintained away from all building walls with a minimum slope of 1/8” per foot. Edges shall be tooled with a device designed specifically for this purpose.
   B. Concrete walks shall be a minimum of 36” wide, unless otherwise specified. When walk joins steps that are wider than walk, the walk shall be tapered to step width from a point approximately 48” from steps. Score sidewalks with ½” control joints at a maximum of 5’0” on center and provide ½” x 4” resilient bituminous fiber expansion joints at points where walk abuts existing concrete.
   C. Score driveways and patios with 1/2” control joints at a maximum of 10’0” on center in both directions. Provide and install ½” x 4” resilient bituminous fiber expansion joints every 20 linear feet (lf) of driveway and at points where driveway and patios abut existing concrete. Control joints are to be tooled in place at the time of the placement or saw cut as soon as the concrete will withstand the weight of the workman and saw.
D. Vehicle garage door apron shall be poured flush with garage floor, and extend 1’ to each side of garage door opening and extend out 2’ flush with driveway grade. Slope aprons away from the garage at a minimum of $\frac{1}{4}''$ per foot.

2. **Interior Concrete Floors:**

A. Floors shall have steel trowel finish, smooth, and free from trowel marks. Aggregate shall be tamped away from surface using tools designed for this purpose. A 4” base course and 6 mil vapor barrier with joints lapped 6” are required for interior slabs on grade. Interior concrete floor slabs shall be a minimum of four inches (4”) thick, with one-half inch (\(\frac{1}{2}") x four inch (4”) resilient bituminous fiber expansion material at perimeter of floor and at any other structural elements.

B. Concrete floors shall be finished (except where floors are shown to slope to drain) with a maximum one-quarter inch (\(\frac{1}{4}")) variation in an eight foot (80") distance in any direction.

C. Garage floors shall be sloped for drainage to overhead door opening and include a concrete apron (see paragraph 1 of this section).

**SECTION 3D - SIDEWALKS, CURBS, CURB RAMPS, AND DRIVEWAY APRONS**

Sidewalks, curbs, curb ramps, and driveway aprons located within public street or alley rights-of-way must be designed and constructed in accordance with local jurisdiction requirements. Handicapped-accessible curb ramps of a type and design approved by the local jurisdiction must be provided at all street and alley intersections. The portion of driveway aprons located within a public street or alley right-of-way must be constructed of concrete with a thickness of 6” minimum. All work taking place within a public right-of-way must be approved by the local jurisdiction, and the Contractor shall be responsible for obtaining such approval.
DIVISION 4 - MASONRY

SECTION 4A - GENERAL REQUIREMENTS
1. **Placing:** Masonry shall be laid in running bond with level courses, uniform joints, square corners, and plumb verticals. Joints to be struck flush where covered with finish or not exposed to view and with a concave tool where exposed. When new and existing masonry are joined, transition shall be structurally sound and watertight, and if exposed, shall be uniform in appearance. Work shall include all necessary anchors, lintels and ties.

2. **Cold Weather Precaution:** Masonry work shall be protected from any weather condition which could compromise the strength or appearance of the finished work.

3. **Mortar:** Masonry mortar shall be mixed using a masonry cement specifically designed for this application. Type S or M mortar shall be used for reinforced masonry, masonry below grade, and masonry in contact with earth. Type N mortar shall be used for above-grade load-bearing and non-load-bearing walls and for interior partitions.

SECTION 4B - FOUNDATIONS AND RETAINING WALLS
1. **Preparation:** Masonry work shall include all excavation, backfill, reinforcing, coring, etc. as specified:
   - **Foundation Walls:** Masonry foundation walls must be a minimum of 8” thick and wall heights must comply with section R404 of the IRC, or be constructed in accordance with accepted engineering practices. Foundation walls that enclose usable or habitable space below grade must include damp-proofing, a foundation drain system, or a sump pump and pit when required to get water to grade. All joints in all locations are to be fully bedded and tooled whether they are visible or not.

2. **Retaining Walls:**
   A. Retaining walls not laterally support at the top must not exceed 2’0” in height.
   B. Walls over two feet 2’0” in height shall be constructed in accordance with accepted engineering practices.

3. **Piers:** Masonry piers must not exceed 10 times their least dimension. Isolated piers must be grouted solid unless their unsupported height is less than 4 times their least dimension. Hollow piers must have a 4” pier cap or solid masonry unit or have the top course of the pier filled with grout or concrete.

4. **Mortar:** Masonry mortar shall be mixed using a masonry cement specifically designed for this application. Type S mortar shall be used for reinforced masonry, masonry below grade, and masonry in contact with earth. Type N mortar shall be used for above-grade load-bearing and non-load-bearing walls and for interior partitions.
SECTION 4C - REPAIR OF EXISTING

1. **Walls:** When repair of existing masonry is specified all materials and installation methods used shall match existing materials and finishes as closely as possible. Any or all of the following methods, as required, shall be used to achieve this.
   
   A. **Tuck Pointing:** When tuck-pointing is required the work shall include:
      
      1) Removing existing mortar to a minimum of 3/4” and all loose and deteriorated mortar.
      
      2) Cleaning joint edges to ensure good bonding.
      
      3) Wetting the surface and keeping moist during the entire process.
      
      4) Forcing mortar into joints with caulking tool.
      
      5) Striking joint to seal and blend in with existing.
      
      6) Cleaning entire surface to remove all mortar from face of masonry (brick, rock or stone).

   B. **Resetting Existing Units:** Existing masonry units may be reused if undamaged and clean.

   C. **Parging:** When parging is required, the work shall have a uniform and even finish and shall include:
      
      1) Brushing and washing down entire surface to remove loose and deteriorated material.
      
      2) Keeping surface damp while applying parging.
      
      3) Coating entire surface with skim coat of masonry mixed at a ratio of three parts sand and one part masonry cement.

   D. **Shotcrete:** When shotcreting is required, refer to International Building Code (“IBC”), the finish shotcrete surface shall not contain sags, segregation, honeycombing, sand pockets, or other obvious defects.

2. **Chimney:** When a chimney is to be repaired, this includes tuck pointing, replacing damaged or missing masonry and parging, and installing a new cap and/or flue extension where necessary. Chimney caps are not to be less than 4” thick at their thinnest location.
DIVISION 5 - METALS

SECTION 5A - RAILINGS AND HANDRAILS
Railings shall be custom manufactured and securely anchored. Prefabricated railing kits may be acceptable only when approved by the Owner and MHDC. Joints are to be rigid and dressed down to a smooth, even surface. Railings shall be painted with one coat of metal primer and two coats of suitable finish paint.

SECTION 5B - FOUNDATION AND ATTIC VENTS
1. General:
   When openings for vents are constructed care shall be taken to avoid unnecessary damage to adjacent components.

2. Foundation Vents:
   Foundation vents shall have a means of closing and shall be screened with corrosion resistant wire mesh. Vents shall not be placed in close proximity to existing or new plumbing. Vents shall be standard quality brands designed for the specific application.

3. Attic Vents: Attic vents called for shall be screened with corrosion resistant wire mesh and shall provide protection against entrance of rain or snow. Vents shall be standard quality brands designed for the specific application.
DIVISION 6 - CARPENTRY

SECTION 6A - FRAMING

1. **General:** Framing specified shall ensure that the construction provides safe support of all design loads and a suitable base for attachment of finish material. Framing lumber shall be identified by the Grade Mark of a recognized grading association. Framing shall be level and plumb, and where possible all corners shall be square. Window and door openings shall be level, plumb, and square. Engineering requirements shall supersede all requirements of this section.

2. **Sill Plates:** When new sill plates are specified, closed cell foam weather stripping, grout, or other gasket material shall be installed under the new plates. The new plates must be attached to the foundation with ½” bolts spaced 6” on center with at least one bolt within 12” of each corner and a minimum of 2 bolts per plate. Sill plates shall be protected against decay and termites.

3. **Posts and Beams under Floor Joists:** Posts and beams shall consist of:
   A. Three 2” x 8” or 2” x 10” members fastened together to form a beam or the equivalent. Posts of 4” x 4” wood, 3” pipe, or general unit masonry construction spaced in accordance with the IRC are acceptable. Wood posts or pipes must be fastened to both beam and pad with brackets designed for the specific application. Installation shall assure that all beam member joints break over support posts and all points of contact with beam are shimmed for solid bearing.
   B. Pads supporting each post 16” square x 16” deep poured-in-place concrete with two horizontal #4 rebar in each direction. Top of pad shall be level and provide a smooth surface to install block for masonry piers, brackets for wood posts, or to properly attach steel posts.

4. **Floor Framing:** For new floor systems, joist size and spacing shall be as specified in the Work Write-Up. When additional floor framing is necessary, new joist size shall be consistent with existing members.

5. **Subflooring:** Subflooring shall be plywood OSB (oriented strand board) or waferboard. Subflooring shall be glued and nailed. When matching existing, new subfloor shall provide a uniformly smooth transition.

6. **Furring and Leveling of Existing Floors:**
   A. Remove all base and trim so that new floor sheathing will contact wall.
   B. When leveling of floor(s) is specified, floor shall be leveled to the high point of the area being leveled unless otherwise specified. When leveling is specified for a particular room, it shall extend into any new and existing closet or pantry located in or adjacent to that room.
   C. When leveling of floor(s) is specified, continuous furring strips shall be used. Furring material shall be of structural grade and shall be installed to obtain a structurally sound and level surface for installation of finished flooring (see Division 9, Section 9E).
D. When furring strips run parallel to existing floor joists, they shall be installed directly over floor joists.

E. Contact shall be maintained the entire length of the continuous furring strip between the existing floor and furring strips and the furring strips and new floor sheathing.

F. The spacing of the furring strips and sheathing shall conform to the requirements of the IBC or IRC for spacing and sheathing thickness.

G. Sheathing shall conform to subflooring requirements of paragraph 5 above.

H. If shimming is necessary, shimming material shall be a structural material with full bearing.

7. **Changes in Floor Level:**
   When leveling the floor in one area causes level differences from adjacent floors of more than 1/2", this change shall take place at openings. When such a change in levels does occur, the transition shall be made as follows:

   A. When the difference is 3" or more, treat as a step with a vertical riser. Finish of riser shall be the same as adjoining wall or either of the two adjacent floors. Owner and MHDC shall approve finish prior to installation.

   B. When the difference is less than 3", provide a tapered rise compatible with adjacent floors constructed of solid material. Finish of tapered rise shall be the same as adjacent floor finish, unless otherwise specified. Slope shall not exceed one in five.

8. **Walls:**

   A. New walls shall be constructed of 2" x 4" studs at 16" on center, continuous length from soleplate to double top plate and all ends shall be cut square. Wall framing shall include blocking for all planned accessories. Location of all openings shall be as per drawings. Exterior walls shall have two continuous beads of caulking applied between soleplate and subfloor.

   B. When furring of walls is specified, all furring material shall be of structural grade and shimmmed as needed to obtain a rigid and plumb surface for installation of finish material.

9. **Ceiling Framing:**

   A. Framing members for new ceilings in existing spaces shall be properly sized for span and spaced 16" on center. Members shall be anchored to provide a rigid level plane with provision for perimeter nailing of wallboard.

   B. Additional framing members for reinforcement shall be properly sized, located, and anchored to meet the structural requirements of the Building Code.

   C. When intermediate beams are added to support ceiling joists, the beam shall be continuous between supporting members, properly sized, located, and anchored to meet the structural requirements of the Building Code. When the beam is installed in a finished space, it shall be finished to match adjacent surfaces, unless otherwise specified.
10. **Rafters and Trusses:**
Rafters and trusses shall be set to provide an even plane for roof sheathing so that finished roofing has an even surface and provides a smooth transition between existing and new roofing. Rafter size and spacing shall be as specified. Rafters shall run full length without joints. When roof trusses are specified, they shall be engineered and approved drawings must be submitted showing compliance with the IRC.

11. **Roof Sheathing:**
Roof sheathing shall be plywood or OSB (oriented strand board). When matching existing sheathing, transition shall provide a uniformly smooth surface.

12. **Wood Decks, Ramps, Steps, Railings, Retaining Walls:**
   A. **Material:** Decks, ramps, steps, and railing structural components shall be approved construction grade lumber. Decking, stair treads, all guardrail components, and handrails shall be redwood, treated wood, or weather-resistant composite material. Fasteners shall be galvanized or cadmium plated. Material used shall be free of loose or missing knots. Redwood shall be sealed (see Division 9 Section 9C). Retaining wall components shall be designated for landscape use by the manufacturer.
   B. **Construction:** Construction details shall be in accordance with the Scope of Work Summary and/or drawings, if applicable.

13. **Repair of Framing and Structural Members:**
When the repair of framing or structural members is specified, the repair shall achieve the strength and load bearing capacity of the original member.

**SECTION 6B - PORCHES, STOOPS AND DECKS**

1. **Replacement of Components (Flooring, Ceiling, Columns, Railings, Steps, and Skirting and Lattice):**
Replacement of any components shall be with like material in style, size, and installation unless otherwise specified. Finger joint material may be used when painted. New unfinished material shall be primed or sealed and ready for final finish. Members shall be securely fastened and installed to meet at even levels and cut to abut uniformly adjacent members.

2. **Repair:**
When repair of components is specified, it shall consist of matching existing materials in size, style, and finish including decorative and ornamental moldings. Repair shall include all material and methods necessary to achieve uniformity between new and existing members.
SECTION 6C - INTERIOR TRIM, CLOSET COMPONENTS AND SHELVING

1. **Material:**
   
   A. New interior trim shall match predominant existing material in size, style, and finish, including any decorative and ornamental molding. Trim material shall be kiln dried or otherwise seasoned solid wood. Synthetic wood or veneered trim shall not be accepted. Trim material shall be dressed free of tool marks and other objectionable defects. When finish is to be natural or stain, trim material shall be stain grade. Finger joint material shall not be accepted. When trim is to be painted, material may be finger joint.
   
   B. Clothes closet, pantry closet, and open shelf material shall be 3/4” x 12” minimum wood bullnose or vinyl-covered wired shelving unless otherwise specified. Linen closet shelf material shall be 3/4” x 16” minimum wood bullnose with a minimum of five shelves. Shelves shall be painted to match adjacent finish. Closet shelf wall support shall be 1” x 4” material secured to solid backing or appropriate wire shelf brackets. Clothes closet rod shall be 1” diameter wood or metal, supported on ends with manufactured wall brackets. Rod shall not be painted. All fasteners will be attached to studs or proper blocking for all shelves. No drywall anchors will be accepted in shelving support.
   
   C. When closet rod and shelf are to be lowered, the height shall be coordinated with the Owner and MHDC.

2. **Installation:**
   
   A. Trim members shall be securely fastened tight to wall and installed to run true to line, meet at even levels to adjacent corner members, and all line cuts and miters shall be even so as to abut uniformly to adjacent members. This work shall be accurately and neatly performed and the joints shall be secured to prevent separation. Trim shall be joined only at corners except for runs in excess of 12’0”, in which one splice will be permitted midway of run. Casings around all openings shall be joined only at corners. External corners shall be mitered and internal corners shall be mitered or coped. Splicing of trim shall be done with mitered joints over solid backing. Fasteners used in installation shall be set below the surface. Holes shall be filled smooth with surface. When material is to be stained, fill shall match stain color.
   
   B. Continuous support secured to solid backing shall be installed at ends and back of closet shelves. Clothes closet shelf and rod shall have a center support bracket if span is more than (5'0’). Bracket shall be specifically designed for shelf and rod installation and securely fastened to solid backing and installed level. Rod shall be installed at a height of 56’ above floor unless otherwise specified.
   
   C. Pantry closet and open shelves shall have center support brackets if span is more than 5’0’. Bracket shall be specifically designed for shelf installation and securely fastened to solid backing.

3. **Repair:** Existing interior trim which is broken, splintered, cracked, chipped, warped, or otherwise defective shall be replaced or repaired with new material. Repair shall include all materials and methods necessary to achieve uniformity between new and
existing members. Installation shall conform to all requirements of this section unless otherwise specified.

SECTION 6D - INTERIOR WALL PANELING

1. **Material**: See Scope of Work Summary

2. **Installation**: Paneling shall be installed on solid wall surfaces. It shall not be fastened directly to furring strips or open framing. Any holes in existing wall material with an area exceeding one square foot to include holes from construction activity shall be repaired. Paneling shall be installed plumb and level. When paneling abuts trim it shall be tightly fitted. Exposed paneling edges shall not be accepted.

3. **Repair**: Repair of wall paneling shall consist of securing loose wall paneling and components.

SECTION 6E - INTERIOR SOFFIT

When repair of interior soffits is specified, it shall provide construction that will support all design loads and provide a suitable base for attachment of cabinets. Framing shall be level and plumb. When soffits are specified, the finished edge shall project a minimum of 1½” past the finished edge of the wall cabinet. Soffit edges shall run parallel to wall cabinets. Soffits shall have a minimum of ½” drywall, taped and finished to match adjacent surfaces.

SECTION 6F - KITCHEN, BATH AND UTILITY CABINETS

1. **General**
   
   A. Cabinets shall conform to ANSI A161.1 “Recommended Minimum Construction and Performance Standards for Kitchen Cabinets”. Cabinets shall be certified by the National Kitchen Cabinet Association.

   B. No plastic or vinyl transfer finishes shall be accepted. No plastic drawers, drawer fronts, or doors shall be accepted.

   C. Wall and base cabinets shall be of the same construction and same outside appearance.

   1) Face frames shall be solid 3/4” thick hardwood.

   2) Sides of cabinets shall be a minimum of 3/8” plywood and prefinished to match cabinet front when exposed.

   3) Tops and bottoms shall be a minimum 3/8” thick plywood or medium density fiberboard.

   4) Cabinets shall have backs constructed of a minimum 1/8” hardboard.

   5) Interior of all cabinets shall have a melamine finish.
6) Shelves shall be a minimum of 5/8" thick medium density fiberboard surfaced with a melamine finish.

D. Cabinet installations shall include all accessories, operating and mounting hardware, filler strips, panels, and molding provided by the cabinet manufacturer for complete installation.

E. When utility or pantry cabinets are specified, they shall match kitchen cabinets in style and finishes.

2. **Installation:**
   
   A. Cracks and voids in walls and floor and at junction of walls and floor shall be permanently filled and sealed prior to installation of cabinets.

   B. Where existing cabinets are removed and the area is not covered by new cabinets, the walls, floor, and trim shall be finished to match adjacent finishes.

   C. Cabinet doors shall be properly aligned and drawers shall operate freely. Hardware shall operate smoothly and easily. Cabinets shall be installed straight, level, plumb and be securely anchored with screws of proper size and quantity. Cabinets on either side of an appliance shall align front and top. Cabinets shall be secured to each other and to the wall by counter sinking screws neatly through the rails and stiles of the cabinets. Any screw not penetrating solid material shall be removed. Holes and any damage to the interior finish shall be filled and refinished.

   D. When shims are used in leveling cabinets, they shall be securely fastened and capable of supporting loads.

   E. When trim exists where new cabinets are to be installed, base and trim shall be cut and removed to avoid scribing cabinets. Base and trim shall be fitted tightly and neatly to newly installed cabinets.

   F. When cabinet installation is not tight fitting at floors, walls and ceiling, continuous molding shall be installed.

   G. Openings necessary for plumbing and mechanical components shall be cut so that a properly-sized escutcheon or trim will conceal the opening(s). If structural integrity of the cabinet is diminished as a result of cutting, such openings shall be reinforced.

3. **Replacement and Repair of Components:**
   
   When replacement of cabinet components is specified, components to be replaced shall be consistent in style, material, and finish with existing cabinet. When repair of cabinet components is specified, repair shall restore component to its original appearance, structural integrity, and operation.

4. **Alterations & Removal:**
   
   When wall cabinets are to be lowered, the height shall be coordinated with the Owner and the MHDC. When existing countertops are to be supported as a result of base cabinet removal, see the Scope of Work Summary (Doc. 13.D) or drawings.
When reconstruction of base cabinets is specified, see the Scope of Work Summary (Doc. 13.D) or drawings.

SECTION 6G - COUNTERTOPS
1. **General**: Countertops shall be shop built. Surfaces shall be minimum 1/16” thick high-pressure plastic laminate. Laminate shall be applied to all exposed edges. Countertops shall have a minimum 4” backsplash. End splash shall be installed where countertop abuts walls or built-in cabinet work. If top consists of more than one section, sections shall be assembled to achieve a structurally sound, rigid, single-unit top. Joints shall be tight, aligned, and smooth. Countertop allowance shall include the retail cost of the complete top ready for installation.

2. **Installation**: Edges that abut walls or other cabinets shall be scribed to fit tight to that surface. Countertop abutting walls shall be fitted with a maximum 1/8” opening prior to caulking. Caulking shall be uniformly applied and finished to be neat and smooth. No molding will be accepted. Openings cut and holes drilled for plumbing fixtures, electrical components, and appliances shall be neat and close fitting. Tops shall be secured to cabinet with screws installed into core of top through base cabinet.

3. **Repair**: Repair of countertops shall consist of the following:
   A. Adhering all loose laminates and other coverings with a product specifically designed for this purpose.
   B. Securing loose top to cabinets.
   C. Removing deteriorated sealant at walls and around plumbing fixtures replacing with new sealant specifically designed for this purpose. Sealant shall be uniformly applied and finished to be neat and smooth.

SECTION 6H - STAIR OPENINGS, STAIR UNITS, HANDRAILS AND GUARDRAILS
1. **General**: The design, construction, and installation of all stair units shall be the responsibility of the Contractor. If code requirements preclude installation of stair unit in a specified location, the Contractor shall notify the local jurisdiction before constructing the stair unit. Stair units may be job built or pre-manufactured and shall include landings as required. When the construction of a new stair opening or modification of an existing stair opening (including modifications for head room) is specified, it shall include all framing necessary to modify the existing, or create a new opening sized to accommodate the existing or specified stair unit and provide all necessary clearances. Structural members shall be approved construction-grade materials; for exterior stairs, fasteners shall be galvanized or cadmium plated. Material used for stair units shall be free of loose or missing knots. Unless otherwise specified, new stair units shall have treads and risers for closed construction and stair treads shall be 5/4” material pre-manufactured for this application. New stair unit installations shall include new handrail and appropriate hardware. Handrail shall be 1 1/4” to 2” in circular cross...
section or have a perimeter of at least 4" and not more than 6". The handrail must be continuous the full length of the stairs, ends must be returned to the wall or post, and the rails must be mounted so a space not less than 1½" is present between the wall and handrail. Handrails shall be finished with a natural finish unless otherwise specified. Finger joint material may be used only when handrails are to be painted. When guardrails are specified, they shall consist of posts, rails, balusters, and necessary hardware, or finished frame walls.

2. **Installation**: Stair units shall be installed plumb and level; treads shall be level and each riser shall be plumb. Where stair units meet wall surfaces, transition shall include finish wood molding or continuous skirtboard. Handrail installations shall meet applicable code requirements. Handrail brackets shall be screwed to structural members or to securely anchored backing.

3. **Repair**: When repair of a stair unit, handrail, or guardrail is specified, it shall include the repair or replacement of any damaged, deteriorated, or missing component or portion thereof. This shall include the repair or replacement of any associated brackets, screws, and hardware. Components shall be returned to a like-new and structurally-sound condition. Repairs shall match existing materials in style and finish.
DIVISION 7 - MOISTURE PROTECTION

SECTION 7A – DAMP PROOFING

Damp proofing shall be applied in conjunction with new foundation construction when specified and conform to IRC requirements and accepted engineering practices.

Foundation walls that enclose interior space or floors below grade shall be damp proofed from the top of the footing to the finished grade. Areas with a high water table that enclose interior space and floors below grade must be waterproofed in the same manner. Damp proofing consists of 3/8" parging that is covered with a bituminous coating, acrylic cement, surface-bonded cement, or any waterproofing method noted below. Waterproofing consists of two-ply hot-mopped felts, 55-lb. roll roofing, 6 mil polyvinyl chloride, 6 mil polyethylene, 40 mil polymer-modified asphalt, 60 mil flexible polymer cement, 1/8" cement fiber-reinforced waterproof cement, or 60 mil solvent-free liquid synthetic rubber.

SECTION 7B - PERIPHERAL DRAINS AND SUMP PUMP SYSTEMS

1. **Peripheral Drains:**

   Peripheral drains shall be installed in conjunction with new foundation construction when specified and conform to IRC and accepted engineering practices. Drains shall be required around all foundations that enclose habitable or usable space below grade and in areas with a high water table.

2. **Sump Pump Systems:**

   When a new sump pump system is specified where none exists, it shall include sump pit with container and cover designed for this application, sump pump, all electrical connections, and discharge drainage to exterior of structure. Sump pit container shall be a minimum of 18” diameter by 24” deep, designed for this application. Sump pumps shall be submersible type, minimum 1/3 horsepower (hp), automatic control, and UL approved. Discharge line with check valve shall extend from the pump through the exterior wall at a height to permit discharge into a splash block set on grade. A concrete splash block shall be included as part of this installation. When a new sump pump is to be installed in an existing system, existing components of the system shall be inspected and repaired or replaced to ensure proper operation. Pump shall be piped with solid PVC pipe only for the discharge line from the pump.
SECTION 7C - CAULKING

1. **General:** The requirements of this section shall apply to all interior and exterior work where caulking is common practice to provide a finished product or in preparation for final finish. This includes new work, repairs and alterations, and preparation for painting.

2. **Material:** Caulking shall be acrylic latex caulk unless otherwise specified.

3. **Preparation:** Surfaces to which caulking is to adhere shall be clean, dry, frost free, and sound. Loose material shall be removed prior to application. Joints greater than 3/8" in depth shall be partially filled with a rope or yarn backup (backer rod) material as recommended by the manufacturer of the caulking.

4. **Application:** Caulking shall be handled according to the manufacturer's written instructions. The completed application shall provide a weathertight surface. The caulking shall be uniformly applied and the finished surface shall be neat and smooth.

SECTION 7D - INSULATION

1. **General:** When space limitations will not allow sufficient insulation to meet the “R Value” required by this section, these spaces will be insulated to achieve the highest “R Value” possible. The Contractor shall provide a certification of “R Value” for all insulation to the Owner and the MHDC.

2. **Material:** Insulation shall be standard quality brands of batt, blanket, or loose thermal insulating materials fully suitable for the particular installation. Insulation shall be delivered to the site in manufacturer’s original packaging with seals unbroken and labels intact. Insulation materials shall be noncombustible, nontoxic, and shall not attract insects or vermin.

3. **Installation:**
   A. Attics (rooms or spaces immediately below the roof) shall be insulated to meet the International Energy Conservation Code. A minimum value of R-38 is required pending MHDC staff review. Attic insulation shall be installed between all heated and unheated spaces. Refer to specifications or Scope of Work Summary (Doc. 13.D).
   
   B. Exterior wall cavities shall be insulated to meet the International Energy Conservation Code, to include all voids between framing and window and door units when exposed. A minimum of R-20 or R-13 + R-5 is required pending MHDC staff review and location of unit. If finished wall surfaces must be disturbed for installation, surface shall be repaired and finished so that no evidence of work is apparent. Refer to specifications or Scope of Work Summary (Doc. 13.D).
   
   C. Exterior crawl space walls shall be insulated to meet the International Energy Conservation Code. A minimum value of R-19 to R-30 is required pending MHDC review and location of unit. Floors over exterior space must be insulated as attic spaces as noted in Section 7D-3A. Refer to specifications or Scope of Work Summary (Doc. 13.D).
D. Required clearances shall be maintained between mechanical and electrical components and insulation.

SECTION 7E - ROOFING

1. **General**: (see requirements of Division 7, Section 7F)
   A. **Preparation**: Roofing installations shall include the removal of any existing material to meet local code requirements (see Division 2, Section 2A). When roof sheathing is exposed, secure any loose sheathing, and replace defective with material of same thickness to establish a firm, true base. When installation is over existing roofing, set protruding nails, nail down loose roofing, and replace curled or warped roofing material to achieve an even surface. Clear roof surface of debris. Roofing installations shall include new roof jacks. Should the home already have two or more layers of roofing, all previous roofing will be removed prior to installing a new roof.
   B. **Repair**: Color and design of roofing material shall match existing adjacent roofing as closely as possible.

2. **Shingle Roofing**:
   A. **Material**:
      1) 3-tab shingles shall be a minimum of 235 lbs. per square.
      2) T-lock asphalt shingles shall be a minimum of 240 lbs. per square.
      3) 3-tab fiberglass shingles shall be a minimum of 225 lbs. per square.
      4) T-lock fiberglass shingles shall be a minimum of 225 lbs. per square.
      5) Wood shingles shall be No. 1 cedar shingles with a minimum of 205-225 lbs. per sq.
   B. **Installation**:
      1) When asphalt shingles are to be installed over existing roofing, a minimum of 30 lb. roofing felt shall be applied prior to installation.
      2) When asphalt shingles are to be installed directly over roof sheathing, a minimum of 15 lb. roofing felt shall be applied prior to installation.
      3) Shingles shall run true to horizontal line, meet at uniform levels at ridges, be cut and properly fitted adjacent to protruding members and other shingles with allowance for thermal expansion, and true to a set line in valleys and along eaves and rakes. Shingles adjacent to eaves and rakes shall be adequately nailed along same.
      4) New shingles shall extend ½” beyond rake and eave edges.

3. **Roll Roofing**:
   A. **Material**:
1) Mineral-surfaced, single-coverage asphalt roll roofing shall be a minimum of 90 lbs. per square.

2) Mineral-surface, double-coverage asphalt roll roofing shall be a minimum of 110 lbs. per square.

B. Installation:

1) Roll roofing shall be run true to horizontal line, be cut even, and properly fitted to adjacent protruding members.

2) Roll roofing shall be cemented and securely nailed.

3) Roll roofing installations shall include a minimum of 15 lb. felt and 9" edge strips.
   Edge strips shall overhang eaves and rakes 1/4" to 3/8".

4. Built Up Roofing:

A. Material: Built-up roofing felt shall be 15 lb. fiberglass. Cement shall be hot bituminous asphalt. Cant strips shall be installed at all vertical intersections.

B. Installation 3-Ply: Built-up roofing shall be composed of 3 plies of felt, alternating with hot layers of asphaltic cement. A final layer of 9/16" roof aggregate shall be applied to a hot layer of flooded asphaltic cement.

C. Installation 4-Ply: Built-up roofing shall be composed of 4 plies of felt, alternating with hot layers of asphaltic cement. A final layer of 9/16" roof aggregate shall be applied to a hot layer of flooded asphaltic cement.

5. EPDM Rubber Roofing:

A. Material: All materials by Firestone Building Products.

B. Installation: As per manufacturer’s specifications.

SECTION 7F - SHEET METAL

1. Roof Flashing:

A. Roofing installations shall include new valley flashing and other flashing necessary to achieve a weather-tight installation.

B. Valley flashing shall be metal flashing material minimum No. 28-gauge galvanized sheet gauge corrosion resistant metal; other flashing shall be No. 26-gauge galvanized sheet corrosion resistant metal. Installation shall be in accordance with industry standards. Installation shall achieve weather-tight performance without the use of excessive and unsightly mastics.

C. Shingle and roll roofing installations shall include style “A” metal drip edge along all eaves and rakes, drip edge shall not be installed in less than 40’ lengths. Overhang of all existing roofing shall be trimmed back to allow proper installation of drip edge.
D. Built up roof installations shall include gravel stop along all edges, flashing at vertical intersections, and parapet wall caps.

2. **Gutters and Downspouts:**
   
   A. **General:** Gutters shall be installed so that water flow from roof will be caught by the gutters. Each downspout shall drain a maximum of 600 square feet of roof area and downspouts shall be spaced to drain a maximum of 30 linear feet of gutter. Downspouts that discharge onto a roof shall terminate with an elbow a maximum of 1" above roof. Downspouts shall be located so that water will be diverted a minimum of 30" away from structure and will drain away from the foundation without draining onto adjoining properties.

   B. **Material:** Gutters shall be seamless 5" K Style. Galvanized steel gutter material shall be minimum of No. 26 gauge. Aluminum gutter material shall be a minimum of .027" in thickness. Downspouts and downspout extensions shall be 3" x 2" corrugated rectangular material to match gutters. Splash blocks shall be precast concrete.

   C. **Installation:** Gutters shall have a uniform slope at the rate of one-sixteenth inch (1/16") per foot to downspout. Gutters shall be installed under drip edge when it exists. Hangers shall be securely fastened and shall be spaced a maximum of 36" on center. Strap hangers shall be concealed under roofing material. Corners and drops shall be fastened with sheet metal screws and end caps shall be stapled or crimped. Corners, drops, and end caps shall be sealed to be watertight using a mastic designed for this purpose. Downspouts shall be securely fastened at top and bottom; if over 10'0" in length, a third intermediate fastener shall be installed equal distance between top and bottom fasteners. Elbows shall be fastened with sheet metal screws and downspouts shall terminate with an elbow. Installation of gutters, downspouts, and accessories shall be in accordance with trade standards. Galvanized gutters, downspouts, and accessories shall be primed and painted (see Division 9, Section 9C).

   D. **Repair:** Repair of gutters shall include removal of all debris from gutters and realignment to achieve pitch for proper drainage. Loose gutters and downspouts shall be securely anchored and resealed. Splash blocks or extensions shall be provided and installed where missing. Repairs shall be with materials to match existing.

**SECTION 7G - EXTERIOR SIDING**

1. **General:**

   A. **Preparation:** Preparation for siding installation shall include securing any loose wood members and replacing defective members with like material prior to installing new siding. Any existing caulking which will interfere with proper installation of new siding shall be removed. New wood furring shall be installed as required to ensure finish wall is reasonably plumb and even. Air/water
infiltration paper will be installed per manufacturer's recommendations. The back side of any exterior wood siding and trim will be primed.

B. Installation:

1) Siding shall be installed to run level, plumb, and true to line, and meet at even levels at corners and existing siding. Siding abutting trim and adjacent siding shall be squarely cut and properly fitted.

2) Caulking shall be installed around all openings and abutting wood trim. Color of caulking shall match finish color of siding.

3) Installation shall include all flashing, trim, and accessories necessary for a finished, weather-resistant product. Surface preparation and installation of siding, flashing, and accessories shall be in accordance with manufacturer's recommendations.

4) New unfinished lap and plywood siding shall be primed or sealed ready for final finish.

2. Lap Siding: Vertical joints shall be staggered so that any two joints will be separated by at least two siding strips. Short pieces of siding shall not be concentrated in one area. Corner trim shall fit tightly and true to vertical line of structure. Insulated backer shall be installed with all metal and vinyl siding.

3. Repair: When repair of siding is specified, it shall consist of the repair or replacement of any damaged or deteriorated siding members. Finish and design and siding material shall match existing adjacent siding as closely as possible. Siding used for repair or to fill in voids shall be laced into existing siding so that vertical joints shall have a minimum horizontal separation of 24".

SECTION 7H - SOFFIT, FASCIA, AND EXTERIOR TRIM

1. General: Members shall be securely fastened and installed to run true to line and meet at even levels at corners. Cuts and miters shall be even so as to abut uniformly to adjacent member. New unfinished material shall be primed or sealed and ready for final finish.

2. Wood:

A. Fascia and Trim: New material shall be redwood or clear pine, unless otherwise specified. Corners and in-line joints shall be mitered.

B. Soffit: New soffit material shall be a minimum of three-eighths inch (3/8") exterior grade plywood, plugged, and sanded unless otherwise specified. Fascia shall be plowed to receive soffit.

3. Vinyl and Metal: Vinyl and metal members shall be installed per manufacturer's recommendations with all accessories necessary for a complete installation. Backing materials shall be as recommended by manufacturer.
4. **Repair:** When repair of components is specified, it shall consist of matching existing material in size, style, and finish including decorative and ornamental molding. Repair shall include all materials and methods necessary to achieve uniformity between new and existing members.
DIVISION 8 - DOORS, WINDOWS, AND OTHER ENTRIES

SECTION 8A - DOORS AND FRAMES

1. **General**: Whenever door units are installed, frames, sills, and thresholds shall be plumb, level, square, and rigid. Frames shall be sized to fit the opening and wall thickness. Whenever doors are installed in existing frames, frames, sills, and thresholds shall be repaired as necessary to provide square, plumb, level, and rigid openings for the new installation. New doors shall fit properly in their frames and shall operate smoothly and easily. Contractor shall repair any voids or holes left as a result of removing existing hardware. When openings are constructed or existing openings modified, headers shall be provided to maintain the structural integrity of the wall and be in compliance with applicable codes. Care shall be taken to avoid unnecessary damage to adjacent components. In the event that damage occurs as a result of construction, damaged components shall be repaired or replaced to match existing in style and finish. When opening modification results in voids in adjacent surfaces, voids shall be filled to achieve uniformity between new and existing materials.

2. **Repair of Existing Doors, Frames and Hardware**: When repair of any door unit component is specified, it shall consist of ensuring that the component specified functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced and finished to match existing.

3. **Enlargement of Door Opening**: When existing door openings are enlarged as specified, it shall consist of providing properly sized framing materials to the opening to support all imposed loads. Headers and jack studs must be sized and constructed in compliance with the building code or by accepted engineering practices.

4. **Replacement of Door Components**: When replacement of any door unit component is specified, it shall consist of removing the damaged component and installing a like component that provides all functions, style, and finish of the original. Replacement component shall be adjusted to function properly.

5. **Finishes**: New doors shall be finished (see Division 9, Section 9C).

6. **Exterior Doors**:
   A. **Material**:
      1) **Doors**: 1 3/4” solid core exterior grade, faced veneer of wood, masonite, or metal.
      2) **Glass/Glazing**: (see Section 8C)
      3) **Frame**: One-piece frame, may be finger joint if painted.
      4) **Casing**: Casing shall match existing exterior and interior materials, style, and finishes (see Division 6, Section 6C, and Division 7, Section 7H)
5. **Hardware**: Residential grade (Kwick-Set or equal) consisting of 1½ pair of 4” x 4” butts, key-in-knob entry lockset and single throw deadbolt keyed alike, one-way viewer, and one wall or floor stop.

6. **Weatherstripping**: Residential quality weatherstripping of magnetic, vinyl, or aluminum with neoprene seal.

7. **Threshold**: Aluminum or wood with vinyl insert or aluminum or wood in conjunction with vinyl door sweep.

**B. Installation**: Openings between door casing and exterior wall material shall be caulked with a paintable silicone sealant. When accessible, voids between door unit and framing shall be insulated. Doors shall be weather tight with a weather tight threshold. Installation shall be in such a manner that side and head margins are uniform. Bottom shall clear finish floor through entire swing. Complete exterior door unit shall consist of door, rabbeted jamb, butts, casings on both sides, key-in-knob entry lockset, weatherstripping, threshold, and door stop as described in paragraph 6A. Installation will include drip cap over door. Exterior door installation shall include door and all hardware and weatherstripping as described in paragraphs 6A, (1), (5), (6).

8. **Interior Doors**:

   A. **Passage Doors - Material**:

      1) **Door**: 1 3/8” minimum thickness, hollow core wood veneer or solid core wood veneer.

      2) **Frame**: One-piece frame, may be finger joint if painted.

      3) **Casing and Stops**: Casing and stops shall match existing materials, styles, and finishes (see Division 6, Section 6C).

      4) **Hardware**: Residential grade (Kwick-Set or equal); bath doors shall have privacy lockset, all others shall have passage set. Installation shall include one pair of 3½” x 3½” butts and one wall or floor mounted doorstop.

      5) **Threshold**: Beveled solid wood.

   B. **Bifold and Bypass Doors - Material**:

      1) **Door**: 1 3/8” minimum thickness, hollow core wood veneer or 1” minimum solid wood or metal.

      2) **Frame**: One-piece frame, may be finger joint if painted.

      3) **Casing**: Casing shall match existing materials, styles, and finishes and include trim to conceal track (see Division 6, Section 6C).

      4) **Hardware**: Hardware necessary for a complete installation, to include pulls and guides.

   C. **Pocket Doors - Material**.
1) **Door:** 1 3/8” minimum thickness, hollow core wood veneer or solid core wood veneer.

2) **Frame:** Opening shall be finished with a wooden frame, may be finger joint if painted.

3) **Casing:** Casing shall match existing materials, styles, and finishes (see Division 6, Section 6C).

4) **Hardware:** Hardware necessary for a complete installation, to include pulls. Bath doors shall have privacy lock set designed specifically for this application.

D. **Accordion Doors - Material:**

1) **Door:** 1 3/8” minimum thickness, wood or vinyl.

2) **Frame:** Opening shall be finished with wooden frame, may be finger joint if painted.

3) **Casing:** Casing shall match existing materials, style, and finishes and include trim to conceal track (see Division 6, Section 6C).

4) **Hardware:** Hardware as provided by the manufacturer for a complete installation.

E. **Installation:** Complete interior door units shall consist of all materials as described under specific door headings above and shall be installed in such a manner that side and head margins are uniform and will remain so with normal use. Door shall clear finish floor through entire swing or motion. Interior door installation shall include all hardware as described in applicable “Hardware” paragraphs above.

8. **Glass Doors for Tub and Shower Enclosures:**

A. **Material:**

1) **Frame:** Jambs, head rails, and sills shall be extruded anodized aluminum.

2) **Doors:** Frame or frameless, maximum two-panel door for tub enclosure.

3) **Glass and Glazing:** (see Section 8C)

B. **Installation:** Shower stall door and tub enclosure assemblies shall consist of all components provided by the manufacturer for the specific model and application, to include all jambs, head rails, sills, door, and all operating hardware. New assembly shall be watertight.

9. **Storm and Screen Doors:**

A. **Wood Storm Doors - Material:**

1) **Door:** Frame shall be 1 1/8” thick select clear kiln dried ponderosa pine with interchangeable glass and screen inserts sized for secure tight fit. Screen wire shall be 16 x 18 heavy duty aluminum mesh (see Section 8D).
2) **Frame:** To be installed in existing finished opening.

3) **Hardware:** Machine-finished plated thumb latch, no key locking handle, air- hydraulic closure, and corrosive-resistant metal chain. Easy change locking latches for glass and screen interchanging; three 3” x 1½” brass-plated hinges for half surface, face mount, or offset installation.

4) **Weatherstripping:** Full perimeter weatherstripping of wood with neoprene or wood with wool pile. Door to have bottom sweep fitted weathertight.

B. **Aluminum Storm Doors - Material:**

1) **Door:** 1¼" maximum and 1 1/16" minimum extruded hollow shape, 6063-T6 alloy aluminum, and minimum .055 thickness. Door shall be self-storing. Screen wire shall be 16 x 18 heavy-duty aluminum mesh (see Section 8D).

2) **Frame:** Frame shall be aluminum Z-bar type.

3) **Hardware:** Machine finished plated thumb latch, no key locking handle, air-hydraulic closure, and corrosive resistant metal chain. Hinges shall be four Ollite bearing Z-bar type.

4) **Weather stripping:** Full perimeter weather stripping of nylon electrople with waterproof backing. Door to have expander and vinyl bottom sweep.

C. **Vinyl Storm Doors - Material:**

1) **Door:** Frame shall be 1¼" maximum and 1 1/6" minimum by 3", extruded hollow shape rigid vinyl. Door shall be self-storing. Screen wire shall be 16 x 18 heavy-duty aluminum mesh (see Section 8D).

2) **Frame:** Frame shall be vinyl Z-bar type.

3) **Hardware:** Machine finished plated thumb latch, no key locking handle, air-hydraulic closure, and corrosive resistant metal chain. Hinge shall be full length.

4) **Weather stripping:** Full perimeter weather stripping of nylon electrople with waterproof backing. Door to have expander and vinyl bottom sweep.

D. **Wood Screen Doors - Material:**

1) **Door:** Frame shall be 1 1/8" wood. Screen wire shall be 16 x 18 heavy-duty aluminum mesh (see Section 8D).

2) **Frame:** To be installed in existing finished opening.

3) **Hardware:** Machine finished plated thumb latch, no key locking handle, air-hydraulic closure, and corrosive resistant metal chain. Three, 3½” x 1½” brass-plated hinges for half surface, face mount, or offset installation.

E. **Installation:** Complete storm screen door units shall consist of all components as described under materials listings for the specific type of door listed above. Swing of door shall be approved by Owner.
10. **Door Openers**: When an automatic door opener is specified, it shall include the installation of a 110-volt electrical outlet connected to an existing circuit and located within 18" of the door opener unit. Exact location shall be coordinated with door opener installer. Installation of electrical wiring and apparatus shall comply with the requirements of Division 16, Section 16A. When an automatic door opener is specified, it shall be installed according to manufacturer’s installation instructions using only specified or supplied hardware. Installation shall be accomplished by the supplier’s installer. Installation of an automatic door opener shall include the removal of storm door if existing. Removal shall comply with requirements of Division 2, Section 2A.

11. **Overhead Garage Door**:
   A. **Material**: When an overhead door unit is specified, it shall include four-section door, all tracks and track hangers, rollers and lifting hardware, keyed locking hardware, stop molding with weather seal, tension springs and hardware, and bottom weather seal. Overhead garage door shall be wood, masonite, or steel and when of sandwich construction shall have a minimum 1 3/8” thick polystyrene insulating core. When overhead garage door is of single skin and frame construction, it shall have a minimum frame thickness of 1 3/8” with a polystyrene insulating backing. When overhead garage door is of wood construction with recessed panels, it shall have a minimum frame thickness of 1 3/8”.
   B. **Installation**: Overhead garage doors and their components shall be installed to fit and operate correctly. Overhead garage doors shall be weather tight with particular emphasis given to seal at floor. Overhead garage door tracks shall be securely anchored and rigidly installed.

**SECTION 8B - WINDOWS AND FRAMES**

1. **Primary Windows**:
   A. **Complete Window Units**:
      1) **General**: Complete window units shall include casing, sill, stool, apron, lifts, locks, screens, and all hardware necessary for a complete installation. Frames shall be sized to fit the opening and wall thickness. Style and finish of window unit will be identified Scope of Work Summary (Doc. 13.D). When an opening is constructed in a concrete or masonry wall, the rough opening shall be constructed with redwood, pressure treated lumber, or minimum 16-gauge hollow metal. When openings are constructed or existing openings modified, headers shall be provided to maintain the structural integrity of the wall. Care shall be taken to avoid unnecessary damage to adjacent components. In the event that damage occurs as a result of construction, damaged components shall be repaired or replaced to match existing in style and finish.
2) **Finishes:** New wood window units shall be finished (see Division 9, Section 9C).

3) **Materials:**
   - **Window Units:** Wood, aluminum, vinyl, vinyl clad.
   - **Casing:** Casing shall match existing exterior and interior materials, style, and finishes (see Division 6, Section 6C and Division 7, Section 7H)
   - **Hardware:** Hardware shall be residential grade and shall be designed for the application.
   - **Glass and Glazing:** (see Section 8C)

4) **Installation:** Whenever complete window units are installed, units shall be plumb, level, square, and rigid. Unless otherwise specified top of window unit shall align with existing windows in room. Voids between window unit and framing shall be insulated. Joints on exterior walls between window unit and wood, masonry, or metal shall be caulked with a silicone sealant. Window units shall have a drip cap and be weather tight.

B. **Replacement Window Kits and Replacement Sash:**

1) **General:** Replacement window kits shall include jamb liners, sash with glass and glazing, clips, fasteners, hardware, screens, and other accessories as supplied by the manufacturer for proper installation. In addition, new side and head stops, both interior and exterior, shall be included. Replacement sash shall include new sash milled to match existing with glass and glazing, operating mechanism, and hardware to match existing. Replacement window kits and replacement sash shall be fitted properly in the existing frames and shall operate smoothly and easily. New wood shall be finished to match existing frame (see Division 9, Section 9C).

2) **Materials:**
   - **Window Sash:** Wood, aluminum, vinyl, vinyl clad.
   - **Hardware:** Hardware shall be residential grade and shall be designed for the application.
   - **Glass/Glazing:** (see Section 8C)

3) **Installation:** Whenever replacement window kits or a replacement sash are installed, existing frame shall be repaired as necessary to provide square, plumb, level, and rigid opening for new installation. Contractor shall repair or replace damaged trim incidental to the window. Replacement window kits shall be installed in accordance with manufacturer’s recommendations.

C. **Repair of Existing Sash, Frames, and Hardware:** When repair of any window unit component is specified, it shall consist of ensuring that the component specified functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced and finished to match existing.
D. **Replacement of Window Components:** When replacement of any window component is specified, it shall consist of removing the damaged component and installing a like component that provides all functions, style, and finish of the original. Replacement component shall be adjusted to function properly.

2. **Storm Windows:**

   A. **General:** Storm windows shall be self-storing combination storm and screen units. Window shall be installed straight, plumb, and level in existing openings to ensure a weather tight enclosure and shall be securely anchored in accordance with the manufacturer's recommendations and be easily operable. Frame and sash member joints shall be mitered, neatly fitted, and securely fastened together with platted screws or welded joints. Weep holes shall be provided in frames. Storms and screens shall be compatible with the primary window operation and shall be neatly fitted with appropriate hardware so that the sash and screen can be removed from the inside. Installation shall include screens and necessary hardware. Exterior of primary windows and frames shall be cleaned prior to installation of storm windows. After installation all storm windows and their screens shall be thoroughly cleaned without using abrasive cleaning agents.

   B. **Aluminum Storm Windows:**

   1) **Material:** Window frames shall be extruded mill finish aluminum 6063 T6 alloy with nominal wall thickness of .055”. Screens shall be standard mill or charcoal aluminum. Weather stripping for interlocking panels shall be nylon electrolyte with waterproof backing. Aluminum windows shall conform to the Aluminum Window Manufacturer's Association standards (see Section 8C).

   2) **Installation:** Windows shall be installed over a bead of silicone caulking with platted screws finished to match frame. Caulking shall ensure a weather tight installation.

C. **Vinyl Storm Windows:**

   1) **Material:** Window frames shall be welded vinyl extrusion of one-piece construction. Screens shall be standard mill or charcoal aluminum. Weatherstripping for interlocking panels shall be nylon electrolyte with waterproof backing (see Section 8C).

   2) **Installation:** Windows shall be installed over a bead of silicone caulking with platted screws finished to match frame. Caulking shall ensure a weather tight installation.

D. **Replacement of Storm Window Components:** When replacement of any storm window component is specified, the new component shall match the original in all aspects.

E. **Repair of Existing Storm Windows:** When repair of any storm window component is specified, it shall consist of ensuring that the component specified
functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced.

SECTION 8C - GLASS AND GLAZING
1. **General**: Glass shall be PPG, LOF, or equal. Thickness and type of glass and glazing shall be as recommended by the manufacturer for the specific application. Bathroom windows shall be glazed with obscure glass. Upon completion all glass shall be free of cracks, rattles and be clean.

2. **Exterior Doors**: Door lights shall be insulated glass installed to be weather tight.

3. **Glass Doors (Tub and Shower Enclosures)**: Glass in tub and shower enclosures shall be safety-tempered glass.

4. **Storm Doors**: Storm door glass shall be double-strength tempered safety glass.

5. **Primary Windows**: Complete window units and replacement window kits shall have a minimum of ½” insulated glass. Unless otherwise specified, replacement sash, glass and glazing shall match existing.

6. **Storm Windows**: Storm window glass shall be double-strength.

7. **Replacement**: Glass replacement shall include the removal of all broken glass, old putty, and debris from window sash. Unless otherwise specified, replacement glass and glazing shall match existing in type, style, thickness, and installation. Glass set in metal with glazing clips shall be back-putted with putty appropriate for the purpose, or set in neoprene glazing bed. Glass set in wood shall be secured in place with glazing points and faced puttied. Glazing compound shall be a quality commercial non-leaded brand.

SECTION 8D - WINDOW SCREENS AND FRAMES
1. **General**: Whenever window screens are specified, they shall be constructed and installed to match existing in material, fabrication, operation, hardware, and finish. If existing screens are not present, screen frames shall be 1 1/16” x 2½”. For screens exceeding 4’0” in either dimension, an intermediate member of the same size shall be installed. Frames shall be constructed with rabbeted joints to provide a square and rigid frame. Screen mesh shall be 10 x 18 heavy-duty aluminum tightly stretched and secured to frame. Mesh edge shall be concealed with ½” half round molding.

2. **Repair**: When repair of any window screen component is specified, it shall consist of ensuring that the component specified functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced.
SECTION 8E - AREA WELLS

1. **General:** The size of area wells required for egress shall be determined by applicable code requirements. The size of non-egress area wells shall be established by the width of the window and depth below grade. Width from foundation wall for non-egress area wells shall be 24” unless otherwise specified. The top of area wells shall be a minimum of 2” above grade. Area wells shall be securely fastened to the foundation wall at the top, bottom and intermediate. Area wells shall have a minimum of 8” of crushed stone the top of which shall be a minimum of 4” below window sill. Unless otherwise specified, area well covers shall be pre-manufactured. Metal grills shall be No. 9 gauge expanded metal with reinforced edge. Area well covers shall be secured and if used on egress window, shall be easily released. When the depth of the area well is greater than 44”, a permanently-attached egress ladder shall be installed. When area well is constructed of wood, the ladder shall be wood; when constructed of metal, the ladder shall be metal. When constructed of masonry or concrete, the ladder may be wood or metal.

2. **Wood Area Wells:** When the width of area well exceeds 40”, the area well shall be constructed of treated material 6” x 6” minimum. Corners furthest from the foundation wall shall be laced and corners adjacent to foundation wall shall be stacked. Number 4 rebars shall be driven continuously through all members to a depth of 24” below well bottom at all four corners. Posts adjacent to foundation wall shall be 2” x 4” minimum and anchored to foundation wall. When the width of area well is less than 40”, the walls may be 2” x 6” material stacked on edge. Wall members shall be redwood or treated material. Posts furthest from foundation wall shall be 4” x 4” installed a minimum of 24” below well bottom. Posts adjacent to foundation wall shall be 2” x 4” minimum and anchored to foundation wall.

3. **Metal Area Wells:** Metal area wells shall be one-piece corrugated galvanized 20-gauge metal manufactured for this specific application.

SECTION 8F - CRAWL SPACE, CELLAR, BASEMENT, AND ATTIC ENTRIES

1. **Interior:** When the construction of a new interior crawl space, cellar, or attic entry is specified, it shall include cutting of opening, framing of opening, entry cover with hardware, trim, and finishes necessary for a complete, functional, and structurally-sound installation. Finishes shall match surrounding finishes.

2. **Exterior:** When the construction of a new exterior crawl space, cellar, or basement entry is specified, it shall include excavation, entry well, cutting of opening, framing of opening, entry cover or door unit with hardware, trim, flashing, and finishes necessary for a complete, functional, and structurally-sound installation. Construction of entry well shall include provisions for drainage.

3. **Ladders and Stairs:** When a ladder is specified, it shall be wood or metal and permanently fastened and structurally sound to provide safe access. When stairs are specified, they shall be constructed of wood or concrete and installed in compliance with all other requirements of these specifications.
4. **Repair**: When repair of any entry component is specified, it shall be returned to a like-new and structurally-sound condition. This shall include the repair or replacement of any associated hardware. Repairs shall include all material and methods necessary to achieve uniformity between new and existing materials.
DIVISION 9 - FINISHES

SECTION 9A - STUCCO

1. **General:** When stucco is specified, installation methods and materials used shall adhere to trade standards. All materials shall be products manufactured for the specific application. Finish stucco surfaces shall be true and uniform. Work shall include preparation necessary for existing work to receive and adjoin new work. Installation shall include wire lath, ties, and fasteners. Appropriate metal bead or stop shall be installed at all edges and corners. Expansion joints shall be placed to minimize stress within the stucco finish from structural movement. Stucco shall not be applied when temperature of surrounding air is below 40 degrees Fahrenheit and falling, unless precautions against freezing are provided.

2. **Repair of Existing Stucco:** When stucco repair is specified, work shall include the removal of damaged stucco. Repair shall include new lath and stucco to match adjoining work in finish texture and color.

SECTION 9B – DRYWALL

1. **General:** When removal of existing wall or ceiling material is specified, all materials necessary to achieve a solid, sound surface for installation of new drywall shall be removed. When removal of existing wall material is specified on exterior walls prior to installation of new wallboard, exterior walls shall be insulated as required (see Division 7, Section 7D-3B). When removal of existing wall material is specified on walls where handrail brackets, grab bars, etc., are located, solid blocking shall be installed prior to installation of new drywall. Preparations for wallboard installation shall include all furring and shimming necessary to achieve a straight and plumb surface. Except for overlay installations, all new wallboard shall extend behind trim. Trim shall be tight to face of wallboard without damage or distortion to trim installation. Any drywall treatment, preparation, or installation specified in a given room shall include closets and pantries in or adjacent to this room unless otherwise specified. Fasteners of adequate length to penetrate framing members by a minimum of 3/4" shall be used. When overlay or new drywall is specified, unless otherwise specified, trim shall remain in place. When trim is to be removed and reinstalled, care shall be taken to avoid damage or scarring trim material. In the event a member is damaged, it shall be replaced with a like member. Trim shall be marked and identified for reinstallation in the same location. Reinstallation shall comply with requirements of Division 6, Section 6C. When trim is to remain, wallboard shall be cut to fit tightly against trim. When wallboard projects beyond trim, a transitional molding shall be installed to complement existing trim. When overlaying existing walls or ceilings, it is intended that the wall and ceiling materials will not be removed. However, if the Contractor elects to remove it, then it becomes his responsibility to comply with any additional requirements of the Building Code to include insulating exterior walls as required (see Appendix 4; Division 7, Section 7D; and Division 13, Section 13A). Drywall
contractor shall protect adjacent areas, furnishings, fixtures, electrical cover plates, finished hardware, heater covers, and grills from splattering, spillage, or damage during wallboard installation and from taping and texturing applications.

2. **Material**: Wallboard shall be ⅜” on walls and ceilings, with tapered edges unless otherwise specified. Wallboard installed in bathrooms shall be water-resistant. Type “X” fire-rated wallboard shall be installed where required by applicable codes. Nails or screws shall be treated to prevent rusting or spotting.

3. **Installation**: Care should be taken to stagger and minimize end joints. Wallboard shall be first applied to ceiling, then to walls. When both sides of partitions are to receive wallboard, joints on opposite sides shall be staggered. Wallboard shall be carefully fitted and sized prior to fastening in place. Edges and ends of wallboard shall occur on framing members, except those edges and ends which are perpendicular to the framing members. Electrical boxes and mechanical openings shall be flush with finished wallboard surface. Exposed exterior corners shall be protected with metal corner bead. Wallboard joints and inside corners shall be covered with a tape and compound designed for this specific purpose. Drywall compound shall be applied in accordance with the manufacturer’s recommendations to include maintaining the minimum temperature during curing. Drywall application shall include the filling of all holes, gouges, and imperfections with drywall compound. Drywall work shall provide a true, even, smooth plane that when finished reveals no joints, fastener heads, or holes under normal lighting and viewing conditions. Texture shall be uniformly applied to the entire surface.

4. **Repair**: Repairing damaged areas shall include removing damaged material to framing on two opposite sides of damaged area and replacing with like material securely fastened to framing. Tape and finish to match adjacent surfaces and finishes with no visible signs of repair.

**SECTION 9C - PAINTING**

1. **General**:

   A. **Material**: Paint materials shall be standard quality brands and fully suitable for the intended purpose. Paint materials shall be delivered to site in manufacturer's sealed containers with original labels. The printed instructions shall clearly identify the suitability of the material for the type of exposure, surface to be covered, and type of service to which paint will be subject. Special consideration shall be given to ensure that the new finish will adhere to and be compatible with the existing surface. The Contractor shall furnish the Owner with color samples and the color selected by the Owner shall be initialed by both parties and a copy provided to the MHDC. No lead-based paint shall be used.

   B. **Preparation**: All surfaces must be repaired, clean, and in a paintable condition prior to the start of any work. All new materials will be primed and have two finish coats applied. Painting contractor shall apply paint or finishes only to surfaces prepared in accordance with this section. Painting or finishing of any...
surface by the painting contractor shall be considered acceptance that the surface preparation will provide for a first class job. Painting contractor shall protect vegetation, adjacent areas, and furnishings from splattering, spillage, or damage during painting. Contractor shall be responsible for paint removal or repair of damage to the Owner’s satisfaction. Finish hardware, electrical cover plates, heater covers, and grills shall be removed prior to painting surrounding surfaces or otherwise protected. Painting contractor shall, after conferring with Owner, remove all abandoned hardware, including hooks, screws, nails, anchors, wire, etc. and set nails and fill holes. Painting contractor shall ensure that all surfaces to be finished are free of peeling, blistered, or crazed paint; foreign material; minor holes, cracks, or irregularities; and must be clean, smooth, and dry. Repair and patchwork shall be made with material appropriate for the specific application to achieve a sound repair. When preparing masonry for paint, remove any surface effervescence with a product designed for this purpose. Any area to be painted showing signs of mold or mildew shall be treated with a good fungicide and all areas shall be thoroughly dry before painting. Upon completion, the entire area shall be cleaned and left in a neat condition.

C. Application: Each coat of paint shall be well brushed or rolled on, worked out evenly and allowed to dry before subsequent coat is applied. Finish work shall be uniform in color; smooth and free from defects; and smooth and free of brush marks, lap marks, bleeding, ghosting, and shadowing. Edges where paint adjoins other materials or colors shall be sharp and clean. New and previously-unpainted hardware, hardware accessories, electrical fixtures, switches, and receptacle and cover plates are not to be painted. Items of this nature previously painted shall be painted to match surrounding finish except when items are plated metal, in which case, old paint shall be removed. When doors are finished, top, bottom, and side edges shall be included. When windows are finished, bottom of lower sash rail and meeting faces of the meeting rails shall be included. The painting contractor shall verify in writing with the Owner which windows are not operable before painting and will not be responsible for making those windows operable. Failure to do so may require the painting contractor to make all windows operable. Windows that are operable before painting will be operable after painting. Bare wood shall be primed and painted, except that to be stained or clear sealed.

2. Exterior:
   A. General: Exterior painting shall be done only during favorable weather. Oil paint shall be applied when the temperature is above 40 degrees Fahrenheit, latex paint shall be applied when the temperature is above 50 degrees Fahrenheit and is expected to remain so for three hours after application. Temperature minimums shall be surface temperatures as well as air temperatures. Previously-painted windows, doors, and their trims are part of exterior painting, including those found behind storm windows or doors. Wood screen and storm window frames shall be included in exterior painting. If either is stored at the time, it is the Owner’s responsibility to make them available to the Contractor. Previously-painted foundations, decks, concrete porches, and stoops shall be
part of exterior painting. Natural finished items are not to be painted unless specifically noted. When new gutters and downspouts are specified, the existing fascia and specifically noted. When new gutters and downspouts are specified, the existing fascia and any new fascia shall be painted prior to installation of the new gutters. Exterior metal and plastic surfaces shall be painted, including railings, roof flashing, chimneys, chimney caps, and mechanical components.

B. **Material:** In addition to the requirements of Section 9C, 1, exterior paints shall have a minimum of 35% plus or minus 2% volume of solids for the paint.

C. **Preparation:** Sanding, wire brushing, scraping, and power washing are acceptable methods of cleaning. Joints and seams shall be caulked prior to painting to achieve a weather-tight and smooth finish. Loose or deteriorated putty, including points, for sash shall be replaced.

3. **Interior:**

A. **General:** Finishes specified in a particular room shall extend into any new and existing closet, built in cabinets or pantry located in or adjacent to that room. Walls, ceilings, and previously painted doors, windows, trim, and shelving shall be included. Natural finished items are not to be painted unless specifically noted. Cabinet doors, and drawers shall be closeable and operable after painting.

B. **Material:** In addition to the requirements of Section 9C, 1, interior paints shall have a minimum of 30% plus or minus 2% volume of solids for the paint. Finishes used in kitchens, baths, and utility areas shall be durable and washable.

C. **Preparation:** It is not intended that wood surfaces scheduled for refinishing or painting be completely stripped down to bare wood. Rather, it is intended that scratches and other surface blemishes be treated so as to make them unnoticeable. When wallpaper exists on a surface that is to be painted, it shall be the responsibility of the general contractor to determine the appropriate preparation so that the final finish is in compliance with all requirements of this Section.

4. **Cabinets:** Peeling, blistered, or crazed paint shall be removed. Preparation of cabinet surfaces shall include filling of all voids, holes, cracks, surface irregularities, and unevenness of existing paints so as to be unnoticeable after final finish is applied. Special attention shall be given to the removal of grease, mildew, and other foreign matter unique to kitchen and bath locations. When cabinets are finished, interior, shelves, doors, and drawers shall be included. Wall cabinet tops, when there is no soffit, bottoms and exposed ends, including stove and refrigerator cavities, shall be included. When cabinet doors or drawers are finished, all surfaces inside and out shall be included. After refinishing all cabinet doors and drawers shall operate smoothly, easily, and close tight.

5. **Gutters, Downspouts, Flashing, Vents and Metal Railings:** New metals not previously painted shall be primed with a rust-preventing metal primer manufactured for the specific application. Previously-painted metals shall be spot primed where necessary. Finish shall inhibit rust and be manufactured for the specific application.
SECTION 9D - WALL COVERING (CERAMIC TILE AND WALLPAPER)

1. **General:** All surfaces to be covered shall be clean, smooth, and free of foreign material, holes, cracks, and irregularities and must be dry. Adjacent areas and furnishings shall be protected from splattering, spillage or damage during installation.

2. **Ceramic Wall Tile:**
   A. **Preparation:** Existing walls shall be treated with a water-resistant sealant designed specifically for this purpose.
   
   B. **Material:** Tile and grout shall be suitable for the area and application. Adhesives and other application materials shall be those recommended specifically by the manufacturer of the tile. Tile allowance shall include the retail cost of the tile only. Tile will be installed on properly-installed cement-based backer board.
   
   C. **Installation:** Where possible, lay out work so that no tile less than 1/2 size occurs. The adhesive shall be applied to the entire surface to be tiled with a notched spreader blade. Tile shall be set by “floating method”; surface of tiles shall be flush. In shower area height of last course of tile shall extend a minimum of one full tile above showerhead. Tile shall extend into window recesses (sill and sides) at same height as wall tile. Tile installations shall be trimmed with tile specifically designed for the application. Joints shall be uniform, shall align vertically and horizontally and be plumb and level. Tile joints shall be filled with white grout unless otherwise specified. Joints between tub and tile and between tile and any dissimilar material shall be sealed with a tub and tile sealant. Joints shall be sponged and tooled.
   
   D. **Repair:** When repairing an existing tile wall, remove all cracked, loose, chipped, or otherwise defective tile. Repair sub-surface wall material as necessary to provide a smooth and water-resistant surface for installation of replacement tile. New tile being installed next to existing tile shall match existing as closely as possible in size, color, texture and glaze. Existing tile may be cleaned and reused when feasible. When repairing and sealing grout, remove all loose and deteriorated grout and sealant prior to installing new. Installation shall conform to all requirements of this section.

3. **Wallpaper:**
   A. **Preparation:** Existing surfaces shall be prepared to ensure that the seams or any other features of any existing wall covering will not be visible through new covering. Sealant shall be applied as recommended specifically by the manufacturer of the wall covering. Surfaces shall be coated with sizing as recommended by the manufacturer of the wall covering. Special consideration shall be given to ensure the new covering will adhere to and not affect the stability of the existing surface.
   
   B. **Material:** The type of paper used shall be suitable for the area and application. Wall covering allowance shall include the retail cost of covering only.
C. **Installation:** Wall covering surface shall be smooth, tight, and free of bubbles. Paper shall be plumb with seam type recommended by the manufacturer. Abutting seams shall be tight and patterns shall align. Edges shall be fitted tightly against all trim. Edges where wall covering adjoins other material or finishes shall be sharp and clean. Wallpaper shall be installed behind all wall and ceiling accessories (grills, cover plates, fixtures, etc.).

D. **Repair:** Repair of wallpaper surfaces shall consist of adhering wallpaper with product specifically designed for this purpose.

**SECTION 9E - FLOOR COVERINGS AND FINISHES**

1. **General:** Flooring contractor shall install finish flooring materials only to surfaces prepared in accordance with the requirements of the finish material manufacturer. The placement of any finish flooring materials shall indicate the acceptance of the surface and compliance with all requirements of this section by the installer. When adhesives are used, they shall be designed for the specific application. Installation of floor coverings shall be accomplished by a skilled craftsperson. Prior to installation over concrete, all cracks, depressions, and voids shall be filled or repaired. Where leveling is required, a product designed specifically for this purpose shall be used. Concrete surface shall be sealed with a sealant designed for this application prior to installation of floor covering. Floor surfaces to receive underlayment or finish floor covering shall be dry, smooth, and clean. Floor coverings and finishes specified in a particular room shall extend into any new and existing closet or pantry located in or adjacent to the room. Floor coverings shall be cut evenly and close fitting at walls and all projections and seams shall be held to a minimum. Avoid seams in high traffic areas. Floor coverings shall be installed so that patterns align in both directions. Fill strips shall not be less than 9" in width or less than 36" in length. The transition between rooms with different floor finishes shall occur at the center of the opening or the door when the door is in the closed position. When new finish floors are specified, installation shall include trimming bottoms of existing doors that are to remain to clear new finish floor. The Contractor shall be responsible for keeping the new floor covering clean and protected from stains and all other damage until acceptance by Owner or final inspection. Patching of damaged vinyl is not acceptable. The General Contractor shall ensure care instructions for products installed are provided to the Owner.

2. **Vinyl:**
   
   A. **Material:** Vinyl allowance shall include the retail cost of vinyl floor covering only.
      
      1) **Vinyl Sheet Goods:** Shall be of a reputable manufacturer and meet minimum FHA standard.
      
      2) **Base:** Rubber, vinyl, or wood.
      
      3) **Stair Nosing:** Aluminum, vinyl, or rubber.
B. **Installation:** Vinyl installations, except when over concrete, shall include underlayment. Existing base shoe shall be removed prior to installation of vinyl. Water closet shall be removed prior to installation of vinyl. When reinstalling water closet, a new bowl wax seal shall be installed. Seams shall be tight, straight, uniform, and welded watertight using manufacturer's seam sealer. Vinyl shall be fitted tight and sealed at tub and around all floor penetrations to be watertight. Transition from one floor covering type to another shall be made using a molding product designed for the specific materials and conditions. The vinyl installation shall include all necessary trim items including pipe escutcheons for a complete and professional installation. Installation of vinyl floor covering on stairs shall include a nosing trim specifically designed for this purpose. Tread and risers shall be one piece with no exposed edges. Rubber and vinyl base shall be continuous between corners, and all interior and exterior corners shall be premolded. For wood baseboard or base shoe installation, see Division 6, Section 6C. After floor has set sufficiently to become seated, clean with a neutral cleaner recommended by manufacturer. Floors and rubber base shall be left clean, smooth, and free from air pockets, buckles, cracks, and exposed edges.

C. **Repair:** Vinyl repairs shall be made using manufacturer’s recommended products and procedures. Finish repair shall be smooth, even, and impervious to water. Any additional vinyl required for repair shall match all characteristics of existing vinyl and pattern shall align.

3. **Carpet:**

   A. **Material:** Carpet allowance shall include the retail cost of carpet only.

      1) Wool, acrylic, or modacrylic pile carpet shall be 25 ounces per square yard minimum.

      2) 100% nylon pile carpet shall be 20 ounces per square yard minimum.

      3) Pad shall be 1/2” pad, 5 pound, rebond minimum, unless otherwise specified.

      4) Bath and kitchen carpet shall be water resistant designed for this use and shall be installed over flooring impervious to water.

   B. **Installation:** Base shoe shall be removed prior to installation of carpet. Surface of base exposed after removal of base shoe shall be finished to match adjacent surface. Installation shall be in accordance with carpet industry practices and standards. Finished carpet installation shall be free of scallops and puckers. Fasten tack strips to the floor by the most appropriate method to give permanent holding qualities. Lay pad in the largest possible lengths and widths using the minimum number of sections and lay flat without bubbles or wrinkles. Bond pad to concrete and staple to wood floors. Lay out the pad so that seams do not fall directly under the carpet seams. Tape pad seams where necessary to ensure seams remain tight. Make carpet seams uniform, unnoticeable, and permanent by the method appropriate for the type of carpet and in accordance with industry practices and standards. Treat all joining edges, regardless of seaming method, with a seam adhesive. Seams must have a minimum breaking strength of 100 pounds per inch and must be capable of withstanding all carpet cleaning.
processes. Products used in the seaming process shall be appropriate for the application. After installation, remove all debris, moldings, scraps, and other foreign matter. Remove any soiled spots or adhesive from the face of the carpet with the appropriate spot remover recommended by the carpet manufacturer. Remove all loose threads and vacuum carpeting.

4. **Underlayment:** Unless otherwise specified, 1/4” material (Luan plywood, AC plywood, waferboard, or fiber reinforced gypsum underlayment) designed and stamped for use as underlayment shall be installed.

5. **Wood Flooring (Repair and Refinishing):**
   A. **Repair:** When patching or replacing flooring, material and installation shall match existing. Where patch is more than two boards wide, the end joints shall be staggered a minimum of 4”. Sand patched area and feather into existing flooring. Stain and finish new sections of flooring to match existing.
   
   B. **Refinish:** Remove base shoe with care prior to sanding; save for reinstallation. Reinstall base shoe after flooring has been refinished. Reinstall base shoe, and if damaged, provide new base shoe and refinish to match existing removed (see Division 6, Section 6C). Re-nail all loose flooring, set nails, and fill all holes with a product specifically designed for this purpose. Floor surface shall be machine sanded with appropriate-grit paper to achieve a smooth uniform surface. When machine sanding is impossible, hand sand to achieve a smooth, even surface. A minimum amount of wood surface shall be removed. Apply wood filler to floor surface with a product designed for this purpose. Apply a minimum of two coats of polyurethane floor finish. When floors are to be stained, apply stain evenly.

**SECTION 9F - PLASTER REPAIR**

**General:** Properly prepare the area to receive patching plaster. Proper preparation shall include the removal of loose or damaged plaster cut out to clean, sharp edges to solid lath material. The areas to be patched shall be filled by one of the following methods.

1. **Wallboard Method:** Areas to be patched shall be filled with a thickness of wallboard that will allow the finish plaster coat to match the adjoining surface in plane, finish, and texture. The wallboard shall be securely fastened to a solid backing.

2. **Plastering Method:** Surfaces to be patched shall be dampened immediately before application of the new three-coat wet plaster; all surfaces shall be smooth and free of bulges and match the adjoining surface in plane, finish, and texture.
DIVISION 10 - SPECIALTIES

SECTION 10A - FOUNDATION AND ATTIC VENTS
1. **General:** When openings for vents are constructed, care shall be taken to avoid unnecessary damage to adjacent components.

2. **Foundation Vents:** Foundation vents shall have a means of closing and shall be screened with corrosion-resistant wire mesh. Vents shall not be placed in close proximity to existing or new plumbing, gas meters, or furnace intake vents. Vents shall be standard quality brands designed for the specific application.

3. **Attic Vents:** Attic vents specified shall be screened with corrosive resistant wire mesh and shall provide protection against entrance of rain or snow. Vents shall be standard quality brands designed for the specific application.

SECTION 10B - MEDICINE CABINETS AND BATH ACCESSORIES
1. **General:** Medicine cabinet and bath accessories shall be installed level and securely anchored using manufacturer's hardware at standard heights, unless otherwise requested by Owner. When installed over sink, medicine cabinet shall be centered above sink. Locations of accessories shall be coordinated with Owner.

   When "all" bath accessories are specified, the following shall be provided:
   
   A. Two towel bars; one 24", one 30"
   B. One paper dispenser
   C. One shower rod (not required with glass enclosure)
   D. One soap dish
   E. When tilted extension mirror is specified, location shall be coordinated with Owner and MHDC.

2. **Repair:** When repair of medicine cabinet or bath accessory is specified, repair shall restore item to its original appearance and operation and be securely anchored.

SECTION 10C - HOUSE NUMBERS
When new house numbers are specified, they shall be a minimum of 5" in height, made of black- or brass-finished metal and be securely fastened with screws or nails supplied by the manufacturer.
SECTION 10D - SIGNAGE AND MAIL BOXES
All signage shall be legible, include all required information, and be in good repair. When a mail box is specified, it shall be U. S. Postal-approved and if post is provided, post may be wood or metal and shall include a platform for securing the mail box. Post shall be set in concrete and mail box shall be installed according to U. S. Postal Service requirements.

SECTION 10E - GRAB BARS
When grab bars are specified, all mounting holes shall be used and each screw shall be securely anchored in solid backing. If solid backing does not exist, installation shall include the removal of existing wall or ceiling covering, installation of solid backing securely anchored to wall or ceiling framing, and the replacement of wall or ceiling finishes to original condition. Heights and locations shall be coordinated with the Owner and the MHDC. Horizontal bars shall be installed level and all vertical bars shall be plumb unless otherwise specified.
DIVISION 11 - EQUIPMENT

SECTION 11A - APPLIANCES

1. **General:** Appliances shall be delivered to site in manufacturer’s containers and protected during construction. The Contractor shall be responsible for furnishing appliances in proper operating condition and without any defects or damages including the finish. The Contractor shall provide to the Owner operation instructions, guarantees, and warranty certificates for the furnished appliances. The energy-rating label shall remain on all appliances. When relocation of existing appliances is specified, installation requirements of this Section shall be adhered to except that the requirements for all features to operate faultlessly shall apply only to those features operating prior to relocation. The Contractor shall reconnect existing appliances temporarily removed during construction.

2. **Installation:** The Contractor shall be responsible for constructing openings for built-in appliances. The installation of appliances shall include all mechanical, electrical, and plumbing service connections necessary for all features of the appliance to function properly. When new connections are required, they shall be installed behind the appliance and out of sight. Existing connections may be used if applicable code requirements are met (see Divisions 15 and 16). The Contractor shall check and make all necessary adjustments to ensure that installed appliances and features operate faultlessly. Range, refrigerator, and dishwasher shall be installed level. Installation of garbage disposal shall include wall switch above counter top backsplash.

3. **Reconditioning Range, Refrigerator, and Dishwasher:**
   
   A. Reconditioning of appliances shall include assuring the proper operation of all controls, motors, and the functions of all accessories and components. Unit shall be cleaned.
   
   B. Cleaning of appliances shall include the removal of all grease, oil, dirt, dust, and debris from all finishes, elements, and components of the appliance.

4. **Appliance Refinishing:** Refinishing kitchen appliances shall be accomplished by a subcontractor recognized as a professional in this type of refinishing and using products designed specifically for this application.
DIVISION 12 - FURNISHINGS

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DIVISION 13 - SPECIAL CONSTRUCTION

SECTION 13A - HAZARDOUS MATERIALS (LEAD-BASED PAINT AND ASBESTOS-CONTAINING MATERIALS)

1. **Lead-Based Paint**: The requirements of State and federal regulations must be complied with when performing any work involving lead-based paint, including but not limited to the following activities.

   A. **Disclosure**: A seller or lessor of target housing shall disclose to the purchaser or lessee the presence of any known lead-based paint and/or lead-based paint hazards.

   B. **Acquisition and Federal Rehab Assistance**: In projects that are part of federally-assisted acquisition and rehabilitation, the grantee or PJ shall provide the lead hazard information pamphlet in accordance with 24 CFR Part 35. Lead-based paint requirements for rehabilitation fall into three categories that depend on the amount of federal assistance provided. The three categories are: (1) assistance of up to and including $5,000 per unit; (2) assistance of more than $5,000 up to and including $25,000 per unit; and (3) assistance of more than $25,000 per unit. The type of lead-based evaluation and hazard reduction requirements is dependent on the amount of federal assistance provided per unit.

   C. **Lead-Safe Work Practices Qualified Bidders**: Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. To protect against this risk, the EPA requires all contractors or firms performing renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes, child care facilities, and schools be certified by EPA and that they use certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices. Individuals can become certified renovators by taking an eight-hour training course from an EPA-approved training provider. Only these General Contractors who have completed a State-approved LEAD-SAFE RENOVATOR TRAINING PROGRAM or are licensed by the State Health Department as LEAD ABATEMENT CONTRACTORS are recommended to bid on HDF rehabilitation projects.

   D. **Lead-Based Paint Removal/Abatement Qualified Bidders**: Only General Contractors licensed by the State Health Department as LEAD ABATEMENT CONTRACTORS and that have been approved by the MHDC.

      1) The lead abatement contractor will be responsible for ensuring his/her supervisors and workers attend appropriate training and hold the appropriate State licenses.

      It is the responsibility of the General Contractor to ensure that proof of the aforementioned training and licensing is provided to the MHDC for the
Owner and his/her workers.

2) When lead-based paint is to be removed from building component surfaces, the component shall remain in place when accomplishing the removal.

3) When lead-based paint is to be removed from building component surfaces, the component shall remain in place when accomplishing the removal.

E. The MHDC requires that all units constructed prior to 1978 must be tested for lead-based paint that utilizes federal funding for rehabilitation.

2. **Asbestos-Containing Materials**: Asbestos-containing materials shall be handled and disposed of in accordance with State and Federal Regulations.

   A. The National Emission Standards for Hazardous Air Pollutants (NESHAP) regulations under the Clean Air Act specify work practices to be followed during demolition and renovation of all structures.

   B. The Missouri Department of Natural Resources – Division of Environmental Quality requires an asbestos inspection prior to any proposed renovation and demolition activities. The Missouri Department of Natural Resources – Division of Environmental Quality regulates the abatement and disposal of asbestos-containing materials, renovation operations, and demolition activities in Missouri (per 10 CSR 10-6-241 and 10 CSR 10-6-6.250).

**SECTION 13B - AIR QUALITY**

The site and dwelling units must be free of air pollutant levels that threaten the occupants’ health. The dwelling unit must be free from dangerous levels of carbon monoxide, sewer gas, fuel gas, dust, mold, and other harmful pollutants. Adequate air circulation is required in the dwelling unit.

**SECTION 13C - PEST CONTROL (ROACHES, TERMITES, AND VERMIN)**

1. **Roaches**: When roach treatment is specified, it shall be accomplished by a professional exterminator company licensed to perform this type of service. Type and kind of treatment shall be determined by the professional exterminator. The Contractor shall be responsible for the initial treatment and any recommended follow-up shall be the responsibility of the Owner.

2. **Termites**: When termite treatment is specified, it shall be accomplished by a professional exterminator company licensed to perform this type of service. Type and kind of treatment shall be determined by the professional exterminator. The Contractor shall be responsible for the initial treatment and any recommended follow-up shall be the responsibility of the Owner.
It shall be the responsibility of the Contractor to repair or replace any damaged components caused by the treatment for termites.

3. **Vermin:** Any unit must be free of rodents and heavy accumulations of trash, garbage, or other debris that may harbor vermin. The unit must contain adequate barriers to prevent infestation.

**SECTION 13D - FIRE ALARM SYSTEM, CARBON MONOXIDE, AND EMERGENCY POWER**

When fire alarm and smoke detectors are specified, they must be installed according to the Building Code. (See Division 16, Section 16B and 16C). If a hearing-impaired person is present, the smoke detectors must have an alarm for hearing-impaired persons as specified in NFPA 74. If fuel-burning appliances are provided in a dwelling unit, carbon monoxide detectors are required to be installed based on the manufacturer’s recommendations. When fire sprinklers, emergency lighting, and exit signs are specified, they must be installed according to the appropriate building code. If emergency power is provided, it must be sized accordingly, operate all necessary equipment, and be installed according to the building code.

**SECTION 13E - FIRE PROTECTION SYSTEM**

New one- and two-family dwellings over one level in height, new one- and two-family dwellings containing a basement, and new one- and two-family dwellings containing a crawlspace with a fuel-burning appliance below the first floor shall provide one of the following methods for fire protection of floors: (1) a ½” gypsum wallboard membrane, 5/8” wood structural panel membrane, or equivalent on the underside of the floor framing member; (2) wood floor assemblies using dimension lumber or structural composite lumber equal or greater than 2” x 10” nominal dimension, or other approved floor assemblies demonstrating equivalent fire performance; or (3) an automatic fire sprinkler system as set forth in section R313.2 of the International Residential Code for One- and Two-Family Dwellings. All new windows installed must meet the fire egress requirements noted in the building code.

**SECTION 13F - STORED FLAMMABLE MATERIALS**

Flammable materials, including paint, solvent fluids, paper, gas, etc., shall not be stored or accumulated in an unsafe or unapproved manner in any dwelling unit or on site.
SECTION 13G – ACCESSIBILITY

1. **Section 504 (24 CFR 8):** The requirements of the federal regulations must be complied with when performing any work involving the new construction or alterations of existing multifamily housing.

   A. New multifamily housing consisting of five or more units must be designed and constructed to be readily usable by persons with disabilities.

   1) A minimum of 5% of the dwelling units in the project must be accessible to individuals with mobility impairments. An additional 2% of the dwelling units must be accessible to individuals with sensory impairments.

   2) The construction standard for all accessibility requirements is the Uniform Federal Accessibility Standard.

   Rehabilitation indicates that if alterations are undertaken to a housing project that has 15 or more units, and the rehabilitation costs will be 75% or more of the replacement cost of the completed project, then such projects are considered to have undergone “substantial alterations” are subject to the accessibility requirements noted in (1) for new construction above.

   The construction standard for all accessibility requirements is the Uniform Federal Accessibility Standard.

2. **Americans with Disabilities Act (24 CFR 36):** The requirements of the federal regulations must be complied with when performing any work involving the new construction or alterations of existing multifamily housing.

   A. When public areas are altered in multifamily projects constructed on or before January 26, 1993, they must be altered in accordance with the 2010 ADA standards.

   B. Public areas must be designed and constructed in accordance with the 2010 ADA standards in multifamily projects constructed after January 26, 1993.

3. **Fair Housing Act (24 CFR 100.205):** The requirements of the federal regulations must be complied with when performing any work involving the new construction or alterations of existing multifamily housing.

   All multifamily housing projects constructed after March 13, 1991, must comply with the seven design standards noted below:

   A. an accessible entrance on an accessible route;
   B. accessible public and common use areas;
   C. usable doors;
   D. accessible routes into and through the dwelling unit;
   E. accessible light switches, electrical outlets, and environmental controls;
F. reinforced bathroom walls for grab bars, and
G. usable kitchens and bathrooms.

SECTION 13H - DISASTER MITIGATION
These standards require housing to be improved to mitigate any potential impacts from potential disasters, such as earthquakes, floods, and wildfires. Improved housing must comply with State or local codes, ordinances, and any other HUD requirements. Whenever possible, the design should place all building improvements, ingress and egress outside of the floodplain and include construction design for flood mitigation features. Any potential wind or storm damage to units is typically covered by homeowner’s insurance. Any other potential disaster issues will be mitigated as necessary.

SECTION 13I - MANUFACTURED HOUSING
2. All manufactured housing must be installed on a permanent concrete foundation.
3. All manufactured housing must be properly tied down.
4. All road transport accessories, such as wheel and hitching devices, must be removed.
DIVISION 14 - CONVEYING SYSTEMS

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DIVISION 15 - MECHANICAL

SECTION 15A - GENERAL REQUIREMENTS
Equipment shall be designed for the intended applications. Equipment and items installed under this section shall operate safely without leakage, undue noise, vibration, or corrosion. Equipment shall bear a permanent and legible factory-applied nameplate to permit identification of manufacturer, model number, and type of unit. In addition, all units shall have the energy guide label approved by the Federal Trade Commission. A furnace, boiler, or water heater supported from the ground shall rest on a 4" concrete slab extending not less than 3" above the adjoining ground level. Cutting, drilling, and refinishing necessary for the proper execution of all work under this division shall be the responsibility of the Contractor. When damage to framing or structural members occurs as a result of the work, the damaged members shall be reinforced to achieve the strength and load bearing capacity of the original member. Match existing materials in size, style, and finish, including decorative and ornamental moldings. Repairs shall include all materials and methods necessary to achieve uniformity between new and existing members. Repairs shall meet all building code requirements. When a mechanical pit is specified, it shall include a concrete floor with concrete block walls constructed in accordance with drawings. If the walls exceed 44" in height, there shall be a ladder installed as part of this installation. When work under this Section results in abandoned utilities or mechanical components, see Division 2, Sections 2I and 2J.

SECTION 15B - PLUMBING

1. General:
   A. Newly-installed piping shall be concealed in walls, ceilings, and floors unless passing through spaces not intended to be finished. In unfinished basements, piping locations shall be coordinated with the Owner to ensure piping will be concealed by future construction.
   B. Whenever possible, water pipes shall not be installed in outside walls, ventilated attics, or locations where freezing may occur. When it is necessary to install water pipes in these areas, they must be protected from freezing.
   C. Copper pipe connected to galvanized pipe shall be installed with dielectric connectors.
   D. Sill cocks shall be frost-free, anti-siphon, and installed a minimum of 10" above finish grade unless otherwise approved by the Owner. Installation in new location shall include water supply line.
   E. When a plumbing line is repaired, it shall be made fully functional using like materials.
Damage, voids, and holes created as a result of work required under this Section shall be professionally repaired and refinished to eliminate all evidence of said work.

F. Whenever possible, replace galvanized water piping still in service.

2. **Service Lines (Sewer, Water and Gas):**

   A. **Excavation:** Excavation requirements shall apply to the installation of all service lines. Contractor shall be responsible for the location of all underground services to the property. Excavation shall conform to all local, State, and federal requirements. Any damage or loss resulting from excavating activities shall be corrected at the expense of the Contractor. This includes, but is not limited to, sidewalks, driveways, fencing, and retaining walls. Excavation of trenches shall not undermine or disturb the stability of the building foundation. Excavated trenches shall run in a straight line and provide continuous support for piping along its full length. Trenches shall be back filled evenly using acceptable fill material and thoroughly compacted (see Division 2, Section 2M).

   B. **New Sewer Line:** When a new sewer line is specified, it shall be installed from the sewer main to inside the structure foundation. Foundation opening around the pipe shall be sealed to be watertight. Installation shall include exterior clean out and the location to be approved by Owner. When a new sewer line is specified and a grease trap is an active part of the sewer system, the grease trap will be bypassed. When a grease trap is to be bypassed, the cover shall be removed and the grease trap shall be cleaned and filled with sand. Every sewer line abandoned as a result of work by the Contractor shall be plugged or capped outside the foundation wall. Foundation openings abandoned as a result of the Contractor’s work shall be plugged and sealed to be watertight.

   C. **Sewer Line Repair:** When repair of a sewer line is specified, the location of blockage or damage shall be determined by the Contractor. Information related to prior efforts to clear the line and likely location of blockage or damage may be available from Owner. Blockage or damage shall be removed by whatever means necessary. If this requires excavation and repair of sewer line, work shall comply with all requirements of this section.

   D. **Sewer Line Cleaning:** When the sewer line is to be cleaned, it shall be cleaned from the blockage to the main.

   E. **New Water Service Line:** When a new water service line is specified, it shall be installed from the water main to meter located inside dwelling. Existing exterior meters shall be relocated to interior of dwelling with exterior remote counter. Location of both shall be coordinated with Owner. Work shall include the reinstallation of curb stop valve and box. Water service lines shall be of a design and size to meet applicable code requirements.

   F. **Water Service Line Repair:** Repair of line and components shall be accomplished to achieve strengths and durability necessary to prevent leakage.
and maintain existing water flow. Work shall comply with applicable requirements of this Section.

G. **Water Meter Relocation**: When a water meter is to be relocated, the new location shall be coordinated with Owner.

H. **New Gas Service Line (when no service exists)**: When a new gas service line is specified, it shall be installed from gas main to meter. Contractor shall be responsible for installation from meter to property line and for coordinating the installation from property line to gas main with the utility company. Location of gas motor shall be coordinated with Owner.

I. **Gas Service Line Replacement**: When an existing gas service line is abandoned, installation requirements of Section 15B, Paragraph 2H, F shall apply. When existing gas service line is to be used as a conduit for the replacement line, the replacement line shall be installed from the gas main to meter. Meter may remain in existing location, except that meters located within structure shall be relocated to exterior. New location shall be coordinated with Owner.

J. **Gas Meter Relocation**: When a gas meter is to be relocated, new location shall be coordinated with Owner.

3. **Building Lines (Drains/Vents, Water, Gas)**:

   A. **Drains/Vents**: When a new fixture drain line is specified, it shall be from fixture to rough plumbing connection. When drain line is exposed, it shall be chrome finished. When replacement of all drain lines is specified, new lines shall be installed from inside of foundation to all fixtures and shall include fixture traps. When replacement of the entire drain/vent system is specified, replacement shall include all new drains from inside of foundation to all fixtures, including fixture traps and vents from all fixture drains through roof. When installing or replacing a portion of the drain/vent system is specified, new material shall be connected to existing with approved methods. When repair of drain/vent line is specified, repair shall achieve strength, durability, and flow of the original line.

   B. **Water Lines**: When replacement of all water supply lines is specified, new lines shall be installed from inside foundation wall, or from meter when located inside dwelling, to all existing and proposed fixtures, faucets, and mechanical equipment requiring water supply. For fixtures with shut-off valves, new valves and supply lines from valves to faucet shall be installed. New shut-off valves shall be installed symmetrically at the center line of the fixture. New water supply lines may be copper or plastic and must comply with the International Plumbing Code. When new fixture supply lines are specified, installation shall be from fixture to shut-off valve. When new fixture supply lines are specified without shut-off valves, installation shall be from the fixture to rough connection. When repair of a water supply line is specified, repair shall achieve strength, durability, and flow of original line.
C. **Gas Lines:** When replacement of existing or installation of new gas supply line is specified, new line shall be installed from nearest properly-sized supply line to appliance or equipment. Shut-off and flexible connector shall not be visible upon final installation of dryer or stove in finished areas. When repair of a gas supply line is specified, repair shall achieve strength, durability, and flow of original line.

4. **Fixtures:**

A. **General:** Plumbing fixtures shall be delivered to site in manufacturer’s containers and protected during construction. Fixtures and plumbing accessories shall be new and installed according to all applicable plumbing codes. Fixtures installed in a new location shall include supply lines, drains, and vents. Sinks installed in cabinets shall have chrome-finished or copper supply lines; and new chrome-finished brass shut off valves. Escutcheons shall be installed where plumbing lines pass through walls or floors of cabinets. Fixtures with exposed supply lines shall have chrome-finished risers and new chrome-finished brass shut-off valves. Valves shall be installed at floor or wall with escutcheons so that only valves and risers are exposed. Shut-off valves are not required on claw foot tub installations. Drains and supply lines for claw foot tubs shall be chrome-finished above floor line. Fixtures with exposed drain lines shall have chrome-finished P-traps and drain pipes. When existing fixtures with lead traps or drains are replaced, lead shall be replaced with PVC or ABS plastic. When a fixture component is to be replaced, it shall be of like-quality and design of original, unless otherwise specified, and shall be installed and adjusted to operate properly. When a faucet is to be repaired, the repair shall return the faucet to its original operation.

B. **Water Closets:** When a new water closet is specified, it shall consist of bowl, tank, and cover constructed of vitreous china with seat and lid properly sized to fit water closet. It shall be installed with new wax ring sleeve and securely fastened with bolts and caps specifically designed for this application.

C. **Sinks:** New kitchen sinks shall be stainless steel, porcelain enamel over steel, or porcelain over cast iron with a minimum depth of 8” and basket strainer(s). When a kitchen sink and faucet installation is specified, it shall include sink, sink basket strainer(s), P-trap, chrome faucet with spray (unless otherwise specified), and supply lines. New bath sinks shall be vitreous china, cultured marble, onyx, and porcelain enamel over steel or porcelain over cast iron, with waste pop-up and pop-up lever. When a bath sink and faucet installation is specified, it shall include sink, faucet with pop-up, P-trap, chrome faucet, and supply lines. Sinks are to be secured to countertop with appropriate sink fasteners and shall not be installed on post formed edge of countertops. Perimeter of sink rim shall be sealed with plumber’s putty and all excess putty removed. Before installation of wall-hung sinks, the Contractor shall ensure that a minimum of 2” x 6” blocking is installed in the wall. Brackets specifically designed for the support of the sink shall be installed. When the sink design provides for support leg installation, chrome-finished support legs specifically designed for this application shall be installed.
D. **Tubs:** New tubs shall be 14” minimum in height, porcelain enamel over steel, porcelain over cast iron, or fiberglass, with complete bathtub waste assembly and P-trap. Tubs shall have a slip-resistant surface unless otherwise specified. Tub shall be set level and supported at floor and wall. When a tub faucet is specified, it shall consist of valve(s) and spigots. When a combination tub/shower faucet is specified, it shall consist of valve(s), spigot, and shower head. Valves, spigots, and shower heads shall be chrome unless otherwise specified.

E. **Showers:** New shower bases shall be fiberglass, plastic, or concrete with Coloroy membrane liner and ceramic finish. Complete shower base shall include waste assembly and P-trap. When a shower faucet is specified, it shall consist of valve(s) and shower head. Shower head shall be chrome finished unless otherwise specified. Shower wall finishes shall be as specified and installed according to the manufacturer’s installation instruction. Shower bases shall be set level.

F. **Washer Drip Pan:** New washer drip pan installation shall consist of a drip pan designed for this application, flush mounted in wall with finish trim, supply valves, and all piping and connections to building supply, drain, and vent systems.

5. **Water Heaters:**

   A. **General:** Water heaters shall be American Gas Association certified or UL listed and have a five-year limited warranty tank.

   B. **Gas Fired:** New gas-fired water heater in a new location shall include all venting flues, gas supply lines and connections, water lines and connections, gas and water shut off valves, T&P valve with drip leg, and combustion air supply. When a new gas-fired water heater is specified to replace an existing water heater in same location, it shall include gas and water connections and T&P valve with drip leg. Installation shall include the inspection of all existing venting flues, gas and water piping and valves, and combustion air supply. If necessary to meet applicable codes, the replacement or repair of these items shall be included. When a new gas line connection from water heater to shut off is specified, it may be rigid or approved flexible gas line.

   C. **Electric:** When a new electric water heater is specified in a new location, it shall include water line connections and valves, wiring and connections, and T&P valve with drip leg. When a new electric water heater is specified to replace an existing water heater in same location, it shall include water line connections, electrical connections, and T&P valve with drip leg. Installation shall include the inspection of all existing related wiring, water piping, and valves. If necessary to meet applicable codes, the replacement or repair of these items shall be included.
SECTION 15C - PLUMBING FIXTURE REFINISHING

Refinishing of plumbing fixtures shall be accomplished by a subcontractor recognized as a professional in this type of refinishing and using products designed specifically for this application.

SECTION 15D - PLUMBING

1. **Barrier-Free Water Closet**: For installation, see Division 15, Sections 15A and 15B.
2. **Barrier-Free Lavatory**: For installation, see Division 15, Sections 15A and 15B.
3. **Job-Built Barrier-Free Showers**: See Work Write-Up and Division 15, Sections 15A and 15B.
   
   A. When a barrier-free shower is specified, it shall include:
   
   1) Installation of a roll-in shower base to include relocating the existing floor drain or installation of new floor drain and vent as applicable.
   
   2) When a pre-manufactured base is specified, it shall be manufactured by a recognized firm and be designed for the specific application. Base shall include pre-manufactured transition ramp designed for this application and constructed to be compatible with shower base.
   
   3) When a poured-in-place concrete base is specified, it shall consist of a waterproof membrane specifically designed for this application, formed and poured concrete base with proper drainage, and ceramic tile finish. Base shall include transition ramp constructed as specified.
   
   4) Converting existing faucet to shower operation only or installation of new faucet if none exists.
   
   5) Replacement of existing shower head with new shower head or hand-held personal shower system; or installation of standard shower riser, if none exists, with shower head or hand-held personal shower system.
   
   6) Installation of additional matching tile so that shower walls are uniform and complete or installation of new tile in total shower area.
   
   7) Installation of chrome plated metal shower curtain rod if none exists.

   B. When wall construction is specified, it shall be included and consist of all framing, drywall and finishes.

4. **Pre-Manufactured Barrier-Free Shower Enclosure**: Shower enclosure per manufacturer's specifications.

5. **Hand-Held Personal Shower System**: When a hand-held personal shower system is specified, it shall include a diverter valve, hand-held personal shower head with wall holder, and a flexible hose with a minimum length of 108”. This shall be a complete system manufactured for this application.
SECTION 15E - HEATING

1. **Forced Air and Hot Water:**
   
   A. **General:** Heating systems shall be capable of maintaining a minimum temperature of 70 degrees Fahrenheit when the outside temperature is minus 10 degrees at a point 3’ above the floor in the center of all habitable rooms and other spaces. Heating systems shall be designed, installed, and balanced or adjusted to provide for the distribution of heat to all habitable rooms and other spaces in accordance with the calculated heat loss of the spaces to be heated. New units shall be sized and have ratings to ensure proper heating of all habitable rooms within the dwelling. Heat loss calculations used for this purpose shall be available upon request. When a new heating system is to be installed, Contractor shall submit a drawing showing the location of all heating system components to include the location of furnace/boiler, flue, registers/radiators, and thermostat. Design shall be submitted and approved by Owner prior to commencement of installation. If in following the requirements of this Section an existing chimney or flue is to be used, it shall be cleaned as part of the installation and, if necessary, brought into compliance with applicable codes. Supply and return piping for hot water systems and all supply duct work for warm air systems located in attic, ventilated crawl space, and other unconditioned spaces shall be insulated with material having thermal characteristics equivalent to 2” blanket insulation. Duct work and flues passing through finished areas must be enclosed. The enclosure location shall be approved by the Owner and finished to match the adjoining surfaces. New system installations shall be complete and shall include a minimum 90% energy-efficient furnace or boiler; all venting flues, proper returns, gas connections, supply lines, valves, controls, electrical connections, thermostat, and combustion air to provide perimeter-type heating through rigid metal ducting or piping with appropriate registers or radiators. Furnaces and boilers that require drainage of evaporative water where floor drain is not available shall be equipped with a system to discharge water specifically designed for this application.

   B. **Forced Air:** Whenever existing ductwork is to be reused, it shall be cleaned throughout as part of new installation. Sheet metal work shall be accurately formed, fitted snugly, and properly secured. Runs, including those under base cabinets, shall be rigid metal ducting with properly-sized registers. Registers shall be installed in the floor unless otherwise specified. Supply registers shall be equipped with shut-off dampers.

   C. **Hot Water:** Piping shall not be installed or located where freezing may occur. Piping shall be copper. If conditions warrant, plastic piping may be used with written approval from the Owner and the MHDC. Number of zones and zone layout shall be approved by Owner.
2. **Electric Units:**
   A. When a separate electric heating unit is specified, it shall be permanently installed and thermostatically controlled. Its design and location shall be approved by the Owner. Installation shall include all circuits, wiring, and connections.
   B. Electric heating unit shall be sized to meet the requirements of Section 15E, Paragraph 1A for the room where unit is installed.

3. **Service and Repair:**
   A. When servicing of a furnace or boiler is specified, it shall include the following as applicable:
      1) Checking and adjusting the thermostat, fan control, limit control, zone valves, and belts.
      2) Replacing the filter(s).
      3) Light cleaning and lubricating of the motor(s), pump(s), etc.
      4) Bleeding the air from hot water systems.
      5) Checking flue, gas supply lines, gas valves, and heat exchangers for leaks.
      6) Bringing any necessary repairs to the attention of the Owner and MHDC.
   B. When a component of a heating system is replaced, it shall be of like quality and design of original and shall be installed and adjusted to operate properly.
   C. When repairs are made to the heating system, the repairs shall ensure the efficiency and integrity of the system is returned as originally installed.
   D. After servicing, the mechanical contractor shall leave a certificate on the furnace or boiler indicating his company name, the work or repair completed, and the date completed.

**SECTION 15F - VENTILATION (RANGE HOODS, BATH FANS, AND DRYER VENTS)**

1. **Range Hoods:** When a ducted range hood is specified, it shall include ductwork designed for the shortest practical run to the exterior and all necessary hardware and electrical connections. Range hood venting through cabinets shall be enclosed with like material purchased from cabinet manufacturer. When a ductless range hood is specified, it shall include all necessary hardware and electrical connections.

2. **Bath Fans:** When a bath fan is specified, it shall be installed with a separate wall switch, venting duct with damper, all necessary hardware, accessories, and electrical connections. Vening duct shall extend to the exterior and be protected against the elements.
3. **Dryer Vents**: When a dryer vent is specified, it shall consist of a venting duct to the exterior (maximum length of 8'0") with damper and weather cap designed for this application.

4. **Replacement of Components**: When a component of a range hood or bath fan is replaced, it shall be of like quality and design of original and shall be installed to operate properly.
DIVISION 16 - ELECTRICAL

SECTION 16A - GENERAL
Electrical wiring and devices installed shall be UL approved. Wiring shall be copper. Wiring installation shall be concealed in walls, ceilings, and floors. Materials and devices used shall be clearly marked to permit identification of manufacturer, model, and type. Cutting or drilling of walls, floors, ceilings, and partitions for the installation of electrical work and the closing and refinishing of openings cut for access shall be the responsibility of the Contractor. Finishes shall conform to the conditions of the surrounding areas. When damage to structural members occurs as a result of the work, the damaged members shall be reinforced to achieve the structural integrity of the original member. Existing electrical wiring and devices throughout the building which will not be used shall be disconnected and removed in all spaces that are accessible (see Division 2, Section 2J). No switches shall be installed behind a door. New devices, equipment, and fixtures shall be designed for their specific applications. New light fixtures shall include new bulbs in all sockets, size and style as recommended by manufacturer. When a doorbell is specified, it shall consist of all necessary wiring (concealed), push button located convenient to entry, transformer, and bell tones per the Scope of Work Summary. Location of bell tone shall be coordinated with Owner. Underground electrical installations shall include restoring excavation and surrounding area to the original condition. Where more than one living unit is supplied from a single service entrance panel, the disconnect- and circuit-protecting devices for each unit shall be clearly identified. The Contractor shall provide to the Owner, operation instructions, guarantees, warranties, and certificates for furnished devices when provided by the manufacturer.

SECTION 16B - TOTAL REWIRE
When a total rewire is specified, it shall include the following:

1. **New 200 Amp Service**: New service shall include mast and wiring, meter base, and meter. If the mast penetrates the roof, a new roof jack shall be installed. Service shall include a new drop from pole to mast.

2. **New 200 Amp Distribution Panel**: New distribution panel shall include new breakers and breakers shall be identified and labeled in the service panel to indicate what they service. Location shall be coordinated with Owner, local jurisdiction, and power company.

3. **Circuit Rewiring**: Circuit rewiring shall include:
   A. New wiring from the distribution panel to all existing openings and all electrically-operated interior and exterior devices and fixtures permanently wired into the structure’s electrical system. Outlets servicing major appliances shall be relocated if necessary to ensure outlet is behind appliance and out of sight after appliances are installed. When any existing opening or device is
located in violation of any applicable codes, it shall not be rewired. When any
device or fixture is in an unsafe condition, it shall not be reconnected. At the
time such determination is made, it shall be brought to the attention of the Owner.

B. Any additional openings, devices (including smoke detectors), and wiring
required to meet all applicable codes (see Division 16, Sections 16 A and 16C).

C. Any additional openings, devices, and requirements specifically specified (see
Division 16, Sections 16A and 16C).

D. New switches, outlets, and trim for all existing and added openings. Any
existing decorative or custom trim plates shall be replaced only after coordination
with Owner.

E. Fixtures specified by the Work Write-Up. Fixture allowance shall be retail cost
only.

F. Where work requiring a permit occurs that have attached garages or in units with
fuel- burning appliances, carbon monoxide alarms shall be provided outside of
each separate sleeping area in the immediate vicinity of the bedrooms.

SECTION 16C - ADDITIONS TO EXISTING SYSTEM

When additional outlets, switches, or fixtures are specified, the boxes shall be securely
anchored to support devices or fixtures to be installed and shall be installed flush with
finish surfaces. Openings shall be cut so that they are concealed by standard size trim
plates. When additional outlets, switches, or fixtures are specified, installation shall include
boxes, wiring from service feeders to boxes, grounding-type outlets and switches with trim
plates, and fixtures. Devices and trim plates shall match existing in style and color. Height
and alignment (horizontal or vertical) shall be consistent with similar existing devices.
Location of openings shall be coordinated with Owner. Fixtures installed over sinks shall be
located on center line of sinks. When an additional 220-volt outlet is specified, installation
shall include box, wiring feeder from distribution panel to box, proper-size breaker, proper
outlet for intended appliance, and trim plate. When smoke detectors are specified as
required by the state building code, they shall be hard-wired into the electrical system.
Hardwired smoke detectors are required in each bedroom, outside of each sleeping area
in the immediate vicinity of each bedroom, and on each level on the unit. Smoke detectors
must also be interconnected.

SECTION 16D - REPLACEMENT OF EXISTING ELECTRICAL COMPONENTS

When replacement of a switch, outlet, or light fixture is specified, it shall consist of replacing
the existing with new, installing in existing box, and attaching to the existing wiring. It
shall also include the replacement of missing or broken trim plates. Replacement
components shall match style and color of original components.
SECTION 16E - SECURING ELECTRICAL COMPONENTS
Securing of an electrical component shall consist of anchoring the device so that it is properly secured to meet the requirements of the intended use. Rewiring an existing fixture shall consist of replacing all existing wiring and damaged or broken bulb receptacles. Materials used shall match original in style and installation. Electrical system repairs shall consist of identifying and repairing or replacing the problem component(s) so that the system functions properly.

SECTION 16F - DETACHED GARAGE
When the rewire of a detached garage is specified, the main structure distribution panel shall be used and the requirements of Division 16, Section 16B-3 shall apply.
APPENDIX 1 - 2012 INTERNATIONAL ENERGY CONSERVATION CODE

Residential buildings include one- and two-family dwellings, townhouses, and multifamily housing three stories or less in height. All residential buildings must demonstrate compliance with the 2012 International Energy Conservation Code.

There are a couple of ways to ensure compliance with the 2012 International Energy Conservation Code. The two approaches include a prescriptive package method that lists the minimum R-value or U-factor requirement for each building component such as walls, roofs, and windows. The other method is the performance approach. This approach sets criteria using simulated energy performance analysis that includes heating, cooling, and water heating energy. This approach allows the design to be compared to a baseline or reference design to verify efficiency and annual energy use. The performance approach allows more flexibility but requires significantly more time and effort. The prescriptive package approach is fast and easy to use, but can be restrictive because it is typically based on worst-case scenario. All units in Missouri will be located in either zone 4 or 5. The zone the unit is constructed in dictates the level of energy efficiency required.

All energy efficiency requirements are noted in Chapter 4 of the 2012 International Energy Conservation Code. As noted above the easiest and fastest compliance tool for compliance is the prescriptive package approach. Listed below are the minimum energy efficiency requirements for all units constructed in Missouri.

- A permanent certificate shall be completed and posted on or in the electrical distribution panel box completed by the builder or registered design professional. The certificate must list the R-values, U-factors, SHGC of fenestration for all insulation and windows installed, and efficiencies of the HVAC system and water heating equipment.
- All joints and seams in the building thermal envelope must be thoroughly sealed to limit air infiltration and the building has been tested or visually inspected.
- All recessed lighting must be labeled and sealed.
- At least one thermostat must be provided for each separate HVAC system. A programmable thermostat is required for forced air furnaces.
- All ducts, air handlers, and filter boxes must be sealed. Testing is required for ducts installed in unconditioned space.
- All mechanical system piping carrying fluids above 105° must be insulated to a minimum of R-3.
- HVAC systems must be properly sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies.
• R-49 ceiling or attic insulation for zone 4 and 5.
• R-19 floor insulation for zone 4 and R-30 floor insulation for zone 5.
• Mass walls are above grade concrete, masonry, brick, or log and require R-8 continuous insulation on the interior or exterior of the unit or R-13 cavity insulation on the interior for zone 4. R-13 continuous insulation on the interior or exterior of the unit or R-17 cavity insulation on the interior is required for zone 5.
• Basement or crawl space masonry walls require R-10 continuous insulation on the interior or exterior of the unit or R-13 cavity insulation on the interior for zone 4. R-15 continuous insulation on the interior or exterior of the unit or R-19 cavity insulation on the interior is required for zone 5.
• Floor slabs require R-10 insulation for a depth of 2 feet.
• Windows must be insulated with a minimum .35 fenestration U-factor for zone 4. A minimum .32 fenestration U-factor is required for zone 5.
• Skylights must contain a minimum .55 fenestration U-factor.
• Exterior wall insulation values are dependent on zones. R-20 or 13+5 for zone 4 and zone 5, R-13 cavity insulation and R-5 continuous insulated sheathing on exterior wall.
• Energy Star-rated appliances (dishwasher, refrigerator) and other building materials recommended. Other Energy Star-rated building materials include: air-source heat pumps, central air conditioners, gas and oil furnaces, high-efficiency hot water heaters, Energy Star-rated light fixtures (LED), and Energy Star-rated doors and windows.
### Climate Zone 4 (Except Marine)

<table>
<thead>
<tr>
<th>Component</th>
<th>R-value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling R-value</td>
<td>49</td>
</tr>
<tr>
<td>Wood Frame Wall R-value</td>
<td>20 or 13+5h</td>
</tr>
<tr>
<td>Mass Wall R-value</td>
<td>8/13</td>
</tr>
<tr>
<td>Floor R-value</td>
<td>19</td>
</tr>
<tr>
<td>Basement Wall R-value</td>
<td>10/13</td>
</tr>
<tr>
<td>Slab R-value, Depth</td>
<td>10, 2 ft</td>
</tr>
<tr>
<td>Crawlspace Wall R-value</td>
<td>10/13</td>
</tr>
<tr>
<td>Fenestration U-Factor</td>
<td>0.35</td>
</tr>
<tr>
<td>Skylight U-Factor</td>
<td>0.55</td>
</tr>
<tr>
<td>Glazed fenestration SHGC</td>
<td>0.40</td>
</tr>
</tbody>
</table>

### Climate Zone 5 & 4 Marine

<table>
<thead>
<tr>
<th>Component</th>
<th>R-value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling R-value</td>
<td>49</td>
</tr>
<tr>
<td>Wood Frame Wall R-value</td>
<td>20 or 13+5h</td>
</tr>
<tr>
<td>Mass Wall R-value</td>
<td>13/17</td>
</tr>
<tr>
<td>Floor R-value</td>
<td>30g</td>
</tr>
<tr>
<td>Basement Wall R-value</td>
<td>15/19</td>
</tr>
<tr>
<td>Slab R-value, Depth</td>
<td>10, 2 ft</td>
</tr>
<tr>
<td>Crawlspace Wall R-value</td>
<td>15/19</td>
</tr>
<tr>
<td>Fenestration U-Factor</td>
<td>0.32</td>
</tr>
<tr>
<td>Skylight U-Factor</td>
<td>0.55</td>
</tr>
<tr>
<td>Glazed fenestration SHGC</td>
<td>NR</td>
</tr>
</tbody>
</table>

For SI: 1 foot = 304.8 mm.

a. R-values are minimums. U-factors and SHGC are maximums. When insulation is installed in a cavity which is less than the label or design thickness of the insulation, the installed R-value of the insulation shall not be less than the R-value specified in the table.
b. The fenestration U-factor column excludes skylights. The SHGC column applies to all glazed fenestration. Exception: Skylights may be excluded from glazed fenestration SHGC requirements in Climate Zones 1 through 3 where the SHGC for such skylights does not exceed 0.50.
c. “15/19” means R-5 continuous insulation on the interior or exterior of the home or R-13 cavity insulation at the interior of the basement wall. “15/19” shall be permitted to be met with R-13 cavity insulation on the interior of the basement wall plus R-5 continuous insulation on the interior or exterior of the home.
“10/15” means R-5 continuous insulation on the interior or exterior of the home or R-13 cavity insulation at the interior of the basement wall.
d. R-5 shall be added to the required slab edge R-values for heated slabs. Insulation depth shall be the depth of the footing or 2 feet, whichever is less in Climate Zones 1 through 3 for heated slabs.
e. There are no SHGC requirements in the Marine Zone.
f. Basement wall insulation is not required in warm humid locations as defined by Figure R301.1 and Table R301.1.
g. Or insulation sufficient to fill the framing cavity, R-19 minimum.
h. First value is cavity insulation, second is continuous insulation or insulated siding, so “13+5” means R-13 cavity insulation plus R-5 continuous insulation or insulated siding. If structural sheathing covers 40 percent or less of the exterior, continuous insulation R-value shall be permitted to be reduced by no more than R-5 in the locations where structural sheathing is used – to maintain a consistent total sheathing thickness.
i. The second R-value applies when more than half the insulation is on the interior of the mass wall.
APPENDIX 2 – NATIONAL PROGRAM REQUIREMENTS FOR ENERGY STAR CERTIFIED HOMES
APPENDIX 3 – SAMPLE MHDC SITE OBSERVATION REPORT

NOTE: The following is an EXAMPLE document listing items to be included in the field report submitted to MHDC from the Architect of Record.

<table>
<thead>
<tr>
<th>Site Observation Report No.:</th>
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<tbody>
<tr>
<td>Prepared for: Missouri Housing Development Commission</td>
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</table>

<table>
<thead>
<tr>
<th>Development Name:</th>
<th>Inspection Date &amp; Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHDC No.:</td>
<td>Weather:</td>
</tr>
<tr>
<td>Location:</td>
<td>Type of Meeting:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Construction:</th>
<th>Pay Request #:</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Units:</td>
<td>% of Completion:</td>
</tr>
<tr>
<td># of Bldgs.:</td>
<td>Inspector:</td>
</tr>
</tbody>
</table>

ATTENDEE:

PROGRESS SUMMARY:

Construction in Conformance with Schedule:  

__Yes    __No

Comments:

<table>
<thead>
<tr>
<th>PAY REQUESTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR No.</td>
</tr>
<tr>
<td>---------</td>
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<tr>
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</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
CHANGE ORDERS:

<table>
<thead>
<tr>
<th>CO No.</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

POTENTIAL CHANGE ORDER ITEMS DISCUSSED:

ACCEPTED TIME REVISIONS:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Number of days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised Completion Date

POTENTIAL CONCERNS & ISSUES:
(Included photos, name of attendees informed of the concerns, the party responsible for remedies, what the remedy will be, and a target date for resolve)

ATTACHMENTS: Photos

SUBMITTED BY:

By: __________________________
   (Signature)
   Printed Name:
   Title:

Report Submittal Date:

133
APPENDIX 4 - UNIFORM PHYSICAL CONDITION STANDARDS
8. Rehabilitation Standards. The grantee 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 grantee’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 grantee must 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).

Refer to “Rehabilitation Standards Manual” exhibit.

9. Resale or Recapture Guidelines. Below, the grantee 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. If the grantee will not use HTF funds to assist first-time homebuyers, enter “N/A”.

NA

10. HTF Affordable Homeownership Limits. If the grantee 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. If the grantee will not use HTF funds to assist first-time homebuyers, enter “N/A”.

Annual Action Plan
2021

OMB Control No: 2506-0117 (exp. 09/30/2021)
Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.

The Set-aside Preferences consist of priorities for Special Needs and Vulnerable Persons and serve as incentives for developers to build housing that is safe, decent, affordable, and targeted to the most vulnerable individuals and families. This is accomplished by providing a home for individuals and families with special needs combined with social services to stabilize them once in place. Applicants are awarded more points for developments that include set-aside preferences and target extremely low and very low income populations thus giving their application a better chance of being funded. Developments applying under the Set-aside Preferences must select either the Special Needs Priority or the Vulnerable Persons Priority, but not both.

12. **Refinancing of Existing Debt.** Enter or attach the grantee’s refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee’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. If the grantee will not refinance existing debt, enter “N/A.”

N/A

**Discussion:**
Attachments
Citizen Participation Comments

Attachment 1: Public Comment / Community Input Survey

Q1 Below is a list of HUD identified stakeholders. Please check all that apply to you.

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>21.48%</td>
</tr>
<tr>
<td>Service provider</td>
<td>8.45%</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>35.92%</td>
</tr>
<tr>
<td>Private for private organization</td>
<td>3.17%</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>26.41%</td>
</tr>
<tr>
<td>Other interested parties</td>
<td>4.58%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>
Q2 Please choose the region that best represents your survey responses.

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statewide</td>
<td>7.04%</td>
</tr>
<tr>
<td>Northern Missouri</td>
<td>13.03%</td>
</tr>
<tr>
<td>Central Missouri</td>
<td>15.85%</td>
</tr>
<tr>
<td>Southern Missouri</td>
<td>29.58%</td>
</tr>
<tr>
<td>Kansas City Region</td>
<td>13.38%</td>
</tr>
<tr>
<td>St. Louis Region</td>
<td>21.13%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Q3 Improvement to water and sewer facilities.

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No opinion</td>
<td>11.28%</td>
</tr>
<tr>
<td>Low priority</td>
<td>21.80%</td>
</tr>
<tr>
<td>Medium priority</td>
<td>34.96%</td>
</tr>
<tr>
<td>High priority</td>
<td>31.95%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>
Q4 Assistance for community center facilities (youth, senior, community, special needs, fire stations, food banks, ADA improvements, etc.)

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No opinion</td>
<td>3.04%</td>
</tr>
<tr>
<td>Low priority</td>
<td>15.97%</td>
</tr>
<tr>
<td>Medium priority</td>
<td>38.02%</td>
</tr>
<tr>
<td>High priority</td>
<td>42.97%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>
Q5 Economic development improvements to assist or facilitate business location or growth (roadways, waste/wastewater systems, bridges, working capital, etc.)

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No opinion</td>
<td>4.89%</td>
</tr>
<tr>
<td>Low priority</td>
<td>15.04%</td>
</tr>
<tr>
<td>Medium priority</td>
<td>31.95%</td>
</tr>
<tr>
<td>High priority</td>
<td>48.12%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>
Q8 Disaster response and community resiliency.

- No opinion: 3.76% (10 responses)
- Low priority: 24.44% (65 responses)
- Medium priority: 44.36% (118 responses)
- High priority: 27.44% (73 responses)

Total: 266 responses
Q7 Downtown revitalization (sidewalks, lighting, parking, open spaces, etc.)

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No opinion</td>
<td>2.63%</td>
</tr>
<tr>
<td>Low priority</td>
<td>39.85%</td>
</tr>
<tr>
<td>Medium priority</td>
<td>34.96%</td>
</tr>
<tr>
<td>High priority</td>
<td>22.56%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Q8 Expand broadband access for rural Missouri.

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No opinion</td>
<td>2.25%</td>
</tr>
<tr>
<td>Low priority</td>
<td>16.85%</td>
</tr>
<tr>
<td>Medium priority</td>
<td>26.22%</td>
</tr>
<tr>
<td>High priority</td>
<td>54.60%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Q9 Improvements to local, public infrastructure (roadways, drainage, bridges, etc.)

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>No opinion</td>
<td>1.87%</td>
</tr>
<tr>
<td>Low priority</td>
<td>14.23%</td>
</tr>
<tr>
<td>Medium priority</td>
<td>33.71%</td>
</tr>
<tr>
<td>High priority</td>
<td>50.19%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>267</strong></td>
</tr>
</tbody>
</table>
Q10 Removal of vacant, deteriorated residential and commercial buildings.

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No opinion</td>
<td>4.49%</td>
</tr>
<tr>
<td>Low priority</td>
<td>22.47%</td>
</tr>
<tr>
<td>Medium priority</td>
<td>37.83%</td>
</tr>
<tr>
<td>High priority</td>
<td>35.21%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Q11 Workforce development (job training opportunities, training facility construction, renovation, and fixed equipment purchases).

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No opinion</td>
<td>1.88%</td>
</tr>
<tr>
<td>Low priority</td>
<td>22.18%</td>
</tr>
<tr>
<td>Medium priority</td>
<td>35.71%</td>
</tr>
<tr>
<td>High priority</td>
<td>40.23%</td>
</tr>
<tr>
<td>TOTAL</td>
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</table>
Q12 Are there other community development priorities not listed in question #1 through question #9 that you would like the State to consider for 2021?

<table>
<thead>
<tr>
<th>Type of Stakeholder</th>
<th>Region Represented</th>
<th>Priority Request(s)</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public and/or Government agency</td>
<td>Central Missouri</td>
<td>Neighborhood development (Reform action of low income housing)</td>
<td>MDHC through the use of LIHTC, as well as other tools through MDHC partner organizations, including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Other interested parties</td>
<td>Southern Missouri</td>
<td>MTC</td>
<td>CBGB supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CBGB.</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Central Missouri</td>
<td>Solar and other alternative energy community projects and development of vacant lots (preparing for industry or other commercial activity)</td>
<td>Public Infrastructure, Community Facilities, and Job Creation are all eligible activities under the FY2021 Action Plan. This includes publicly-owned General Infrastructure projects.</td>
</tr>
<tr>
<td>Other interested parties</td>
<td>Statewide</td>
<td>New business creation and small business support</td>
<td>CBGB supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CBGB.</td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
<td>Homless/feeding centers</td>
<td>MDHC through the use of LIHTC, as well as other tools through MDHC partner organizations, provide low income housing development opportunities, including support for sheltering the homeless. CBGB supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CBGB.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Statewide</td>
<td>Weatherization for low income housing - Earthquake preparedness in earthquake zones - Should be done together - Training + hiring community workers</td>
<td>Thank you for participating the Public Comment Period for the FY2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. Weatherization programs can be accessed through the Department of Energy.</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>St. Louis Region</td>
<td>Storm water</td>
<td>Storm water is part of the General Infrastructure category in the FY2021 Action Plan.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Statewide</td>
<td>Breaking negative cycles, combating generational poverty, and preparing the</td>
<td>CBGB supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CBGB.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>St. Louis, Missouri</td>
<td>Street repair is part of the General infrastructure category in the FY2021 Action Plan.</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
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<td>----------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Private for private organization</td>
<td>St. Louis Region</td>
<td>Fix the street on Bayless from Hwy 55 to Lenway Ferry.</td>
<td></td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Kansas City Region</td>
<td>Mental health and addiction are a high priority.</td>
<td></td>
</tr>
<tr>
<td>Service provider</td>
<td>St. Louis Region</td>
<td>Neighborhood preservation/housing, senior housing.</td>
<td></td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>St. Louis Region</td>
<td>Investment in revitalizing and gentrifying low income areas in North St. Louis City.</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
<td>Education - public schools, early childhood schools. Thank you for participating the Public Comment Period for the FY2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. However, DEC’s Neighborhood Assistance Program and Youth Opportunities Program may be able to assist; additionally, the Office of Childhood in DESE may also be able to assist you in these efforts.</td>
<td></td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Central Missouri</td>
<td>I would like to see more funding made available for affordable, workforce and senior housing! MHDC through the use of UHFC, as well as other tools through MI-DC Partner organizations, provide low-income housing development opportunities, including support for sheltering the homeless.</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>Southern Missouri</td>
<td>Affordable Housing for low-income residents. MHDC through the use of UHFC, as well as other tools through MI-DC Partner organizations, provide low-income housing development opportunities, including support for sheltering the homeless.</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>Southern Missouri</td>
<td>Required training for City elected officials DURING the time from grant being awarded and the money is spent. Very few if any understand or care what they are voting for except $1111.</td>
<td></td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Southern Missouri</td>
<td>Crime reduction. Thank you for participating the Public Comment Period for the FY2021 Action Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
<td></td>
</tr>
</tbody>
</table>

Community Input Survey

<table>
<thead>
<tr>
<th>Private non-profit organization</th>
<th>Future workforce through educational programs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local revolving loan funds to be established for smaller communities to be able to react quickly to business and community needs on demand.</td>
<td></td>
</tr>
<tr>
<td>CBG supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CBG.</td>
<td></td>
</tr>
<tr>
<td>Government agency</td>
<td>Missouri</td>
</tr>
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<td>-------------------</td>
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</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Southern Missouri</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Northern Missouri</td>
</tr>
<tr>
<td>Service provider</td>
<td>Statewide</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Kansas City Region</td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
</tr>
<tr>
<td>Resident</td>
<td>Southern Missouri</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Southern Missouri</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Statewide</td>
</tr>
</tbody>
</table>

Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.

MHDIC through the use of LIHTC, as well as other tools through MHDIC Partner organizations, provide low-income housing development opportunities, including support for sheltering the homeless.

Public Infrastructure, Community Facilities, and Job Creation are all eligible activities under the FY2021 Action Plan. This includes publicly-owned General Infrastructure projects.

MHDIC through the use of LIHTC, as well as other tools through MHDIC Partner organizations, provide low-income housing development opportunities, including support for sheltering the homeless.

CDBG supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CDBG.
<table>
<thead>
<tr>
<th>Type of Organization</th>
<th>Location</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>Central Missouri</td>
<td>Rent affordable housing for workers</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Northern Missouri</td>
<td>Improvements to homeless shelters and development of transitional housing for persons with severe poverty, joblessness, and for persons with barriers to employment.</td>
</tr>
<tr>
<td>Other interested parties</td>
<td>Southern Missouri</td>
<td>Development of minority communities businesses and organizations would benefit opportunities for all.</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Northern Missouri</td>
<td>Comment: Sorry to rate so many at high priority, but this is the reality for our community and area. It was difficult to rate any below “high” without sacrifice. Thank You!</td>
</tr>
<tr>
<td>Other interested parties</td>
<td>Southern Missouri</td>
<td>Schools need help reaching children and buying supplies</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Kansas City Region</td>
<td>Public Infrastructure, Community Facilities, and Job Creation are all eligible activities under the FY2021 Action Plan. This includes Downtown Revitalization projects.</td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
<td>Mental Health resources to school districts outside of St.</td>
</tr>
</tbody>
</table>

Activities under the FY2021 Action Plan. This includes Downtown Revitalization projects.

MDHC through the use of UHTC, as well as other tools through MDHC Partner organizations, provide low income housing development opportunities, including support for sheltering the homeless.

MDHC through the use of UHTC, as well as other tools through MDHC Partner organizations, provide low income housing development opportunities, including support for sheltering the homeless.

CDRG supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CDRG.

MDHC through the use of UHTC, as well as other tools through MDHC Partner organizations, provide low income housing development opportunities, including support for sheltering the homeless. CDRG supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CDRG.

MDHC through the use of UHTC, as well as other tools through MDHC Partner organizations, low income housing development opportunities, including support for sheltering the homeless. CDRG supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CDRG.

MDHC through the use of UHTC, as well as other tools through MDHC Partner organizations, including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long term support for low income housing and homeless services. Additionally, DED’s Neighborhood Assistance Program and Youth Opportunities Program may be able to assist; additionally, the Office of Childhood in DeSE may also be able to assist you in these efforts.

Thank you for participating in the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan.
<table>
<thead>
<tr>
<th>Public and/or Government agency</th>
<th>Region</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Louis Region</td>
<td>Substance abuse treatment</td>
<td>Thank you for participating in the Public Comment Period for the FY2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
<td></td>
</tr>
<tr>
<td>Northern Missouri</td>
<td>Related to question #9 (public infrastructure) but to include a little bit more specific electrical network improvement for community-owned electric utilities.</td>
<td>Public Infrastructure, Community Facilities, and Job Creation are all eligible activities under the FY2021 Action Plan. This includes publicly-owned General Infrastructure projects.</td>
<td></td>
</tr>
<tr>
<td>St. Louis Region</td>
<td>Mental health treatment facilities</td>
<td>Thank you for participating in the Public Comment Period for the FY2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
<td></td>
</tr>
<tr>
<td>Statewide</td>
<td>Sidewalks around the school on traveled routes.</td>
<td>This activity may be supported through the Childcare Block Grant which is administered by the Office of Childhood, part of DOI.</td>
<td></td>
</tr>
<tr>
<td>St. Louis Region</td>
<td>Small businesses (50 or less employees) will really need the support of the state as we pull out of this pandemic. Specifically, restaurants, small retail were the hardest hit.</td>
<td>CDBG supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CDBG. Businesses are encouraged to work with local leaders in determining use of American Rescue Plan of 2021.</td>
<td></td>
</tr>
<tr>
<td>Southern Missouri</td>
<td>More support for helping rural based startup companies and connecting to our state's urban entrepreneurial resources.</td>
<td>CDBG supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CDBG.</td>
<td></td>
</tr>
<tr>
<td>Northern Missouri</td>
<td>Re-entry services for offenders getting out of prison, transitional housing for these offenders to get on the right path, and housing that will offer training etc for people that need it.</td>
<td>CDBG supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CDBG.</td>
<td></td>
</tr>
<tr>
<td>Northern Missouri</td>
<td>Rural Fire district's need funding to provide safe fire services.</td>
<td>Public Infrastructure, Community Facilities, and Job Creation are all eligible activities under the FY2021 Action Plan.</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>Service provider</td>
<td>Region</td>
<td>Funding and funding/building shelters for homeless families and terms in Jefferson County, Missouri</td>
</tr>
<tr>
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<td>---</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Southern Missouri</td>
<td>You hit them all for our small town!!</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan.</td>
</tr>
<tr>
<td>Service provider</td>
<td>St. Louis Region</td>
<td>The community mostly needs their basic needs met—better education (better pay for teachers), access to free/affordable healthcare, transportation, affordable housing, internet access/computer access</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Resident</td>
<td>Statewide</td>
<td>Projects focused on clean energy which will create jobs in this sector</td>
<td>CDBG supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; In addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CDBG.</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Southern Missouri</td>
<td>Just roads and aging water and sewer lines</td>
<td>Public Infrastructure, Community Facilities, and Job Creation are all eligible activities under the FY2021 Action Plan. This includes publicly-owned General Infrastructure projects.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Southern Missouri</td>
<td>Entrepreneurial ecosystem development and more focus on inclusion to ensure women, people of color, and low income households have equitable opportunity to become a successful entrepreneur</td>
<td>CDBG supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; In addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CDBG.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>St. Louis Region</td>
<td>Affordable housing development</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Kansas City Region</td>
<td>Improve availability of affordable housing</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Kansas City</td>
<td>Increase access to affordable housing</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Profit organization</td>
<td>Region</td>
<td>Housing options including homeless transitional programs</td>
<td>Organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
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</tr>
<tr>
<td>Public and/or</td>
<td>Central</td>
<td>Healthcare access in rural areas</td>
<td>MHDC through the use of LIHTC, as well as other tools through Missouri Department of Community and Economic Development (DEDC), provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Resident</td>
<td>Southern</td>
<td>Recreational marijuana</td>
<td>Thank you for participating in the Community Input Survey.</td>
</tr>
<tr>
<td>Service provider</td>
<td>St. Louis</td>
<td>Affordable housing for extremely low-income households</td>
<td>MHDC through the use of LIHTC, as well as other tools through Missouri Department of Community and Economic Development (DEDC), provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Service provider</td>
<td>St. Louis</td>
<td>Affordable Housing</td>
<td>MHDC through the use of LIHTC, as well as other tools through Missouri Department of Community and Economic Development (DEDC), provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Private non-profit</td>
<td>Northern</td>
<td>Housing and Childcare</td>
<td>MHDC through the use of LIHTC, as well as other tools through Missouri Department of Community and Economic Development (DEDC), provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services. Additionally, DECD’s Neighborhood Assistance Program and Youth Opportunities Program may be able to assist; additionally, the Office of Childhood in MOED may also be able to assist you in these efforts.</td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis</td>
<td>Rehabilitation of vacant buildings for affordable/workforce housing and permanent supportive housing for unhoused people</td>
<td>MHDC through the use of LIHTC, as well as other tools through Missouri Department of Community and Economic Development (DEDC), provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Private non-profit</td>
<td>Central</td>
<td>Shelters</td>
<td>MHDC through the use of LIHTC, as well as other tools through Missouri Department of Community and Economic Development (DEDC), provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis</td>
<td>Boat ramp access to downtown areas on Missouri</td>
<td>Public Infrastructure, Community Facilities, and Job Creation are all eligible activities under the FY2021 Action Plan.</td>
</tr>
<tr>
<td>Service provider</td>
<td>Region</td>
<td>Description</td>
<td>Note</td>
</tr>
<tr>
<td>------------------</td>
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</tr>
<tr>
<td>Private nonprofit organization</td>
<td>Central Missouri</td>
<td>Affordable housing, homeless housing, half-way housing, rental or mortgage assistance</td>
<td>MHDC through the use of LHTC, as well as other tools through MHDC Partnership organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>St. Louis Region</td>
<td>Energy Efficiency improvements. Changes to GAP to give all parties incentives to invest in reducing energy costs. It is cost-effective (10-15% ROI) to achieve net zero in NO if incentives align</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Northern Missouri</td>
<td>Rural development</td>
<td>COBE supports job creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through COBE.</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Kansas City Region</td>
<td>Prevention strategies</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. However, DED’s Neighborhood Assistance Program and Youth Opportunities Program may be able to assist; additionally, the Office of Childhood in DESE may also be able to assist you in these efforts.</td>
</tr>
<tr>
<td>Private nonprofit organization</td>
<td>Central Missouri</td>
<td>More low income housing in rural communities</td>
<td>MHDC through the use of LHTC, as well as other tools through MHDC Partnership organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Resident</td>
<td>Kansas City Region</td>
<td>Blue River Road Reopening</td>
<td>Public Infrastructure, Community Facilities, and Job Creation are all eligible activities under the FY2021 Action Plan. This includes publicly-owned General Infrastructure projects.</td>
</tr>
<tr>
<td>Private for private organization</td>
<td>Kansas City Region</td>
<td>PUBLIC INCENTIVES FOR Public/Private Partnerships</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
</tbody>
</table>
| Resident | St. Louis Region | Create jobs for the Youth hands on training shadowing | COBE supports job creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the...
<table>
<thead>
<tr>
<th>Private for private organization</th>
<th>Statewide</th>
<th>small business owners help small businesses in the black communities to be able to provide jobs to underprivileged youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private non-profit organization</td>
<td>St. Louis Region</td>
<td>Community education due to the disparities in public education. Such as high school equivalency programs, civics, household budgeting, regional field trips, job skills, drivers education, cooking/nutrition, and the humanities that have been dropped from public high schools.</td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
<td>Expanded police presence in the City of St. Louis to prevent crime and provide safety in the city, starting with the prosecutor's office.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Kansas City Region</td>
<td>Development of affordable senior housing in the Independence, MO area through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, to provide low-income housing and long-term support for low-income housing and homeless services.</td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
<td>Senior Citizen Centers</td>
</tr>
<tr>
<td>Resident</td>
<td>Northern Missouri</td>
<td>Affordable housing for single mothers (or fathers) with disabled children. The red tape with the USDA is keeping single parents from becoming home owners. Disabled children require special equipment that calls for MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, to provide low-income housing and long-term support for low-income housing and homeless services.</td>
</tr>
</tbody>
</table>

FY2021 Action Plan outlines opportunities for Workforce Training through CDBG. Thank you for participating the Public Comment Period for the FY 2021 Action Plan.
<table>
<thead>
<tr>
<th>Public and/or Government agency</th>
<th>St. Louis Region</th>
<th>Investment in small businesses and local business owners</th>
<th>CDBG supports Job Creation through Economic Development. Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CDBG.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private non-profit organization</td>
<td>Kansas City Region</td>
<td>Transitional housing programs and services in eastern Clay County, Sidewalks in Residential areas other than downtown</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Private for private organization</td>
<td>Kansas City Region</td>
<td>Grants to small businesses that have been affected by COVID who made it this far but are on the edge of closing without help</td>
<td>CDBG supports Job Creation through Economic Development. Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CDBG.</td>
</tr>
<tr>
<td>Public and/or</td>
<td>Central</td>
<td>Homelessness services</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Government agency</td>
<td>Statewide</td>
<td>Education and training for employers and employees; housing providers and lenders, tenants; businesses and customers; and interested community members about rights and responsibilities under fair employment, housing, and public accommodations. It's important these funds be used equitably for all and that they increase economic inclusion and equity.</td>
<td>Education and training on many of these topics can be found on HUD’s website, <a href="http://www.HUD.gov">www.HUD.gov</a>.</td>
</tr>
<tr>
<td>Government agency</td>
<td>Missouri</td>
<td>facilities</td>
<td>organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
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</tr>
<tr>
<td>Private for private organization</td>
<td>Kansas City Region</td>
<td>Infrastructure around alternative fuel and black business being involved</td>
<td>Public Infrastructure, Community Facilities, and Job Creation are all eligible activities under the FY2021 Action Plan. This includes publicly-owned General Infrastructure projects. Additionally, CDBG supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CDBG.</td>
</tr>
<tr>
<td>Service provider</td>
<td>St. Louis Region</td>
<td>Higher attention to providing grants to small businesses</td>
<td>CDBG supports Job Creation through Economic Development Industrial Infrastructure grants and the availability of the Action Loan Fund; in addition, the FY2021 Action Plan outlines opportunities for Workforce Training through CDBG.</td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
<td>Roads, local streets, sidewalks and local sewers and water systems. Make commerce possible!</td>
<td>Public Infrastructure, Community Facilities, and Job Creation are all eligible activities under the FY2021 Action Plan. This includes publicly-owned General Infrastructure projects.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Northern Missouri</td>
<td>Public transportation infrastructure development in more rural areas.</td>
<td>Public Infrastructure, Community Facilities, and Job Creation are all eligible activities under the FY2021 Action Plan. This includes publicly-owned General Infrastructure projects.</td>
</tr>
<tr>
<td>Other interested parties</td>
<td>Kansas City Region</td>
<td>Behavioral and emotional health. Family quality of life, general improvements. Education Matters.</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Southern Missouri</td>
<td>Access to public transportation and childcare</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>St. Louis Region</td>
<td>Affordable housing</td>
<td>MHDC through the use of LIHFC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Resident</td>
<td>Kansas City Region</td>
<td>Street lights upgrade in residential areas of NE Kansas City and speed bumps in NE area where drag racing is problematic.</td>
<td>Public Infrastructure, Community Facilities, and Job Creation are all eligible activities under the FY2021 Action Plan. This includes publicly-owned General Infrastructure projects.</td>
</tr>
</tbody>
</table>
Q13 Considering resources are limited, please rank following activities importance with 1 being the highest priority need and 9 being the lowest priority, based on your affordable housing priorities over 2021.
<table>
<thead>
<tr>
<th>Description</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>TOTAL</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create affordable home ownership opportunities.</td>
<td>25.45%</td>
<td>15.45%</td>
<td>8.18%</td>
<td>4.55%</td>
<td>10.45%</td>
<td>6.82%</td>
<td>9.55%</td>
<td>7.27%</td>
<td>12.27%</td>
<td>220</td>
<td>5.72</td>
</tr>
<tr>
<td>Create new affordable rental housing.</td>
<td>13.15%</td>
<td>11.27%</td>
<td>11.17%</td>
<td>10.33%</td>
<td>9.39%</td>
<td>10.80%</td>
<td>7.51%</td>
<td>12.68%</td>
<td>13.62%</td>
<td>213</td>
<td>5.01</td>
</tr>
<tr>
<td>Provide home repair programs for low to moderate-income homeowners.</td>
<td>10.96%</td>
<td>16.89%</td>
<td>13.70%</td>
<td>13.24%</td>
<td>12.33%</td>
<td>9.59%</td>
<td>9.13%</td>
<td>10.50%</td>
<td>3.65%</td>
<td>219</td>
<td>5.61</td>
</tr>
<tr>
<td>Rehabilitate existing affordable housing.</td>
<td>9.63%</td>
<td>13.30%</td>
<td>17.89%</td>
<td>16.06%</td>
<td>10.09%</td>
<td>10.55%</td>
<td>8.26%</td>
<td>8.26%</td>
<td>5.96%</td>
<td>218</td>
<td>5.55</td>
</tr>
<tr>
<td>Provide affordable rental housing with supportive services.</td>
<td>5.56%</td>
<td>9.72%</td>
<td>11.11%</td>
<td>12.96%</td>
<td>19.44%</td>
<td>12.50%</td>
<td>12.04%</td>
<td>10.19%</td>
<td>6.48%</td>
<td>216</td>
<td>4.94</td>
</tr>
<tr>
<td>Provide affordable rental housing for families.</td>
<td>7.83%</td>
<td>11.98%</td>
<td>12.90%</td>
<td>13.82%</td>
<td>13.82%</td>
<td>17.05%</td>
<td>11.98%</td>
<td>7.37%</td>
<td>3.23%</td>
<td>217</td>
<td>5.31</td>
</tr>
<tr>
<td>Provide affordable rental housing for seniors.</td>
<td>7.66%</td>
<td>5.86%</td>
<td>8.56%</td>
<td>11.71%</td>
<td>11.71%</td>
<td>14.86%</td>
<td>18.02%</td>
<td>13.06%</td>
<td>8.56%</td>
<td>222</td>
<td>4.53</td>
</tr>
<tr>
<td>Provide affordable rental workforce housing.</td>
<td>6.73%</td>
<td>5.83%</td>
<td>8.07%</td>
<td>10.76%</td>
<td>5.38%</td>
<td>8.97%</td>
<td>11.21%</td>
<td>19.28%</td>
<td>23.77%</td>
<td>223</td>
<td>3.87</td>
</tr>
<tr>
<td>Provide affordable rental housing for extremely low income families.</td>
<td>15.79%</td>
<td>9.65%</td>
<td>10.96%</td>
<td>8.77%</td>
<td>10.09%</td>
<td>6.58%</td>
<td>9.65%</td>
<td>9.21%</td>
<td>19.30%</td>
<td>228</td>
<td>4.92</td>
</tr>
</tbody>
</table>
Q14 Please rank the following activities based on your affordable housing priorities over 2021.

<table>
<thead>
<tr>
<th>Provide temporary rental assistance for low and moderate-income renter households in cases of sudden and severe economic disruption.</th>
<th>1</th>
<th>2</th>
<th>TOTAL</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>69.27%</td>
<td>30.73%</td>
<td>205</td>
<td>1.69</td>
</tr>
<tr>
<td>Provide temporary rental assistance for landlords in case of sudden and severe economic disruption to be used to help low and moderate income renters remain stably housed.</td>
<td>31.80%</td>
<td>68.20%</td>
<td>217</td>
<td>1.32</td>
</tr>
</tbody>
</table>
Community Input Survey

Q15 Are there other affordable housing priorities not listed in question #1.1 that you would like the State to consider for 2021?

<table>
<thead>
<tr>
<th>Type of Stakeholder</th>
<th>Region Represents</th>
<th>Priority Request(s)</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other interested</td>
<td>Statewide</td>
<td>provide affordable housing along public transportation routes that connect to locations of high employment opportunity.</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Private non-profit</td>
<td>Statewide</td>
<td>Weatherization for low income housing + Earthquake preparedness in earthquake zones. Should be done together - Training + hiring community workers.</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. Weatherization programs can be accessed through the Department of Energy.</td>
</tr>
<tr>
<td>Service provider</td>
<td>St. Louis Region</td>
<td>Definitely need more senior housing and housing for the disabled</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Private non-profit</td>
<td>Northern Missouri</td>
<td>Assist the homeless</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Resident</td>
<td>Southern Missouri</td>
<td>REDUCE NUMBER OF SECTION 8 houses. Way to many units are nothing but rat holes and yet landlords are getting big bucks for them.</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Public and/or</td>
<td>Southern Missouri</td>
<td>Material prices are extremely high. Average people can no longer afford to build. Offer low interest financing.</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Government agency</td>
<td>Northern Missouri</td>
<td>Homeless Shelters</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Service provider</td>
<td>Stateside</td>
<td>Financial planning education, childcare assistance and transportation provided to work/health care access.</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Kansas City Region</td>
<td>Downtown homeless shelters.</td>
<td>MHDC through the use of UHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Resident</td>
<td>Central Missouri</td>
<td>Offer developers a tax break to aid in infrastructure costs</td>
<td>MHDC through the use of UHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Northern Missouri</td>
<td>Housing Loan access for LMI families/individuals</td>
<td>MHDC through the use of UHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Other interested parties</td>
<td>Southern Missouri</td>
<td>Build more affordable rentals</td>
<td>MHDC through the use of UHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>St. Louis Region</td>
<td>Open up the historic tax credits or start a new tax funding mechanism to help update existing housing from the baby boom era. Towns have lots of post war homes that are turning over and being sold. These homes are perfect for first time home buyers but they cannot get into these homes with a USDA loan because of the furnace or electric panel or asbestos. For instance, one client of ours is pre-approved for $150K and can find homes for that or less but</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Southern Missouri</td>
<td>A rehabilitation model for forgivable loans to low-income landlords to rehab older housing stock and bring them up to International Building Code in MSA and rural areas.</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Northern Missouri</td>
<td>Housing for the homeless, ex-offenders etc. that need affordable housing and supportive services that go with this need. Counseling, case management and programs that help them succeed instead of putting them in housing and having them fend for themselves. Hold them accountable for setting goals that will lead them to be self-sufficient in their lives by using the resources that we have available in our communities.</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Central Missouri</td>
<td>Homeless</td>
<td>A place where the homeless can stay and not be trained to get jobs, learn life skills, or taught daily things that have to be done with money, time, education, job, etc. MHDC through the use of UHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low-income housing development opportunities, including emergency services and long-term support for low-income housing and homeless services.</td>
</tr>
<tr>
<td>Resident</td>
<td>Central Missouri</td>
<td>Homeless</td>
<td>MHDC through the use of UHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low-income housing development opportunities, including emergency services and long-term support for low-income housing and homeless services.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Central Missouri</td>
<td>Homeless</td>
<td>Rental assistance for persons in recovery or just leaving substance use treatment. Not sober living houses, many have families and can not move into a sober living house. MHDC through the use of UHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low-income housing development opportunities, including emergency services and long-term support for low-income housing and homeless services.</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Southern Missouri</td>
<td>Illegals not eligible</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan.</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Southern Missouri</td>
<td></td>
<td>I think our community could greatly benefit from an assisted living facility. Our location on Hwy 59 makes us ideal location for rural Newton County. Community Facilities, such as Senior Centers, are eligible activity under the FY2021 Action Plan.</td>
</tr>
<tr>
<td>Service provider</td>
<td>St. Louis Region</td>
<td>Missouri Housing Development Corporation (MHDC) through the use of UHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
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<td>--------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Jefferson County Missouri has no emergency shelters or housing. They list some on 211 but they have been closed facilities for years. Help those homeless people in this county.</td>
<td>MHDC through the use of UHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Kansas City Region</td>
<td>Permanent Supportive Housing for chronically homeless adult individuals. MHDC through the use of UHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>St. Louis Region</td>
<td>Funding to resolve evictions due to economic disruption. Development funding to convert motels to low income housing. MHDC through the use of UHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Kansas City Region</td>
<td>Increase access for homeless transitional programs with priorities to working families as well as homeless youth populations. Additional resources may be available through federal stimulus programs available in 2021.</td>
<td></td>
</tr>
<tr>
<td>Service provider</td>
<td>St. Louis Region</td>
<td>New affordable income based rental units for extremely low-income households, needing permanent supported housing (due to disabilities and histories of homelessness). MHDC through the use of UHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Central Missouri</td>
<td>One bedroom low income units are needed more than any other type of low income housing in the State of Missouri right now. This is not a growing trend, it has been there for the past three years. MHDC through the use of UHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Community Input Survey</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Decades. Developers do not want to build them. Not enough profit in it for the developer.</strong> St. Louis, Columbia, Springfield and the entire State need One Br. apartments for low income workers, Veterans, Seniors and disabled persons.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Resident</strong></td>
<td><strong>St. Louis Region</strong></td>
<td>Rehabilitate vacant buildings for permanent supportive housing for the unhoused.</td>
<td></td>
</tr>
<tr>
<td><strong>Resident</strong></td>
<td><strong>St. Louis Region</strong></td>
<td>Provide loan program for landlords wanting to provide affordable housing.</td>
<td></td>
</tr>
<tr>
<td><strong>Service provider</strong></td>
<td><strong>Statewide</strong></td>
<td>Give priority to rehab of existing structures for housing, especially historic buildings rather than demolition.</td>
<td></td>
</tr>
<tr>
<td><strong>Service provider</strong></td>
<td><strong>St. Louis Region</strong></td>
<td>Adjust the GIP to allow owners to more readily invest in energy improvements and recoup that investment from the released tenant utility bills. Thank you for participating in the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
<td></td>
</tr>
<tr>
<td><strong>Private for private organization</strong></td>
<td><strong>Statewide</strong></td>
<td>Don't let DEP be involved with anything. Thank you for participating in the Public Comment Period for the FY 2021 Action Plan.</td>
<td></td>
</tr>
<tr>
<td><strong>Private non-profit organization</strong></td>
<td><strong>St. Louis Region</strong></td>
<td>Tax credit properties are not really &quot;affordable&quot; housing solutions and the supportive services are a waste of money because renters rarely use the services (Judgement issues, etc.) - reffer renters to other. MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homelessness services. Additional support may be available through federal stimulus packages effective in 2021.</td>
<td></td>
</tr>
<tr>
<td>Region</td>
<td>Community Input Survey</td>
<td>Note</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>Speciality organizations when needed.</td>
<td>Thank you for participating the Public Comment Period for the FY-2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
<td>Thank you for participating the Public Comment Period for the FY-2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
<td></td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Kansas City Region</td>
<td>Affordable housing for Seniors (project already created and in need of funding support) for 65 acres of Rockwood Golf Course abandoned property owned by the City of Independence, Mo.</td>
<td>MHDIC through the use of UHTC, as well as other tools through MHDIC Partner organizations including Department of Social Services and Department of Mental Health, provide low-income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Resident</td>
<td>Northern Missouri</td>
<td>Handicap accessible homes for low income parents.</td>
<td>MHDIC through the use of UHTC, as well as other tools through MHDIC Partner organizations including Department of Social Services and Department of Mental Health, provide low-income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
<td>Major Home Repair Programs for communities that have been traditionally sidelined and/or suffering for disinvestment. People should not have to be displaced as a result of new development. Forgivable loans and grants for people that have lived in their homes for 20+ years, 50/50 sidewalk programs; tree removal programs on private property.</td>
<td>MHDIC through the use of UHTC, as well as other tools through MHDIC Partner organizations including Department of Social Services and Department of Mental Health, provide low-income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Resident/Group</td>
<td>Region</td>
<td>Issue/Concern</td>
<td>Response/Action</td>
</tr>
<tr>
<td>---------------</td>
<td>--------</td>
<td>---------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Resident</td>
<td>Statewide</td>
<td>Secure HUD owned housing for families in Missouri</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
<td>Provide services to renters on how to be responsible homeowners and provide them the resources to meet the sustainable goal of homeownership</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Kansas City Region</td>
<td>Provide transitional living programs designed to help individuals become self sufficient and gain independence</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Resident</td>
<td>Kansas City Region</td>
<td>Be more vigilant in identifying &amp; punishing “slum lords”</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
<td>MHDC is a waste of money. Let the private sector take over and let the market work.</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Other interested parties</td>
<td>Kansas City Region</td>
<td>I would love to see the development of low income cooperative housing communities. As a way to introduce low income homebuyers to affordable housing.</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Southern Missouri</td>
<td>Affordable rental options for those fleeing domestic violence.</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
</tbody>
</table>
Q16 Considering resources are limited, please rank following activities importance with 1 being the highest priority need and 7 being the lowest priority, based on your special needs housing priorities over 2021.

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>TOTAL</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide affordable rental housing for persons who are physically, emotionally or mentally impaired.</td>
<td>17.2%</td>
<td>20.42%</td>
<td>13.09%</td>
<td>15.71%</td>
<td>15.18%</td>
<td>14.14%</td>
<td>4.19%</td>
<td>8</td>
<td>191</td>
</tr>
<tr>
<td>Provide affordable rental housing for persons who are developmentally disabled.</td>
<td>11.05%</td>
<td>16.32%</td>
<td>17.37%</td>
<td>21.58%</td>
<td>19.47%</td>
<td>11.05%</td>
<td>3.18%</td>
<td>6</td>
<td>190</td>
</tr>
<tr>
<td>Provide affordable rental housing for persons who are homeless.</td>
<td>23.20%</td>
<td>11.86%</td>
<td>17.53%</td>
<td>15.46%</td>
<td>12.89%</td>
<td>13.92%</td>
<td>5.15%</td>
<td>10</td>
<td>194</td>
</tr>
<tr>
<td>Provide affordable rental housing for survivors of domestic violence and human or sex trafficking.</td>
<td>8.25%</td>
<td>16.49%</td>
<td>19.07%</td>
<td>23.71%</td>
<td>17.53%</td>
<td>13.40%</td>
<td>1.55%</td>
<td>3</td>
<td>194</td>
</tr>
<tr>
<td>Provide affordable rental housing for youth aging out of foster care.</td>
<td>14.87%</td>
<td>17.95%</td>
<td>18.46%</td>
<td>11.28%</td>
<td>20.00%</td>
<td>14.87%</td>
<td>2.56%</td>
<td>5</td>
<td>195</td>
</tr>
<tr>
<td>Provide affordable rental housing for veterans.</td>
<td>24.75%</td>
<td>15.15%</td>
<td>13.64%</td>
<td>7.07%</td>
<td>10.61%</td>
<td>20.20%</td>
<td>8.59%</td>
<td>17</td>
<td>198</td>
</tr>
<tr>
<td>Provide housing / housing assistance for persons living with HIV / AIDS.</td>
<td>0.00%</td>
<td>1.02%</td>
<td>3.57%</td>
<td>3.57%</td>
<td>5.10%</td>
<td>12.24%</td>
<td>74.49%</td>
<td>196</td>
<td>1.53</td>
</tr>
</tbody>
</table>
Q17 Please rank the following activities based on your special needs housing priorities over 2021.

![Bar chart showing rankings]

<table>
<thead>
<tr>
<th>Description</th>
<th>1</th>
<th>2</th>
<th>TOTAL</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide temporary rental assistance for special needs populations in cases of sudden and severe economic disruption.</td>
<td>68.75%</td>
<td>31.25%</td>
<td>176</td>
<td>1.69</td>
</tr>
<tr>
<td>Provide temporary rental assistance for landlords in case of sudden and severe economic disruption to be used to help special needs populations remain stably housed.</td>
<td>32.80%</td>
<td>67.20%</td>
<td>186</td>
<td>1.33</td>
</tr>
<tr>
<td>Type of Stakeholder</td>
<td>Region Represents</td>
<td>Priority Request(s)</td>
<td>Response</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------</td>
<td>--------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Southern Missouri</td>
<td>There should be strict requirements for housing assistance, i.e., repeated drug use, those whose income buddy or minimize law violations, standards in place for improvement in lifestyle, not just a free home, unless the person is physically or mentally unable to help or improve their situation. Should not be just a handout of government money.</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Kansas City Region</td>
<td>Assistance to homebound seniors, such as home nurse visits.</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Other interested parties</td>
<td>Southern Missouri</td>
<td>More assisted living housing for disabled and with special needs</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>St. Louis Region</td>
<td>Whatever housing is worked on for any of those groups, services need to offered in tandem.</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Southern Missouri</td>
<td>Homeless youth, 16 to 24 years of age.</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Northern Missouri</td>
<td>The reason why I chose homeless population as number one is statistics show that the homeless population are the ones that are victims of physical, emotional or mental impairment, drug and alcohol abuse, domestic violence, trauma care needed etc. This is a severe group of individuals that need the attention that housing programs will give them that have case management and stairsteps that will customize a plan for them to help them succeed and get the help they need to succeed through intertwining resources in our community.</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Southern Missouri</td>
<td>illegals not eligible</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan.</td>
<td></td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>St. Louis Region</td>
<td>Housing for persons with &quot;threshold&quot; disabilities - those who are low income with AOD or high functioning autism</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Service provider</td>
<td>St. Louis Region</td>
<td>permanent supportive AND recovery housing for those with co-occurring behavioral health and substance use disorders that is responsive to the opioid crisis to reduce death and enhance recovery opportunities</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Community Input Survey</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Central Missouri</strong></td>
<td>Encourage developers through your applications to build Single Bedroom apartments. The State needs to fill the activities listed above. This is where the MHDC needs to award tax credit dollars (One Bedroom Apartments) for low income persons listed above.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>St. Louis Region</strong></td>
<td>HUD should make it a policy that all housing assistance will be ranked and judged on reaching net zero energy costs. Society should not pay for utility costs when it is cost effective to eliminate them.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Low Income Families</strong></td>
<td>Thank you for participating in the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Kansas City Region</strong></td>
<td>Bed credit and eviction histories prevent many from being able to rent, even if the housing is available—housing or credit rehabilitation is essential to preventing homelessness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Resident</strong></td>
<td>MIHDC through the use of LIHTC as well as other tools through MIHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Statewide</strong></td>
<td>MIHDC through the use of LIHTC as well as other tools through MIHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Funding project for Seniors at Rockwood Golf Course property (50 units), on the City's Strategic Plan strategic plan and</strong></td>
<td>MIHDC through the use of LIHTC as well as other tools through MIHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Northern Missouri</strong></td>
<td>MIHDC through the use of LIHTC, as well as other tools through MIHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
<td>More programs for home ownership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-----------------</td>
<td>---------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MHDC through the use of LIHTC as well as other tools through MHDC Partner organizations, including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Private non-profit organization</th>
<th>Southern Missouri</th>
<th>Sexual assault victims that other than sex trafficking victims. Seventeen year old youth.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thank you for participating the Public Comment Period for the FY 2023 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Q19 Please rank the following activities importance with 1 being the highest priority need and 6 being the lowest priority, based on your homeless assistance and prevention priorities over 2021.

<table>
<thead>
<tr>
<th>Activity</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>TOTAL</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street outreach for Homeless</td>
<td>15</td>
<td>28</td>
<td>13</td>
<td>11</td>
<td>19</td>
<td>22</td>
<td>184</td>
<td>3.02</td>
</tr>
<tr>
<td>Emergency shelter for Homeless</td>
<td>26</td>
<td>49</td>
<td>14</td>
<td>17</td>
<td>27</td>
<td>26</td>
<td>184</td>
<td>4.19</td>
</tr>
<tr>
<td>Emergency non-congregate shelter</td>
<td>4.35</td>
<td>8</td>
<td>17</td>
<td>45</td>
<td>51</td>
<td>32</td>
<td>5</td>
<td>4.19</td>
</tr>
<tr>
<td>Homeless prevention</td>
<td>10.44</td>
<td>19</td>
<td>15</td>
<td>43</td>
<td>40</td>
<td>38</td>
<td>182</td>
<td>3.05</td>
</tr>
<tr>
<td>Assistance with rental arrears for Homeless or at risk of homelessness</td>
<td>31.35</td>
<td>58</td>
<td>19</td>
<td>22</td>
<td>16</td>
<td>38</td>
<td>185</td>
<td>4.15</td>
</tr>
</tbody>
</table>
### Community Input Survey

**Q20** Are there other homeless assistance and prevention priorities not listed in question N17 that you would like the State to consider for 2021? 

<table>
<thead>
<tr>
<th>Type of Stakeholder</th>
<th>Region Represents</th>
<th>Priority Request(s)</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other interested parties</td>
<td>Statewide</td>
<td>access to healthcare including mental health care services, workforce training and placement</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Northern Missouri</td>
<td>Assistance overcoming barriers in order to get back into the workforce; i.e., health issues, transportation, workforce training</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Southern Missouri</td>
<td>Somehow the programs need to be a hand up not a hand out. Everyday hard working people bear the brunt of the costs of these kind of programs as we tend to forget them.</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Service provider</td>
<td>Statewide</td>
<td>Mental healthcare and counseling for all homeless individuals.</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Private non-profit organization</td>
<td>Kansas City Region</td>
<td>Food outlet that they can get to downtown. Laundry assistance.</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
<td>I don’t have any problems with housing for the homeless. However I prefer that housing for the homeless be at scattered sites.</td>
<td>MHDIC through the use of LHMC, as well as other tools through MHDIC. Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Central Missouri</td>
<td>No, we have local assistance.</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan.</td>
</tr>
<tr>
<td>Resident</td>
<td>Region</td>
<td>Annual Action Plan</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>----------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>St. Louis</td>
<td>St. Louis Region</td>
<td>Funding needed for shelter in Jefferson County. New Hope Methodist in Arnold is trying to create this, as there are no shelters in this county. MHDC through the use of UMHC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>St. Louis</td>
<td>St. Louis Region</td>
<td>Providing housing isn’t enough, social services and training are needed as well. MHDC through the use of UMHC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Northern Missouri</td>
<td>Northern Missouri</td>
<td>Education for the community on homelessness, and education for those facing homelessness on how to safeguard their current situation. Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
<td></td>
</tr>
<tr>
<td>St. Louis</td>
<td>St. Louis Region</td>
<td>Emergency shelter for unaccompanied homeless teens. MHDC through the use of UMHC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>St. Louis</td>
<td>St. Louis Region</td>
<td>Housing assistance for unaccompanied homeless teens trying to complete high school but have been kicked out by parents. MHDC through the use of UMHC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Kansas City</td>
<td>Kansas City Region</td>
<td>Permanent Supportive Housing in smaller communities so our residents experiencing homelessness do not have to move to an urban area for housing and services. MHDC through the use of UMHC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>St. Louis</td>
<td>St. Louis Region</td>
<td>Transportation assistance; housing locator; additional CE funding. Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
<td></td>
</tr>
<tr>
<td>Kansas City</td>
<td>Kansas City Region</td>
<td>Support and increase transitional housing programs for homeless families and youth. MHDC through the use of UMHC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities for homeless families and youth.</td>
<td></td>
</tr>
<tr>
<td>Service provider</td>
<td>Region</td>
<td>Description</td>
<td>MHDC through the use of UHFC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
<tr>
<td>------------------</td>
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<td>-------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Kansas City Region</td>
<td>I think mental health assistance needs to be one of the options as many times you can’t assist without first addressing the mental wellness needs of the individual. Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
<td></td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Central Missouri</td>
<td>One Bedroom Apartments are needed in the entire state. You are not addressing the need for one bedroom units in our state that will affect all activities listed above. MHDC through the use of UHFC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
<tr>
<td>Private for private organization</td>
<td>Statewide</td>
<td>Don’t let public be in charge of anything. Thank you for participating the Public Comment Period for the FY 2021 Action Plan.</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
<td>Home ownership</td>
<td>MHDC through the use of UHFC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
</tbody>
</table>
Community Input Survey

Q21 Improve ADA access to public buildings.

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No opinion</td>
<td>7.94%</td>
</tr>
<tr>
<td>Low priority</td>
<td>28.97%</td>
</tr>
<tr>
<td>Medium priority</td>
<td>43.46%</td>
</tr>
<tr>
<td>High priority</td>
<td>19.63%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Q22 Improve ADA access to public curbs and sidewalks.

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No opinion</td>
<td>6.54%</td>
</tr>
<tr>
<td>Low priority</td>
<td>24.30%</td>
</tr>
<tr>
<td>Medium priority</td>
<td>41.59%</td>
</tr>
<tr>
<td>High priority</td>
<td>27.57%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Q23 Create affordable, accessible, rental housing.

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No opinion</td>
<td>2.35%</td>
</tr>
<tr>
<td>Low priority</td>
<td>14.55%</td>
</tr>
<tr>
<td>Medium priority</td>
<td>32.86%</td>
</tr>
<tr>
<td>High priority</td>
<td>50.23%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Q24 Provide home repair funding for home modifications for low income renters.

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No opinion</td>
<td>1.42%</td>
</tr>
<tr>
<td>Low priority</td>
<td>28.91%</td>
</tr>
<tr>
<td>Medium priority</td>
<td>43.60%</td>
</tr>
<tr>
<td>High priority</td>
<td>26.07%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>211</td>
</tr>
</tbody>
</table>
Q25 Provide home repair funding for home modifications for low income homeowners.
Q26 Provide housing and/or housing assistance for persons living with HIV / AIDS.

Answered: 213  Skipped: 71

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No opinion</td>
<td>13.62%</td>
</tr>
<tr>
<td>Low priority</td>
<td>51.17%</td>
</tr>
<tr>
<td>Medium priority</td>
<td>30.99%</td>
</tr>
<tr>
<td>High priority</td>
<td>4.23%</td>
</tr>
</tbody>
</table>

**TOTAL** 213
Community Input Survey

Q27. Are there other accessibility priorities not listed in question #19 through question #24 that you would like the State to consider for 2021?

<table>
<thead>
<tr>
<th>Type of Stakeholder</th>
<th>Region Represents</th>
<th>Priority Request(s)</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public and/or</td>
<td>Southern Missouri</td>
<td>Update existing utility infrastructure, Rural broadband. Public Infrastructure,</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Government agency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>Southern Missouri</td>
<td>Most of this should have all ready been completed OR if in the matter of Landlords -</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Public and/or</td>
<td>Southern Missouri</td>
<td>Some renters, whether low or medium income, destroy the homes they reside in,</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Government agency</td>
<td></td>
<td>somehow that needs to be addressed.</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
<td>I'm not sure if my comment is relevant to the question, I would like to see more speed bumps on Euclid. Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
<td></td>
</tr>
<tr>
<td>Other Interested</td>
<td>Southern Missouri</td>
<td>Public awareness mission to remind everyone of need for wheelchair accessible homes, high schools, businesses, stores. Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
<td></td>
</tr>
<tr>
<td>parties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service provider</td>
<td>St. Louis Region</td>
<td>Housing that is affordable and accessible to those with behavioral health disorders that have impacted their MH/CC through the use of LHTC, as well as other tools through MH/CC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Public and/or Government agency</th>
<th>Control Missouri</th>
<th>The State needs to consider one bedroom affordable housing development as their top priority and communicate this to HUD. This is where to best spend taxpayers money for all the activities listed above.</th>
<th>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service provider</td>
<td>St. Louis Region</td>
<td>Your numbers have been wrong for 405 - make sure that the Community Action Agencies charged with LMI homeowners are trained and empowered to help these owners reach net zero energy bills. Use third party financing to leverage tax benefits.</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Private for private organization</td>
<td>Statewide</td>
<td>Don’t let the be in charge of anything.</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan.</td>
</tr>
<tr>
<td>Public and/or Government agency</td>
<td>Statewide</td>
<td>Assistance to businesses to make goods and services of places of public accommodation accessible to those with disabilities.</td>
<td>Thank you for participating the Public Comment Period for the FY 2021 Action Plan. This is outside of the scope of outcomes identified in the Consolidated Plan. If you wish to have input on future Consolidated Plan outcomes, please participate in the Consolidated Plan planning process.</td>
</tr>
<tr>
<td>Resident</td>
<td>St. Louis Region</td>
<td>Home ownership for families and individuals who rent; but, are otherwise able to own and maintain a home.</td>
<td>MHDC through the use of LIHTC, as well as other tools through MHDC Partner organizations including Department of Social Services and Department of Mental Health, provide low income housing development opportunities, including emergency services and long-term support for low income housing and homeless services.</td>
</tr>
</tbody>
</table>
## Community Input Survey

### Attachment 2: Public Comment / Email Responses

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Name and Organization</th>
<th>Comment</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/30/21</td>
<td>Steve Schultz, Bartlett &amp; West</td>
<td>Do you have an anticipated date for releasing COBG's call for application?</td>
<td>Yes, we do have an anticipated date, which would be May. At the latest, we're looking in those coming months to be able to open up the financial year '21 application cycle.</td>
</tr>
<tr>
<td>3/30/21</td>
<td>Tyler Griffith, City of Fayette</td>
<td>I have been told that towns are not allowed to have two COBGs at the same time.</td>
<td>If we understand the question right, is that past year, we've said that your city is allowed to have one application for themselves and one on behalf of a nonprofit, and that still is case in application category specifically. So, at this time, we still only allow for that one to one for cities and counties can have one for themselves and two on behalf of nonprofit entities or other entities.</td>
</tr>
<tr>
<td>3/30/21</td>
<td>Donna Parrish, South Central Workforce Investment Board</td>
<td>Is a WIB eligible to apply for the Job Training dollars?</td>
<td>Workforce Investment Board eligible. So eligible candidates for dollars application or applicants for dollars include municipalities as well as counties. If the Workforce Investment Board were to work with...</td>
</tr>
</tbody>
</table>
Community Input Survey

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Name and Organization</th>
<th>Comment</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/31/21</td>
<td>Norman Lucas</td>
<td>How much of a backlog of projects exists with MWRC at this point?</td>
<td>Right now, CDBG does not have any MWRC projects that are outstanding.</td>
</tr>
<tr>
<td>3/31/21</td>
<td>Pioneer Trails Regional Planning Commission</td>
<td>How many projects are yet to become funded?</td>
<td>Right now, CDBG does not have any MWRC projects that are outstanding.</td>
</tr>
<tr>
<td>3/31/21</td>
<td>Brandon Jensen</td>
<td>Will there be an opportunity to review methods of distribution and suggest modifications?</td>
<td>The methods of distribution are included currently on the post, the action plan in the, and it's located on the website currently it's part of appendix a, so please do review them and if you do have public comment on how it's currently undertaken, I encourage you to go ahead and post that public comment to us at mocibag@dèd.mo.gov.</td>
</tr>
</tbody>
</table>
### 2021 Action Plan Summary of 30-Day Public Comment Period Response

<table>
<thead>
<tr>
<th>Name and Organization</th>
<th>Delivery Method</th>
<th>Date Received</th>
<th>Comment</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Anderson</td>
<td>Email</td>
<td>3/15/2021</td>
<td>I noticed that in addressing the needs of the most vulnerable chronically homeless individuals, the plan mentioned transitional housing and overnight shelters. I did not see any mention of permanent supportive housing or Housing First, the evidence based solution supported by HUD and the National Alliance to End Homelessness. I am also interested in seeing a partnership with the faith based community in providing permanent supportive housing for chronically homeless individuals. I am trying to develop such a program in my community, a suburb of Kansas City. Our community members experiencing homelessness should not have to move to an unfamiliar urban, inner city community to receive services and housing. I would appreciate your consideration of the benefits of partnering with faith based organizations in addressing the crisis of homelessness and including them in the opportunity to access funding.*</td>
<td>Thank you for your reply. Permanent supportive housing is a critical aspect to moving individuals out of a state of homelessness. To assist you, I am connecting you with Megan Ward of the Missouri Housing Development Commission, who is our main contact with MHDC, and can connect you with the appropriate agencies working in those programs.</td>
</tr>
</tbody>
</table>

*Excerpt from comment.
<table>
<thead>
<tr>
<th>Email Date</th>
<th>Emailer/Contact</th>
<th>Issue/Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/15/2021</td>
<td>Kristy Lambert</td>
<td>If future opportunities for the Missouri Commission on Human Rights to be a subcontractor on CDBG funds concerning Fair Housing activities, we would welcome discussing renewing our collaborations.</td>
<td>Thank you for your outreach. We will happily explore collaboration with you as appropriate on Fair Housing activities. We have told Megan Ward, the lead contact for the Missouri Housing Development Commission, that the lead in housing activities across Missouri, she would be a critical connection for housing activities moving forward as well.</td>
</tr>
<tr>
<td>3/22/2021</td>
<td>Parent and Youth Advocate, Finding Grace Ministries</td>
<td>I have questions about the block grant. Is there a number I can call? One of my questions is about the training that happened Friday. I missed it due to a family emergency. Is there a recording or another opportunity for that training?</td>
<td>The webinar was recorded, and you can view it, as well as access the Plan and our Public Comment Survey at <a href="https://doj2.mo.gov/DOJ2/zip/2021A.pdf">https://doj2.mo.gov/DOJ2/zip/2021A.pdf</a>. If you have questions, you can call the CDHBS offices at 573-251-1000.</td>
</tr>
<tr>
<td>4/15/2021</td>
<td>Chief Eggert Boonville Regional Planning Commission</td>
<td>We are the regional planning commission for Lincoln, Montgomery, and Warren counties in Missouri. We have heard from several communities and non-profit organizations in our region expressing needs/changes to consider for this year’s Community Development Block Grant (CDBG) program. Given the COVID-19 pandemic and the great need in our cities, counties, and non-for-profit organizations, we would like to propose the following as comments or suggestions for this year’s funding cycle: 1. Consider allowing all local governments to submit applications for funding as most have needs and are struggling with conditions that the pandemic caused or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Thank you for this detailed outreach. The Program has provided variances in the past year on delinquent projects, as well as opened funding in a similar manner to what you indicated below as part of our CDBG-CV applications. Additionally, the Program will be launching the Consolidated Planning process later this year, and we will happily review our applications approach at that time.</td>
</tr>
</tbody>
</table>
7. Allow Counties to have a one-year waiver for a moratorium on the specific number of open CDBG projects now set at 2) for the amount of grant applications/projects that the local government can submit on behalf of a non-profit organization operating in that particular jurisdiction. The presumption is that a grant administrator would assist the County with additional duties due to the grant projects.

3. Allow Cities to have a one-year waiver for a moratorium on the specific number of open CDBG projects now set at 1) for the amount of grant applications/projects that the local government can submit on behalf of a non-profit organization operating in that particular jurisdiction. The presumption is that a grant administrator would assist the City with additional duties due to the grant projects.

4. Allow regional planning commissions to assist local governments that are members of their organizations with grant administration on CDBG projects by selecting them as good standing dues paying members.

Please let us know if you have any questions concerning these public comments.
Appendix A

Distribution Methods – CDBG

General Requirements

1) **Eligible Applicants:** The State received notice of an FY2021 allocation of $23,912,538 (minus State Admin and State Planning allocations) in CDBG funds on February 25, 2021. In addition, the State is allocating an estimated $168,000.00 in program income to be received in FY2021 and $23,266,844 from prior years remaining funds for a total of expected resources $47,347,382 (total of non-administrative funds). These funds will be distributed to “units of general local government” in non-entitlement areas (incorporated municipalities under 50,000 and counties under 200,000). The prior years remaining funds are funds available as of March 31, 2021 being re-allocated for distribution in FY2021.

Cities and counties in Missouri that are not eligible for State CDBG non-entitlement funds include:


Cities within a county can either participate with the County entitlement program or opt out. If they elect to participate in the County entitlement, they are ineligible for State CDBG. These areas include:

- Jefferson County and the cities within Jefferson County who have elected to participate in the County entitlement program [Arnold, Byrnes Mill, Cedar Hill Lakes, Crystal City, De Soto, Festus, Herculaneum, Hillsboro, Kimmswick, Lake Tekakwitha, Olympian Village, Pevely, and Scottsdale.]

- St. Charles County and the cities within St. Charles County who have elected to participate in the County entitlement program [Cottleville, Lake St. Louis, New Melle, St. Charles, St. Paul, St. Peters, Weldon Spring, and Wentzville.]


2) **Eligible Activities:** Section 105(a) of the Community Development Act and HUD regulations specified the activities that are eligible for CDBG assistance. A general listing of eligible activities is below, and a detailed description is provided in 105(a) of the Act and in 24 CFR 570.482. While all activities may be eligible, some program categories may prioritize the funding of some activities:

1. Property Acquisition
2. Property Disposition
3. Property Clearance
4. Architectural Barrier Removal
5. Senior Center
6. Community Facilities
7. Centers for the Handicapped
8. Historic Properties
9. Water Treatment
10. Sanitary Sewer Collection
11. Storm Sewers
12. Flood and Drainage Facilities
13. Streets (or Roads)
14. Street Accessories
15. Parking Facilities
16. Bridges
17. Sidewalks
18. Pedestrian Malls
19. Recycling or Conversion Facilities
20. Parks and Recreation Facilities
21. Fire Protection/Facility Equipment
22. Solid Waste Disposal Facilities
23. Other Utilities
24. Public Service/Supportive Services
25. Rehabilitation of Private Residential Properties
26. Rehabilitation of Public Residential Properties
27. Payments for Loss of Rental Income
28. Relocation
29. Code Enforcement
30. Energy Use Strategy
31. Non-Federal Share Payment
32. Interim Assistance
33. Planning
34. Commercial or Industrial Facilities
35. Administration
36. Engineering/Design
37. Housing Rehab Inspection
38. Engineering/Construction Inspection
39. Audit
40. Audit
41. Port Facility
42. Airports
43. Natural Gas Lines
44. Electrical Distribution Lines
45. Rail Spurs
46. Security Lighting
47. Other Professional Services
48. Security Fencing
49. Site Preparation
50. Purchase Land/Building
51. Facility Construction Renovation
52. Machinery/Equipment
53. Working Capital
54. Sewage Treatment
55. LDC Homeownership Assistance – up to $15,000 to purchase a new home
56. Legal
57. 911 Emergency Systems
58. Homeowners Assistance – up to $5,000 to purchase an existing DSS home
59. Lead-Based Paint Evaluation
60. Asbestos Removal
61. Job Training*
62. Home-Ownership Counseling
63. Substantial Reconstruction of private residential properties on same lot – up to $15,000
64. Water Distribution
65. Lead Reduction NOT incidental to rehab
66. Asbestos Inspection
*Job training activities must be approved by the Division of Workforce Development or the Workforce Investment Board.

3) Ineligible Activities are as follows:
   a) Maintenance or operation costs.*
   b) General government expenses.
   c) Political activities.
   d) Improvements to city halls and courthouses, except those required to meet the Americans with Disabilities Act.
   e) Purchase of equipment, except for fire protection, public services, landfills, or recreation.

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OMB Control No: 2506-0117 (exp. 09/30/2021)
f) Income payments, except for loss of rental income due to displacement.

g) Religious purposes **

* Maintenance and Operation Costs: Any cost that recurs on a regular basis (generally, less than five years) is considered a maintenance or operation cost, therefore ineligible for CDBG assistance. It is the responsibility of the applicant to provide these revenues from user fees or taxes. Additionally, if such maintenance or operation revenues are not sufficient to adequately support a facility or service assisted by CDBG funds, the project will not be awarded. The determination whether such revenues are sufficient will be made by the applicant’s professional engineer, the Department of Natural Resources (for related projects), and/or DED. The preliminary engineering report required for all public works projects should discuss the revenues available for operation and maintenance of the facility or service.

**CDBG funds may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities. CDBG funds may be used for the acquisition, construction, or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under this part.

4) Application Submission: Only one application may be submitted in any individual category by a city or county on behalf of itself. A city may submit one other application for activities to be carried out on behalf of a sub-recipient public body or an incorporated non-profit agency. A county may submit two other applications for activities to be carried out on behalf of a sub-recipient public body or an incorporated non-profit agency. In all instances, the application must represent the applicant’s community development or housing needs. An applicant (or sub-recipient) must have legal jurisdiction to operate in (or serve) the proposed project area (or beneficiaries). Proof must be submitted with the application. As the grantee, the city or county has final responsibility for the project implementation and compliance. There is no limit on the number of applications that may be submitted for economic development and emergency projects. The State reserves the right to place a limit on grants under its interim financing program. All applications must be submitted on forms prescribed by DED and in accordance with the guidelines issued for each program. While an applicant may be selected as a grantee, the final grant amount and scope of activities may be modified by DED.

Application Request Limits: The following are the minimum and maximum amount of funds an applicant may request per application. The minimum and maximums are applicable to all grant awards awarded through an application cycle during the FY21 program year, no matter the source of funding year assigned to the grant award.

<table>
<thead>
<tr>
<th>Application Category</th>
<th>Minimum application amount</th>
<th>Maximums</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water and Wastewater</td>
<td>$10,000</td>
<td>$750,000 or $5,000/$7,500 household (see water/wastewater section for details)</td>
</tr>
<tr>
<td>Program Category</td>
<td>Minimum Amount</td>
<td>Maximum Amount</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Community Facility</td>
<td>$10,000</td>
<td>$500,000 or $5,000/household</td>
</tr>
<tr>
<td>General Infrastructure</td>
<td>$10,000</td>
<td>$500,000 or $5,000/household</td>
</tr>
<tr>
<td>Demolition</td>
<td>$10,000</td>
<td>$200,000 for residential demolition only $300,000 including commercial demolition</td>
</tr>
<tr>
<td>Economic Development</td>
<td>varies</td>
<td>(See specific maximums and per job maximums outlined in each of the Economic Development Application Categories, pages 22-33 of this appendix)</td>
</tr>
<tr>
<td>Long Term Recovery</td>
<td>varies</td>
<td>varies</td>
</tr>
<tr>
<td>Emergency</td>
<td>N/A</td>
<td>varies</td>
</tr>
</tbody>
</table>

**NOTES RELEVANT TO PROGRAM CATEGORIES**

- For economic development, the maximum CDBG funds allowed per project, combining the Industrial Infrastructure grant and Action Fund loan, may not exceed $2 million. The maximum CDBG funds (not including float loans) outstanding for any company (or related companies, including parent, subsidiaries, or ownership of 51% or more in a company), regardless of location in Missouri, may not exceed $3 million. The amount outstanding is based on the principal amount remaining for loans, or, for infrastructure grants, the original grant amount with a 10-year declining basis. NOTE: DED reserves the right to exceed these maximums at the Department’s discretion.

- Housing demolition only applications are limited to $200,000; if commercial demolition is included, the maximum application is raised to $300,000. Commercial demolition only is also set at a maximum of $300,000. Owners of residential structures are required to commit to at least $500 of the demolition cost of their structure as match. For commercial properties in the demolition application, the owner of the commercial property is responsible for 20% of the demolition costs for that property. All properties must be vacant and infeasible to rehabilitate.

**Low and Moderate Income Requirements:**

a) Low and moderate income (LMI) is defined for the CDBG program as 80% of the median income of the county. The most recent available HUD HOME income limits specified by county are applicable to the CDBG program.

b) At least 51% of the beneficiaries of a public facility/public improvements project activity must be low and moderate-income (LMI) persons and families, and 100% of the beneficiaries of housing activities must be LMI. At least 51% of the beneficiaries of economic development projects must be low and moderate-income persons.
c) Emergency projects must meet the test of Section 104(b)(3) of the Act which states "...activities which the grantee certifies are designed to meet community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs..."

Emergency projects may meet the National Objective with the LMI National Objective should the service area be determined to be 51% LMI. If an area is not determined to be LMA (Low to Moderate Area), the Urgent Need National Objective will be utilized according to the test of Section 104 (b)(3) of the Act.

d) Long Term Recovery projects may utilize the Urgent Need National Objective if the test of Section 104 (b)(3) of the Act Urgent Need criteria, as stated above, is satisfied.

e) Funding for certain projects may utilize the limited clientele criteria outlined in the regulation for meeting the required national objective criteria. Those persons defined as limited clientele are automatically considered to be primarily (51%) LMI. Further guidance can be found at 24 CFR 570.208 of September 6, 1988, and published state guidelines.

f) The estimated amount of CDBG funds, which will benefit LMI persons, is approximately $14,990,764 or 70.32% of the non-administrative allocation for FY2021. HUD requires that a minimum of 70% of the state’s annual allocation be awarded on projects benefiting primarily LMI persons; however, Missouri has certified that it will meet the 70% LMI benefit requirement in aggregate over the three-year period 2020 - 2022. The 2021 percentage is derived by the following calculations:

<table>
<thead>
<tr>
<th>Calculating Available Funds for FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2021 Allocation Received by State on February 25, 2021</td>
</tr>
<tr>
<td>Add: est. Reallocated Program Income</td>
</tr>
<tr>
<td>Add: Prior years’ est. balance</td>
</tr>
<tr>
<td><strong>Total Available Funds for FY21</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Calculating Total Administrative Funds for FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Administration</td>
</tr>
<tr>
<td>Admin allowance on PI</td>
</tr>
<tr>
<td>Estimated State Planning</td>
</tr>
<tr>
<td>State Technical Assistance</td>
</tr>
<tr>
<td>Estimated local administration</td>
</tr>
<tr>
<td><strong>Total Administrative Funds</strong></td>
</tr>
<tr>
<td>Total non-administrative funds available for FY2021</td>
</tr>
</tbody>
</table>

| Calculating Non-LMI Benefit for FY 2021 |

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OMB Control No: 2506-0117 (exp. 09/30/2021)
5) Performance Requirements for Grantees:
   a. Applications that do not clearly state the applicant’s Single Audit status will not be considered an application in good standing and thereby ineligible for approval. Once CDBG funds have been allocated to a grantee, the grantee is responsible for responding to the Request of other Federal Award (ROFA) correspondence. If the grantee does not respond to such request, it will be documented and taken into consideration for future funding requests. Any grantee with a delinquent Single Audit for any year, whether or not the grant is closed, is not eligible to apply for funding.
   b. Any grantee with an open project award prior to April 1, 2019, which is not closed by the last business day of March 2021, is ineligible to apply for FY2021 funds. This may apply to the grantee or the on behalf of applicant(s), whichever is applicable.
   c. All applicants will be required to submit a Project Schedule as part of the CDBG application process. The schedule will outline activities, timelines for expenditures, and significant milestones, which will be referenced in the corresponding Grant Agreement. Grantees are required to submit any changes to the Project Schedule before missing potential timelines for expenditures or significant milestones which could lead to a breach in the grant agreement and thereby termination the contract.
   d. Grant agreements, as part of the grantee milestones will have a specific end date. If the grant is not completed by the defined end date, the grantee must:
      i. deobligate any remaining funds and repay any obligated funds that did not meet national objective, or
      ii. request an extension. This extension must be submitted before missing significant milestones with an explanation for the reason of the untimely expenditures, the corrective action plan, and revised project schedule.
e. Grant funds provided to subgrantees via application are subject to expiration and HUD-originated recapture, per term outlined in Grant Agreement on HUD allocations to the State of Missouri. A schedule of deadline for expenditure and anticipated HUD-originated recall on the grant funds may be made available to Subgrantees in the event of award.

6) **Contingent Funding:** If an applicant proposes other state, federal, local, or private funds, or any other contingency item, **which are unconfirmed at the time of application**, they will be ineligible for FY2021 funds, except for otherwise specifically categories. The only other exceptions are bond elections, tax credit donations, and where referenced in the categories in the application. Applicants should notify DED of election results within a week of the election. If election fails, the application will be withdrawn from the consideration.

7) **Affordable Rents:** The state must provide criteria for affordable rents according to CFR 570.208(a)(3) as published September 6, 1988. The state will use HUD’s Section 8 assisted Housing Program Fair Market Rents for this purpose.

8) **Displacement Policy:** The state will discourage applicants from proposing displacement, unless a feasible alternative exists. Alternatives will be reviewed for feasibility, and technical assistance will be provided to applicants in order to minimize displacement. If displacement must occur, assistance under one of the following will be provided, depending upon the circumstances: the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended. Section 104(d), Section 104(k), or 105(a)(11) of the Housing and Community Development Act, as amended.

9) **Program Income:** Program income is the gross income received by a grantee or its sub-recipient from any grant-supported activity.

   a) Program income includes, but is not limited to:

   i. Income from fees for services performed;

   ii. Proceeds from the sale of commodities or items fabricated under a grant agreement;

   iii. Income from the sale or rental of real or personal properties acquired with grant funds;

   iv. Payments of principal and interest on loans made with grant funds, including payback on deferred loans.

   b) If interest is earned on grant funds for any calendar year, the interest must be returned to the U.S. Treasury through DED.

   c) Uses of program income:

   i. Program income shall be used prior to draw down of additional active grant funds unless a reuse plan has been approved prohibiting same;

   ii. Used in accordance with requirements of Title I of the Housing and Community Development Act;

   iii. If generated by activities other than economic development loans, the expenditure shall be used for block grant eligible activities as approved by the state; and

   iv. Program income generated by economic development loans shall be returned to the state.
d) Local governments shall report the receipt and expenditure of program income to the Department of Economic Development as of June 30 and as of December 31 of each year, within fifteen days after each date.

11. Professional Services: An applicant has the option to select their engineer, architect, or administrator for their CDBG project prior to the preparation of an application or after a grant is awarded. They must, however, comply with state established procedures in their procurement practices if CDBG funds are to be used to finance such services. If the services are engineering or architectural, an applicant must comply with RSMo 8.285-8.292, unless the applicant has enacted a similar policy. If CDBG funds will be used for such professional services, there will be a maximum cost based on prescribed standards as follows:

a) Engineering Design – standards set by ASCE Manual #45. Engineering costs calculated per Table A or B (found on page 32 of the CDBG FY2019 Application and Guidelines Manual) should depend on the complexity of the project.

b) Architectural Design – 10% of construction costs.

c) Construction Inspection – 75% of the cost of engineering design (a) or architectural design (b).

d) Administration - 4% of the non-administrative CDBG project costs plus $10,000 (water/wastewater, community facility, general infrastructure, demolition, economic development, downtown revitalization, long-term recovery and emergency.) However, DED has discretion to offer more or less than the maximum administration limit, depending on the complexity of the project and the relevance of all compliance areas. These amounts represent the maximum amounts available for CDBG projects. The state reserves the right to apply less money to a project of low complexity. It is not DED policy to include administration funding on loan projects (Action Fund, Interim Financing.) Administrative costs related to loan projects are generally a local responsibility.

i. Administration funding includes all components of CDBG grant administration including, but not limited to, environmental review, financial management, procurement, contract management, labor standards, and equal opportunity/fair housing.

ii. If a grantee wishes to commence the environmental review process prior to grant approval, but wants those costs to be eligible for CDBG if the project is funded, the grantee must pre-select a grant administrator in accordance with CDBG procurement requirements, who will then either prepare the environmental review or subcontract it to another firm or individual. If the project is awarded CDBG funds, and this procurement of grant administrator meets minimum CDBG requirements, the portion of the administration cost related to environmental review will then be an eligible CDBG cost. If the project is not awarded CDBG funds, any such costs are the responsibility of the grantee.

Administrative Methods - There are three different methods that have been used to administer CDBG projects; documentation is required for all administrative costs allocated to the grant award:
I. Use of existing staff members. If persons presently on staff have sufficient time to devote to administer the project, then this method is preferable if those persons are adequately qualified. However, CDBG funds cannot be used to replace salaries or expenses, which previously had been paid by the grantee. In addition, no city or county employee, elected or employed, can be contracted with to perform any portion of a grant, either by the grantee or by an outside firm.

II. Hiring of new staff members. Applicants proposing this method should consider that training a new staff member may cause a delay in program implementation, and it may be difficult to find qualified persons for temporary, part-time, positions. There is no guarantee an applicant will receive funds on an ongoing year-to-year basis.

III. Contract with an outside firm or agency. If CDBG funds are used to pay for administrative services, the service must be procured according to CDBG guidelines. Engineering firms may qualify to administer a grant. However, the same firm or any principal or employee thereof, cannot perform both engineering and administration on the same project, regardless of the source of payment. Contracts must outline the scope of work and contract milestones.

Cities and counties which are member organizations of a regional planning commission (RPC) or council of governments (COG) may contract directly with that RPC or COG if both of the following conditions are met:

I. The city or county, as the CDBG grantee, must be a dues-paying member in good standing of the RPC or COG for a minimum of 12 consecutive months prior to entering into the administration contract, and must be able to provide documentation of its membership in good standing.

II. The CDBG application was prepared either by the city/county itself, or by the RPC or COG. If another third-party entity assisted the city/county with the application preparation, grant administration must then be procured in accordance with CDBG guidelines.

III. City and county grantees are not required to use the RPC/COG, and may elect to procure for grant administration even if both of the above conditions are met. This is simply an option that city and county grantees may use.

e) Single Audit – as required.
f) Other Professional Services – as allowed
g) Demolition inspection – $425/unit

Note: One firm or any principal or employee thereof cannot perform both engineering and administrative services on the same grant, regardless of source of payment. Professional services amounts will be based upon and approved for CDBG activities only.

Grantees may use their own procurement procedures, which reflect applicable state and local laws and regulations, provided that the procurement conforms to federal procurement regulations specified in 24 CFR Part 570, except that the minimum threshold for advertised, sealed bids shall remain at $25,000 (consistent with 34 RSMo).
12) **Timely Expenditure of Funds:** HUD measures the following:
   
a) Obligation rate of funds (95% @ 12 months and 100% @ 15 months) and,
   
b) Expenditure rate of funds (a percentage of the amount of funds available in the line of credit as compared to the total annual award amount; not to exceed 2.0-2.5)

The State achieves the required obligation ratios. However, the State does not always achieve the targeted expenditure rate of 2.0-2.5 measured at each month-end. It is imperative that recipient communities draw and spend the funds in a responsible time period. This requires close attention to project management.

13) **Department of Economic Development**

   **Direction, Outcomes, and Desired Uses of Funds:**

   a) Priority for CDBG will be those projects making an economic impact to the community, increased jobs, increased private investment, and/or increased local revenue streams;
   
   b) Flexible, eligible uses of CDBG funds to meet the demands of the difficult and changing economic climate are important. The public is encouraged to suggest program opportunities consistent with the priorities listed above, and the Department may enlist them as amendments to this plan.

**CDBG FUNDS DISTRIBUTION**

14) **Distribution among Categories:**

The State will distribute $23,912,538 (minus State Admin and Planning allocations) in FY2021 CDBG funds. In addition the State is allocating an estimated $168,000 in program income (less $3,360 allowable Admin on PI) and an estimated $23,266,844 in prior years remaining funds for a total of expected available (non-administrative) resources of $44,752,768 to "units of general local government" in non-entitlement areas. The chart below exhibits how non-administrative funds will be distributed by percentage across program categories for the FY2021 Allocation only (rounded to nearest dollar):

<table>
<thead>
<tr>
<th>Category</th>
<th>Allocation</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Training/Creation (does not include local admin)</td>
<td>$6,712,915</td>
<td>15%</td>
</tr>
<tr>
<td>Public Infrastructure &amp; improvement (does not include local admin)</td>
<td>$26,851,661</td>
<td>60%</td>
</tr>
<tr>
<td>Public Facilities (does not include local admin)</td>
<td>$6,712,915</td>
<td>15%</td>
</tr>
</tbody>
</table>

Any program funds remaining from FY21 will be considered prior years remaining funds and be reprogrammed for FY22. The State will identify priorities for reprogrammed funds in the FY22 Annual Action Plan.

The categories will include activities as follows:

The State’s Allocation Priorities are allocated as follows:

**Non-Administrative:**
Job Training/Creation to include Economic Development Industrial Infrastructure and Action Fund Loan $6,712,915

Public Infrastructure & Improvements to include the following activities: Water and Wastewater; General Infrastructure, Demolition, Downtown Revitalization, and Emergency (including utilizing CDBG funds for long-term recovery in response to presidentially declared disaster): $26,851,661

Public Facilities to include Community Facility; Workforce Training Initiative; Emergency (including utilizing CDBG funds for long-term recovery in response to presidentially declared disaster): $6,712,915

Administrative: Program Administration: Local Administration $1,673,878; State Administration $578,250.76; State Technical Assistance $239,125; State Planning $100,000.

15) Categorical Adjustment - The Department of Economic Development retains the ability to transfer up to 25% of the total CDBG allocation for use as needed among categories. An adjustment of more than 25% of the total allocation or the creation/elimination of a category will require a substantial amendment of this plan. The amount for state administration may not exceed $100,000 plus 2% of the total allocation. The Department reserves the right to allocate up to 1% of the total annual amount for technical assistance activities in accordance with the Department Housing and Urban Development regulations.

16) Other Funds Distribution - Funds recaptured or otherwise reallocated from a previous fiscal year CDBG, state and HUD allocation may be allocated to any program category as determined by the Department. DED reserves the right to increase any category listed in the chart above with available program income and/or recaptured funds from prior year allocations by adding to the amount available at the deadline or accepting applications on an open cycle basis, pending availability and timing of those recaptured funds. Any additional funding added to a category may result in increased thresholds such as amount per household or amount per project.

   a) Program income may be added to any project category as needed. Program income received from interim financing projects shall be used to honor previous funding commitments. The state may use up to 2% of all program income for state administration.

   b) The maximum amount of FY2021 funds that will be awarded for Interim Financing projects will be $10,000,000 for 12, 18, and 24-month loans. The Department may extend the individual term of any interim financing loan beyond the agreed upon period subsequent to the Department’s written determination and justification of the need for and feasibility of such an extension. The total amounts of CDBG funds committed to interim financing projects will not exceed $12,000,000, in aggregate (including past years’ allocations), regardless of any extensions of the loan term.

   c) In the event the amount received from HUD is different from the amount identified in this document, the difference will be reflected as closely as feasible to the percentages above.

17) Selection Criteria by Category: The criteria used to select the projects in the various CDBG programs are presented below. Detailed guidance is provided in application materials developed for each program.

Requirements for Local Governments Receiving CDBG Funds
1. Recipients of CDBG funds must comply with the State Citizen Participation Plan requirements as found in 24 CFR 570. All applicants and recipients of grant/loan funds shall be required to conduct all aspects of the program in an open manner with access to records on the proposed and actual use of funds for all interested persons. All records of applications and grants must be kept at the recipient’s offices and be available during normal business hours. Any activity of the Grantee regarding the CDBG project, with the exception of confidential matters relating to housing and economic development programs, shall be open to examination by all citizens.

2. The applicant/recipient must provide technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals at the level of expertise available at governing offices. All application materials and instructions shall be provided at no cost to any such group requesting them.

3. Citizens shall be provided adequate and timely information, so as to enable them to be meaningfully involved in important decisions at the various stages of the program, including at least 1) the determination of needs, 2) the review of the proposed activities, and 3) the review of past program performance, in the following manner:
   a. At least two public hearings shall be scheduled at times and locations felt to be most likely to make it possible for the majority of interested persons to attend without undue inconvenience, addressing the three items above. At least one hearing must be held to address items (1) and (2) above prior to the submission of the application for housing and/or non-housing needs. Item 3 must be addressed in a public hearing to review performance of the recipient in a previous program and must occur prior to closeout of any loan or grant for which performance evaluation has not occurred in a previous hearing.
   b. Notification of all hearings shall be given a minimum of five full days in advance to allow citizens the opportunity to schedule their attendance. Notification shall be in the form of display advertisements in the local newspaper with the greatest distribution. Additional advertisement may be conducted by posting letters, flyers and any other forms, which seem practical; however, publication is required. All hearings must be accessible to handicapped persons.

4. Provisions for interpretation shall be made at all public hearing for non-English speaking residents if such residents are expected to attend.

5. The chief elected official’s office shall receive and relate to appropriate persons or groups any views or proposals submitted to aforesaid office within the decision making time. Any criticism submitted in writing at any time should be answered in writing within fifteen working days by the chief elected official’s office. If the complaint is not resolved, it shall be referred to the governing body for final disposition.

**General Application Definitions**

**NEED** refers to the extent to which adequate documentation supports the actual demand.

**IMPACT** refers to the extent to which the project impacts a significant portion of the population defined in need.

**LOCAL EFFORT** measures the extent to which local support is offered to the project as compared to what is available to offer.

**PAST EFFORTS** are defined as all previous actions taken by the applicant to address the need.

**HEALTH AND SAFETY** measures the relationship between actual existing or the likeliness of the potential of physical harm to the population defined in the need. Third party documentation rather than general statements enhances the scoring in this category.
STRATEGY is the extent to which the method chosen to fix the problem represents the most efficient and effective solution while maintaining a direct relationship to solving the need. A clear, fair representation of examination of alternatives leading to the final strategy chosen is requested with each application.

RESILIENCE is defined as the ability to anticipate, prepare for, and adapt to changing conditions and withstand, respond to, and recover rapidly from disruptions. Such disruptions may include, for example, a local drought, a precipitous economic change, social unrest or riots, short-term or intermittent failure or under-performance of infrastructure such as the electrical grid. Resilience may be incorporated into the project strategy.

COST EFFECTIVENESS is measured as the extent the applicant has undertaken to evaluate the best possible cost for the result. This measure is often calculated as cost per beneficiary from total project costs and cost per beneficiary from CDBG costs only.

OPERATION AND MAINTENANCE is measured by the actual documented process for which a budget, experienced personnel, and written plan are available and provided in the application.

PROJECT READINESS is measured by the actual upfront administrative work completed that provided the ability of the project to begin immediately after award. Applicants must demonstrate, via documented means, their ability to start and complete the proposed project in a timely manner. Applicants must provide a proposed expenditure schedule as part of the application (included in Form B) and must demonstrate the ability to meet that schedule of performance. Examples of project readiness are, but are not limited to: preselection of grant administrator and/or engineer/architect, and substantial completion of environmental review.

LEVERAGING is defined as the percentage of local funds dedicated to the project in relation to what the applicant’s budget/financial statement shows.

IN-KIND CONTRIBUTION is defined as the non-cash local effort that is committed to the project by the applicant. A clear indication of value for labor and equipment should be included to substantiate the total amount offered.

USE is defined as the volume and frequency of use by the population benefiting from the project.

REPETITIVE PROPERTY DAMAGE is the actual number of times and the frequency (can be last 10 years) that damage has occurred.

ECONOMIC IMPACT refers to the impact that the completed project will have on the local economy. This consists of increased jobs, increased private investment, and/or increased local revenue stream. The project must contribute by positively affecting the conditions that allow these measures to increase.

MEASURABLE OUTCOMES OR GOALS is the degree to which the applicant has the ability to measure the impact and success. The need, strategy, and goals and ways to measure success should be intertwined and clearly represented in the application. For each application incorporating a resilience-building component, a distinct series or measurable
outputs and outcomes related to the resiliency component must be included in the application and subsequently included in project reporting.)

ENVIRONMENTAL IMPACT is the degree to which the problem or need has a documented negative impact on the environment. Environment takes a broad definition that includes all of the issues related to the National Environmental Policy Act (NEPA) process.

TMF NEED stands for local need for technical, managerial, and financial capacity related to the operation of a water and wastewater system.

TMF CAPACITY INCREASE is the extent to which the project will naturally cause an increase in the technical, managerial, and financial capacity related to the operation of a water or wastewater system.

FUTURE SUSTAINABILITY is the likelihood that the project will be functional and operational well into the future and will perpetuate its own growth.

PAST PERFORMANCE represents the performance of the applicant (city/county) on prior funded CDBG projects. In addition, it represents the performance on prior CDBG projects of the subapplicant (nonprofit or district) if the subapplicant was involved in a previous CDBG project. It also includes the prior performance on CDBG projects of the grant administrator and engineer/architect, if those firms/persons are known (pre-selected) at the time of the application. Past performance includes timeliness of project completion and compliance with CDBG requirements.

EXISTING/ESTABLISHED COMPANIES (more than 3 years of financial history): LOWER of $2,000,000 per project or $20,000 per new full time job.

START-UP COMPANIES (3 years or less of financial history): funding shall be limited to the LOWER of $350,000 per project; 50% of cost of the infrastructure activities; or $20,000 per new full time job. DED may, at its discretion, award up to $500,000 if the participating company provides a personal guaranty OR an Irrevocable Letter of Credit from an acceptable financial institution for the amount, which exceeds $350,000. (Maximums of $20,000 per job and 50% of infrastructure costs still apply.)

Application Categories

Water and Wastewater

Cycle – Open cycle based on availability of funding. Maximum award $750,000 or $5,000 per family benefitting, whichever is less. At Department discretion, for communities with fewer than 100 families benefitting, the maximum grant is $750,000 or $7,500 per family benefitting, whichever is less.

National Objective - Minimum 51% LMI benefit for community-wide or target area projects. LMI benefit may be documented by HUD census data or survey conducted in accordance with prescribed standards.

Eligible Activities - Water and wastewater activities only, including treatment, distribution, and collection. Normal operation and maintenance activities are not eligible. Projects must benefit 51% or more residential units.
Application Procedure - Applicants anticipating the use of state and/or federal funds to finance water or wastewater system improvements must complete a preliminary project proposal, consisting of a two-page summary and preliminary engineering report. Each project proposal will be reviewed by the Missouri Water and Wastewater Review Committee (MWWRC). The MWWRC is comprised of the Missouri Department of Economic Development (Community Development Block Grant Program), Missouri Department of Natural Resources, and the U.S. Department of Agriculture (Rural Development). The MWWRC review process will occur as follows:

a) An original and five copies (six total) of the project proposal are submitted to one of the MWWRC agencies.

d) Upon receipt, the receiving agency distributes the project proposal to the remainder of the MWWRC members.

e) The committee meets monthly. Proposals received by the first of the month will be reviewed during that month’s meeting.

f) Following its review, the MWWRC will reply to the applicant by written correspondence. This correspondence shall include a summary of the MWWRC comments pertinent to the technical, operational, or financial aspect of the project proposal. Substantive comments by the MWWRC must be resolved prior to receiving a recommendation from the MWWRC. A recommendation from the MWWRC will state the appropriate agency or multiple agencies from which to seek financial assistance. However, a recommendation from the MWWRC does not assure funding from each appropriate agency. Each agency on the MWWRC will receive a copy of all correspondence stated above.

g) Each funding agency will follow its own full application process. Applicants seeking funding from multiple agencies must submit a full application to each particular agency.

h) If a full application varies significantly from the recommended project proposal, or if the facts have changed such that the feasibility of the proposed warrants further investigation, any member of the MWWRC may request that the project be reviewed again.

i) Assistance will be recommended only to the extent necessary to complete project activities over and above local efforts, and for solutions considered appropriate and feasible by the MWWRC.

If a project proposal receives a recommendation from the MWWRC, a full CDBG application is required for submission. The following selection criteria will be used in reviewing the full application.

Selection Criteria – Applications scoring a minimum of 65 points will receive a recommendation for award. The primary project review for water or wastewater is the MWWRC process, and consists of interagency financial and technical review by finance staff and engineers. Successful completion of the MWWRC process results in an award of 50 points to an application. CDBG staff will continue to evaluate the applications for completeness and missing documents.

MWWRC Review (50 points) – Applicants successfully completing the MWWRC process will receive 50 points, based on need for grant funding, project/engineering strategy and rate structure. Points include up to 5 points for resiliency component.

Local Effort (25 points)

- 0-15 pts – Leveraging: Leveraging is defined as the percentage of local funds dedicated to the project in relation to what the applicant’s budget/financial statement shows available.
0-05 pts – Taxes: Tax score is defined as the revenues or taxes the applicant receives divided by population and per capita income, and multiplied by 100.
0-05 pts – In-Kind Contribution: Points are awarded to applicants committing in-kind or non-cash related services to the project.

**Past (CDBG) performance (5 points)**

CDBG priorities for water and wastewater are defined as:

- **Lack of existing needed facility** (Tier 1 Priority): Needed facility represents elimination of a threat and safety and at the same time is offered to a community that has the TMF capacity to own it.
- **System Failure** (Tier 1 Priority): Not related to poor operation and maintenance, failure proven to the degree of documentation – DNR support.
- **Obsolescence of an existing facility** – not defined as “design life” (Tier 2 Priority): Asbestos pipe, lead, radionuclides
- **Regulatory requirements, which mandate improvements** (Tier 2 Priority): Differentiate between abatement orders versus abatement due to poor operation and maintenance.
- **Natural or manmade disaster** (Tier 2 Priority): Defining manmade to include pollution or contamination, not poor operation and maintenance.
- **Improper design of existing facility** (Tier 3 Priority): Definition must include what it is causing.
- **Significant and unexpected growth** (Tier 3 Priority): Economic development driven, regionalization, and government driven.
- **Comprehensive, strategic, or capital improvement plan** (Tier 3 Priority)
- **Inherent social/economic factors** (Tier 3 Priority): Unemployment, age, LMI.
- **Potential or anticipated growth** (Tier 4 Priority)
- **Improper maintenance** (Tier 4 Priority)

**Pre-agreement costs** – DED encourages the earliest possible completion of the CDBG environmental review for water/wastewater projects. MWWRC proposals that include CDBG will be encouraged to commence the CDBG environmental review at the time of the initial response letter from the MWWRC. See Section 11(d)(iii) regarding pre-selection of grant administration services, including environmental review preparation.

**Priorities for all Water/Wastewater Projects:** Projects that have achieved a responsible level of local participation by pursuing their debt capacity; projects that have initiated a responsible rate structure that provide adequately for operation and maintenance, employee overhead, debt service, reserve, and emergency funding; projects that represent a solid history of operation and maintenance; projects that can indicate the use of CDBG funds will provide rate affordability; projects that meet threats to health and safety.

**Community Facility**

1. **Community Facility**
Cycle – Competitive process. DED will make announcement of funding availability and application deadlines via department communications and posting application cycles on the DED website at https://ded.mo.gov/content/community-development-block-grants. Maximum $500,000 or $5,000 per family benefitting.

National Objective - Minimum 51% LMI benefit for community-wide or target area projects. HUD census data, survey conducted in accordance with prescribed standards or Limited Clientele may document LMI benefit if criteria met.

Eligible Activities – Community facilities include, but are not limited to, senior centers, technical education facilities, training facilities, daycare/early childhood education, community centers, sheltered workshops, recycling facilities, youth centers, 911, rural health clinics (facilities without dedicated state funding), telecommunications, shared spaces for the purposes of business development, group homes, transitional housing, special needs housing and all eligible activities designed to provide a service or group of services from one central location for a prescribed area of residents or users. This may include the infrastructure necessary to support the facility as well. Selection Criteria will be defined in the Application Guidelines.

2. Workforce Training Initiative

Cycle – Notice of Funding Availability and Proposal deadline to be announced by DED Communications through public notice. Competitive process. Maximum $500,000 or $5,000 per family benefitting.

National Objective - Eligible projects requesting CDBG funds must benefit low and moderate-income individuals. Minimum 51% LMI area wide benefit, by survey or census, target area benefit by survey (the target area must be defined and defensible in terms of the use of the facility in order to use this option), or limited clientele. The limited clientele option is reserved for facilities that address a specific group of beneficiaries that may be drawn from throughout the community or area.

Eligible Activities – Eligible capital improvement costs may include acquisition, new building construction, rehabilitation of existing properties, and related soft costs such as appraisal; closing costs; engineering and architectural costs; inspections; and permitting. “Programming” funding such as fixed equipment costs (simulators, welders, etc.) may also be eligible. Direct stipends paid to students, tuition reimbursement, ongoing operating costs and the costs of traditional education curricula are not eligible. Selection Criteria will be defined in the Application Guidelines.

3. General Public Infrastructure

Cycle –. Competitive process. DED will make announcement of funding availability and application deadlines via department communications and posting application cycles on the DED website at https://ded.mo.gov/content/community-development-block-grants. Maximum $500,000 or $5,000 per family benefitting.

National Objective - Minimum 51% LMI benefit for community-wide or target area projects. LMI benefit may be documented by HUD census data or survey conducted in accordance with prescribed standards. Slum/blight removal is also possible national objective.

Eligible Activities – Eligible activities include, but are not limited to, bridge, street, drainage, broadband, and activities not addressed with an existing CDBG funding category.

Priorities – Infrastructure activities meeting a defined and documented community need.
Selection Criteria will be defined in Application Guidelines.

4. Downtown Revitalization

Cycle – Competitive process. DED will make announcement of funding availability and application deadlines via department communications and posting application cycles on the DED website at: https://ded.mo.gov/content/community-development-block-grants.

Maximum $500,000 or $5,000 per family benefiting. Required $1 of private, for-profit investment committed for every $1 of CD8G funds requested.

National Objective - Minimum 51% LMI area benefit by census or survey; or designated slum and blight

Eligible Activities – Public infrastructure and improvements that will significantly contribute to the revitalization or redevelopment of the downtown. These improvements may include, but are not limited to water, sewer, electric, gas, sidewalks, curb cuts, street paving, parking, lighting, etc. Professional services and administration activities are also eligible. Marketing costs are not eligible.

Selection Criteria will be defined in Application Guidelines.

Demolition (Residential/Commercial)

Cycle – Competitive process. DED will make announcement of funding availability and application deadlines via department communications and posting application cycles on the DED website.

https://ded.mo.gov/content/community-development-block-grants

Maximum $200,000 for residential demolition; $300,000 if commercial demolition is included. The maximum for commercial demolition (without residential) is also $300,000.

National Objective – slum/blight removal (spot and area basis).

A structure is blighted when it exhibits objectively determinable signs of deterioration sufficient to constitute a threat to health, safety, and public welfare.

Communities participating in this activity must, at a minimum, determine blighted structures by declaring the use of an existing dangerous building ordinance, building code level of violation or applicable occupancy or habitability designation and applying such ordinance, code violation, or designation in a manner consistent with the definition.

The ordinance, code violation or designation must be applied to the specific structure, not to the area as a whole.

The predominance of blight in an area does not allow blight to be assumed for each structure inside the area.

Eligible activities – Demolition, demolition inspection, asbestos inspection, asbestos removal, administration.

Selection criteria will be defined in Application Guidelines.

Emergency

Cycle – Open cycle based on availability of funding.

Minimum criteria (other than items previously mentioned in this document) - The need must be a serious threat to health or safety, be immediate, have developed or greatly intensified within the past 18 months, and be unique in relation to the problem not existing in all other communities within the state. Natural disasters are allowable under
this program. In addition, the applicant must lack the resources to finance the project. Only the emergency portion of a project will receive assistance. The applicant must exhaust its resources before CDBG funds may be used.

**Long Term Recovery**
Cycle – Open cycle based on availability of funding. Application Guidelines will define minimum criteria.

**Economic Development**
Cycle – Open cycle based on availability of funding.

*National Objective* - Minimum 51% LMI Job Creation. At least 51% of the new jobs created must be occupied by applicants qualifying as a low and moderate-income person (those individuals with household incomes at or below 80% of median household income.)

*Eligibility* – Application approval is based on compliance with eligibility criteria and availability of funds. The minimum eligibility criteria stated below will vary on different types of businesses based on the projected economic impact, such as proposed wages, spin-off benefits, and projected industry growth. The specific eligibility criteria for each type of business will be stated in the program guidelines.

NOTE: When multiple CDBG funding tools are used for a project, CDBG funding from all programs is limited to $25,000 per job. For purposes of any CDBG economic development project, a "start-up" company is defined by DED as being a company with a financial history of three years or less. In addition, DED reserves the right to exceed funding maximums at the Department’s discretion.

1. **Economic Development Industrial Infrastructure**
Grants for the improvement of public infrastructure, which cause the creation or retention of full-time permanent employment by a private company(s) benefiting from the infrastructure.

CDBG funding is limited to $20,000 per job to be created, and a maximum grant of $2 million.

NOTE: For CDBG Industrial Infrastructure applications in which the participating company meets the definition of a “start-up company” (as defined by DED), the maximum allowable CDBG award will not exceed the lesser of:
- 50% of the cost of the public infrastructure activity(ies),
- $20,000 per job to be created, or
- $350,000

For all CDBG industrial infrastructure projects, see below for required local government financial participation.

The use of CDBG funds in Economic Development projects is not an entitlement and the per job maximums and total grant maximums are measures **not to exceed.** All projects will be evaluated on the least amount necessary to achieve the deal.

In addition, an assisted company must pledge and document private investment toward the total project costs (public and private costs combined) in an amount no less than the CDBG funds awarded for the project.
Local government grantees are required to participate financially in the public infrastructure to the maximum extent possible within their means. That amount may be no less than 15% of the total CDBG funding requested from DED. The 15% may be provided in a combination of cash or in-kind. It may be used for the same public infrastructure activity as proposed for CDBG or it may be documented from another public infrastructure activity necessary to support, and included in, the same defined project for the same company location or expansion.

The local government participation must be committed by letter at the proposal stage, if applicable and/or by resolution in the application. In addition, please see above restrictions on the maximum amount available when the participating business is a start-up company.

If the local government does not have the funds to meet the 15% requirement or does not have a means to access the funds, documentation and a request may be provided to DED to waive this requirement. DED reserves the right to accept or deny any waiver request and limit its participation to no more than 85% of any public infrastructure cost, regardless of the formula calculation of benefits.

The Department has established manufacturing industries as the priority beneficiary of economic development infrastructure funding. However, certain service industries and incubators are eligible to participate in economic development infrastructure projects.

The use of CDBG economic development infrastructure funding is generally limited to publicly owned infrastructure. However, privately owned infrastructure may be addressed with CDBG funding when 1) regulated as a public utility; 2) is a unique circumstance when private funding is unavailable to address the infrastructure; and 3) the project will result in high impact to the local economy in terms of job creation and private investment.

NOTE: When using CDBG Economic Development Infrastructure funding as a match to the Missouri Department of Transportation’s (MoDOT) Cost-Share Program, the CDBG application must be submitted to DED on or before the Cost-Share application is submitted to MoDOT.

2. Missouri Rural Economic Opportunities Infrastructure Grant

Grants for public infrastructure (including facilities if the facility is either publicly or nonprofit owned) for projects intending to facilitate significant transformation of the local economy and the creation or retention of full time permanent employment by a private company benefiting from the infrastructure. The development must be unique to the region and must:

- Include activities that add value to the existing economic circumstances and create jobs and investment, and
- Use existing assets of the local economy and transition those assets in such a manner that creates jobs and investment and
- Add a technological component to an asset of the local economy and
- Include either a federal partnership/participation or university partnership/participation.

CDBG funds are limited to $50,000 per job created/retained, and up to a maximum of $1 million CDBG participation per project. CDBG funds may not be the majority share of funds in the total project costs.
Local government grantees are required to participate financially in the public infrastructure to the maximum extent possible within their means. That amount may be no less than 15% of the total CDBG funding requested from DED. The 15% may be provided in a combination of cash or in-kind. It may be used for the same public infrastructure activity as proposed for CDBG or it may be documented from another public infrastructure activity necessary to support, and included in, the same defined project for the same company location or expansion.

The local government participation must be committed by letter at the proposal stage, if applicable and, or by resolution in the application.

If the local government does not have the funds to meet the 15% requirement or does not have a means to access the funds, documentation and a request may be provided to DED to waive this requirement. DED reserves the right to accept or deny any waiver request and limit its participation to no more than 85% of any public infrastructure cost, regardless of the formula calculation of benefits.

The Department has established manufacturing, research, and technology industries as the priority beneficiary of these funds. However, certain service industries and incubators are eligible to participate in a Rural Opportunities Infrastructure project.

The use of CDBG funds is generally limited to publicly owned infrastructure. However, privately owned infrastructure may be addressed with CDBG funding when 1) regulated as a public utility, 2) is a unique circumstance when private funding is unavailable to address the infrastructure, and 3) the project will result in high impact to the local economy in terms of job creation and private investment.

3. Action Fund

Loans, equity investments, or other type investments may be made to a private company for buildings, equipment, working capital, land, and other facilities or improvements in order to cause a project to occur which will result in the creation or retention of full-time permanent employment. Selection shall be determined by the need for assistance through a financial analysis of the company, and the documentation of the public benefit to be derived from the project.

- CDBG funds are limited to the lesser of $400,000 per project,
- 50% of the project costs,
- And a maximum CDBG cost per job created or retained of $35,000.

NOTE: For start-up companies, CDBG funds are limited to the lesser of $100,000 per project, 30% of the project costs, and a maximum CDBG cost per job created or retained of $25,000.

The interest rate of the loan will be determined by DED. The term of the loan will be determined by cash flow projections that will allow for the fastest repayment of principal and interest, but not more than 20 years or the depreciable life of the collateral assets. Working capital loans will have a term not to exceed 10 years. Nonprofit, public or quasi-public entities are not eligible to participate in the Action Fund program.

The Department has established manufacturing industries as the priority beneficiary of the Action Fund program. However, certain service industries are eligible to participate in the Action Fund program. Retail firms are not eligible to participate.

4. Interim Financing (Float)
Loans by grantee to a company for buildings, equipment, working capital, land, and other facilities or improvement where appropriate, in order to cause the creation or retention of a full-time employment. Basis of selection shall be the economic impact of the project and the amount of funds necessary to cause the project to occur.

- Loans are limited to 30% of the project costs.
- $25,000 per job created or retained, or
- $1 million per project, whichever is less.

NOTE: For start-up companies, loans are limited to 30% of the project costs, $25,000 per job created or retained, or $100,000 per project, whichever is less.

Loans must be secured by a Letter of Credit from a financial institution acceptable to DED or other acceptable collateral. The grantee shall be made aware of the policy of state recapture of program income. The Department will continue to offer a program that uses CDBG funds that may be already obligated to projects, but not distributed. Such a program puts such funds at an element of risk. The applicant for interim financing programs shall be made aware of the policy for local retention of program income. Activities, which may be performed in this program, may include, but are not limited to, interim construction financing and other incentives for the creation of jobs, primarily for low and moderate-income persons. No more than $10,000,000 per funding year will be obligated, in aggregate, for all float-funded projects.

5. Revolving loan fund/Microenterprise:

Loans by a grantee (or multiple grantees) to a business with less than five existing employees (including owners) for up to $25,000 per business, or 70% of the project cost, whichever is lower. Funds may be used for machinery and equipment, working capital, land, and buildings. Loans to more than one company may be included in one grant to a city or county. At least one full-time equivalent job must be created or retained for each $15,000 in loan proceeds with 51% or more to be low and moderate-income persons. RLF for redevelopment purposes may be considered as well, if the proposed RLF is part of a defined redevelopment effort.

6. Job Training

A grantee may request funds to subcontract with a qualified non-profit or public entity to provide job training to persons who will be or are presently employed by a company (for profit or nonprofit). The funds would be used only for instructors, materials, or related training aids and expenses thereof. The maximum grant per company would be $100,000, or $2,000 per new job created/retained, whichever is less. At least 51% of the new jobs created/retained must be low and moderate-income persons.
Appendix B

Housing Trust Fund (HTF)
Reference 24 CFR 91.320(k)(5)

1. How will the grantee distribute its HTF funds? Select all that apply:

   Applications submitted by eligible recipients.

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter “N/A”.

   NA

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

   a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

      All participants must be in good standing with MHDC. In addition to satisfactory previous performance, participants must be aware that:

      All identities of interest between members of the development team must be documented to MHDC’s satisfaction. This includes, but is not limited to, identities of interest between a property/land seller and purchaser and identities of interest between any two or more development team members such as developer, general partner(s), syndicator(s), investor(s), lender(s), architect(s), general contractor, sub-contractor(s), attorney(s), management agent, etc.

      All participants must adhere to all federal, state, and local laws, as well as any and all applicable regulations, guidance, revenue rulings and the like as may be promulgated by the IRS, HUD, or any other federal or state agency. Participants are solely responsible for ensuring their own compliance with any such laws, regulations, and guidance, and are encouraged to seek the advice of their own legal counsel with respect to such compliance.

      When available and feasible, best efforts must be employed to use local vendors, suppliers, contractors, and laborers.

      MHDC has established an MBE/WBE Initiative (as detailed in the Developer’s Guide) which encourages involvement of businesses certified as a Minority Business Enterprise (MBE) and/or Woman Business Enterprise (WBE) under a business certification program by a municipality, the state of Missouri, or other certifying agency, as deemed appropriate by MHDC in consultation with the State of Missouri Office of Equal Opportunity.

      All participants must agree to abide by the MHDC Workforce Eligibility Policy, as the same may be amended from time-to-time.
Pursuant to the Fair Housing Act (42 U.S.C. 3601 et seq., and including any and all regulations and guidance promulgated by HUD thereunder), discrimination on the basis of race, color, national origin, sex, disability or familial status is strictly prohibited. In addition to prohibiting discrimination, the Fair Housing Act also imposes an obligation to affirmatively further the goals of the Fair Housing Act. MHDC is fully committed to affirmatively furthering fair housing by taking meaningful actions to promote fair housing choice, overcome patterns of segregation, and eliminate disparities in access to opportunity, and consequently, MHDC will consider the extent to which a certain development affirmatively furthers fair housing when deciding which developments should be recommended for funding.

In addition to the requirements set forth above, and also in addition to any other requirements set forth in federal, state, or local law, and notwithstanding the site and neighborhood standards cited below, the Commission requires occupancy of housing financed or assisted by MHDC be open to all persons, regardless of race, color, religion, national origin, ancestry, sex, age, disability, actual or perceived sexual orientation, gender identity, marital status, or familial status. Also, contractors and subcontractors engaged in the construction of such housing shall provide equal opportunity for employment without discrimination as to race, color, religion, national origin, ancestry, sex, age, disability, actual or perceived sexual orientation, gender identity, marital status, or familial status.

The applicant must provide evidence that the chief executive officer (or equivalent) of the local jurisdiction within which the development is located has been notified of the application submitted. Examples of executive officers or their equivalents can be found in MHDC’s Developer’s Guide.

Pursuant to MHDC’s adopted Standards of Conduct, criteria has been established upon which individuals and/or entities may be suspended or debarred from future participation in MHDC sponsored programs (4 CSR 170 8.010-8.160, as may be amended from time-to-time).

b. Describe the grantee’s application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

An “Application” is defined as: (1) the MHDC Application - FIN-100 (Exhibit A), (2) one tabbed, three-ring binder with all required exhibits and original signatures, where required, (3) digital media with electronic exhibits, and (4) the appropriate application fee. The MHDC FIN-125 (Application Workbook) (Exhibit B) will identify exhibits to be submitted in the three-ring binder and exhibits to be submitted digitally. Three-ring binder and digital media exhibit names must match the FIN-125 exhibit names. The Application Checklist and FIN-100 are attached as exhibits.

Applicants must request HTF as well as indicate whether they are seeking a 9% Tax Credit or a 4% Tax Credit (for Bond Developments). Although not required, it is highly recommended that Tax Credits be coupled with HTF requests due to the limited allocation of HTF funds. MHDC does not require nor accept separate proposals unless the applicant wishes to have a proposal considered for both 9% Credits and 4% Credits.

Each applicant is required to submit exhibits applicable to the type of development it is proposing. A completed and executed FIN-100 (Rental Housing Programs Application) with appropriate certifications and elections made, digital media, application fee, development narrative and questionnaire, site review information, applicant site control, market study, and financing commitments constitute the Primary Documentation. Secondary documentation includes local jurisdiction contact verification, statutorily required documentation, housing priority documentation (if applicable), zoning verification, architectural items,
sustainable housing information, relocation data (if applicable), PHA approved utility allowances, developer and general partner information, and management company information.

c. Describe the selection criteria that the grantee will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

The selection criteria below indicate what factors are used in making funding recommendations. All submitted applications must first pass the Phase I Document Review which includes the following criteria:

A. PHASE I: Document Review

1. Document Review Guidelines. The Document Review will be conducted to determine if the applicant and its application meet the following requirements:

   a. Organized Application. Each application must be submitted in a three-ring binder and organized with tabs according to the MHDC FIN-125. A complete application consists of (1) an electronic application (a link will be provided on MHDC’s website); (2) one tabbed, three-ring binder with all required exhibits and original signatures, where required; (3) digital media containing electronic exhibits; and (4) the appropriate application fee. The MHDC FIN-125 will identify exhibits to be submitted in the three-ring binder and exhibits to be submitted digitally. Three-ring binder and digital media exhibit names must match the FIN-125 exhibit names. Acceptable forms of digital media include, but are not limited to, a CD-R, DVD, or a USB flash drive. MHDC staff has the right, in its sole discretion, to waive an exhibit requirement on a case-by-case basis upon the review of a formal waiver request submitted by an applicant prior to the applicable NOFA deadline.

   b. Good Standing with MHDC. Any member of the development team that is the owner or general partner of a LIHTC development currently in non-compliance due to site audits or a failure to comply with the owner’s reporting requirements will be denied participation in the NOFA. In addition, any development team member not in compliance or good standing with any other MHDC program will similarly be denied participation. Should MHDC learn any principal involved with a proposed development has serious and/or repeated non-performance or non-compliance issues in Missouri before or after the time of application, the application will be rejected. Prior performance considered may include, but is not limited to, progress made with a previous Conditional Reservation Agreement, Firm Submission, execution of Firm Commitment, closing, cost certification, development compliance, payment of fees and/or violation of the MHDC Workforce Eligibility Policy.

   c. Good Standing with Other Entities. Any member of the development team that is the owner or general partner of a LIHTC development who is currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State, or local department or agency may be denied participation in the NOFA, in MHDC’s sole and absolute discretion.

   d. Consistent with Applicable Law. As previously stated in the Participant Standards, the submitted proposal must comply with all federal, state, and local laws, as well as any and all applicable regulations, guidance, revenue rulings and the like as may be promulgated by the IRS, HUD, or any other federal or state agency. Participants are solely responsible for ensuring their own compliance with any such laws, regulations, and notices, and are encouraged to seek the advice of their own legal counsel with respect to such compliance. Examples of such requirements include, but are not limited to:

      Code Requirements. The proposal must meet all requirements set forth in the Code and all relevant Treasury Department regulations, notices, and rulings.
Fair Housing Requirements. As previously stated in the Participant Standards the submitted proposal must comply with the Fair Housing Act.

Internal Revenue Service Memorandum of Understanding. MHDC and the IRS have executed a Memorandum of Understanding ("IRS MOU") to improve the administration of the federal LIHTC. Under the terms of this IRS MOU, all developers must complete IRS Form 8821 (Rev. 9-98), Tax Information Authorization, as a condition of consideration for an allocation of 9% Credit or 4% Credit. An executed IRS Form 8821 for the developer, and all key principals of the developer and general partnership must be included as part of the application.

e. Consistent with Tax Credit Accountability Act. Under the provisions of the Tax Credit Accountability Act (R.S. Mo. 135.800-135.830), all developers/applicants must complete all necessary forms and reporting requirements during the reservation process, the allocation process, and for a period of three (3) years following the issuance of State LIHTC by MHDC. All developers must complete MDOR Form 8821 (Rev. 11-03), Missouri Department of Revenue Authorization For Release of Confidential Information, as a consideration for the allocation of the State LIHTC. MHDC will obtain tax clearance for the developer/applicant from the Missouri Department of Revenue at the time of application. Should the developer, general partner, or any key principal be found to have outstanding tax liens or delinquent taxes, for federal or state taxes, the related application may be rejected.

2. Threshold Documents. All threshold documents must be complete, fully-executed, and submitted by the application deadline. An exact list of documents can be found on the MHDC FIN-125. A missing threshold document will result in an application being eliminated from consideration. Below is a list of the threshold document categories (“Threshold Documents”), some of which require multiple documents. The required Threshold Document categories are:

a. Executed FIN-100. A completed and executed FIN-100 with appropriate certifications and elections made.

b. Application Fee. A check for the appropriate application fee. A check returned for any reason will result in that application being rejected.

c. Development Narrative. A narrative meeting the requirements set forth in the Developer’s Guide. An incomplete narrative will result in the application being eliminated from consideration.

d. Financing Commitments. Commitments for all non-MHDC financing sources, including commitments for all tax credit equity to be utilized.

e. Local Jurisdiction Contact Verification. Evidence that the following officials have been contacted.
   i. Chief Executive of the local jurisdiction;
   ii. State Senator;
   iii. State Representative, and
   iv. Executive Director of the local public housing authority.

f. Economic Impact to Missouri. The applicant should provide information and data within the FIN-100 concerning the economic impact of the proposed development. At a minimum, the applicant should provide the following:
   i. a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians;
   ii. the number of employees in Missouri, if the developer has existing operations in Missouri
   iii. the percent of hard and soft costs expected to be paid to Missouri-based firms, vendors and/or suppliers;
   iv. the total number of months between initial construction closing and construction completion; and
   v. for senior and permanent supportive housing development proposals, projected Missouri savings in Medicaid expenses. Permanent supportive housing combines and links permanent, affordable
3. **Secondary Documentation Review.** Secondary documentation must be submitted by the application deadline for an application to receive consideration. The FIN-125 contains an exact list and explanation of the required documentation. If five (5) or more secondary review documents are missing or are incomplete at the time the application is submitted, the application will be rejected. If four (4) or fewer secondary documents are missing or are incomplete at the time the application is submitted, the applicant will be notified in writing of deficient items and a date by which deficiencies must be cured (“Cure Date”). If the requested documents are not received by the Cure Date, the application will be rejected. Below is a list of the secondary documentation categories (“Secondary Documents”), some of which require multiple documents. The Secondary Document categories include but are not limited to:

a. **Digital Media.** Digital media with the required electronic documents as noted on the MHDC FIN-125

b. **Site Review Information.** MHDC requires multiple site information documents to conduct the site review described below.

c. **Applicant Site Control.** Applicants should refer to the Developer’s Guide for more information regarding site control and a thorough description of the required site control documents.

d. **Market Study.** A market study meeting MHDC requirements and dated within six (6) months of the application due date. The market study must be prepared by an experienced market analyst shown on MHDC’s approved provider list (not an affiliated company). See the Market Study Guidelines and Market Study Standards for Rental Housing Developments (MHDC Form 1300) for further guidance. For 2020 applications, a market study may be submitted to MHDC up to 1 week after the NOFA deadline if the application includes a formal waiver request signed by MHDC. The waiver must have been signed by MHDC before the applicable NOFA deadline.

e. **Seller Site Control.** The seller site control documents, as described in the Developer’s Guide.

f. **Local Jurisdiction Contact Verification.** In addition to other contact verification required by the Code as described in 2e above under Threshold Documents, provide evidence that the Superintendent of Schools (if applicable) and Councilperson(s)/Alderperson(s) have been contacted.

g. **Statutorily Required Documents.** Various state and federal statutes and regulations require certain documents be submitted by the developer/applicant at the time of application.

h. **Housing Priority Documentation.** Additional documentation required pursuant to the priority the applicant is applying under, if applicable.

i. **Zoning.** Evidence of proper zoning. Should the land require rezoning, the application should include the waiver discussed in the scoring section below.

j. **Architectural Information.** Documents regarding the design, cost, and historic designation of the building.

k. **Sustainable Housing Information.** New construction applications must provide documentation demonstrating how the development will achieve and maintain the green building standard identified in the Development Characteristics Worksheet. For rehabilitation proposals, the green building requirement is highly encouraged but optional; however, rehabilitation developments that will achieve and maintain a green building standard should also provide such documentation.

l. **Relocation and Existing Multifamily Operations Data.** For proposals with existing tenants (commercial or residential) who may be either temporarily or permanently relocated as a result of the proposed development, provide the applicable relocation documents. Permanent displacement of tenants is strongly discouraged. The applicant must take all reasonable steps to minimize the displacement of existing tenants.
m. **Homeownership Information.** For developments interested in providing tenants homeownership opportunities after the end of the Compliance Period, provide a homeownership proposal and a waiver of the right to opt out of the LIHTC LURA for an additional fifteen (15) years after the end of the Compliance Period.

n. **PHA Approved Utility Allowance Schedule.** Provide the most current utility allowance schedule from the local public housing authority (PHA) or the HUD Utility Schedule Model (HUSM).

o. **Developer-General Partner Information.** Information regarding the developer and any general partner(s) who are not affiliates of the developer.

p. **Management Agent Information.** Information regarding the proposed management agent.

q. **MBE/WBE Utilization Plan.** A Utilization Plan signed by the owner/developer detailing how the applicant intends to meet or exceed the MBE/WBE Participation Standard.

r. **Self-Scoring.** Provide a completed copy of the MHDC Application Self-Scoring form.

Applications that successfully pass the Phase I review will go onto the Phase II Priority Scoring. The following items will be scored by MHDC staff using the selection criteria described below.

**B. PHASE II – Priority Scoring**

Applications that pass the Document Review – PHASE I will be divided into two (2) groups for the Priority Scoring – PHASE II. Applications will be assigned to one (1) of the two (2) groups below.

1. **Priority Group**
   Applications that meet one or more of the following development types below qualify for the Priority Group and will be assigned forty-five (45) points in addition to points earned in General Scoring – Phase III:
   - Workforce Housing;
   - Non-Profit as defined in section III of this QAP;
   - Service Enriched, including Veterans Housing;
   - Special Needs, Vulnerable Populations, and Independence Enabling;
   - Preservation;
   - CDBG-DR;
   - HOME CHDO
   - Opportunity Area, as defined in Section III of this QAP; or
   - Opportunity Zone, as enacted under the 2017 Tax Cuts and Jobs Act

2. **Non-Priority Group**
   Applications that do not qualify for the Priority Group are designated Non-Priority Group applications and assigned zero (0) Phase II points.

**C. PHASE III - General Scoring**

Applications must earn at least 100 combined points in Phases II and III to qualify for Underwriting – PHASE IV review and be considered for funding. Applications that do not earn at least 100 combined points in Phases II and III will not be considered for funding.
The following chart summarizes the point categories in Phase III.

<table>
<thead>
<tr>
<th>Category</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Characteristics</td>
<td>81</td>
</tr>
<tr>
<td>Use of Resources</td>
<td>52</td>
</tr>
<tr>
<td>Development Team</td>
<td>30</td>
</tr>
</tbody>
</table>

**DEVELOPMENT CHARACTERISTICS**

**Income Targeting**

<table>
<thead>
<tr>
<th>Percentage of Units at Income Level (St. Louis and Kansas City MSAs)</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>15% or greater of the units affordable to households at 30% AMI</td>
<td>10</td>
</tr>
<tr>
<td>10% or greater of the units affordable to households at 30% AMI</td>
<td>6</td>
</tr>
<tr>
<td>10% or greater of the units affordable to households at 40% AMI</td>
<td>4</td>
</tr>
<tr>
<td>10% or greater of the units affordable to households at 50% AMI</td>
<td>2</td>
</tr>
</tbody>
</table>

Developments that target a percentage of units to lower income households will be awarded points as described below. Evaluation will be based on LIHTC income determination guidelines. The maximum number of points an application can receive is ten (10) points. Proposals are not eligible for Income Targeting points if they have Project Based Section 8, Rural Development Rental Assistance, Public Housing Assistance or are applying under the Income Averaging set-aside.
Mixed Income Development

Developments that have at least 10% market rate units or Income Averaging Units at 80% AMI will be awarded ten (10) points.

Tenant Ownership

Developments intended for 100% eventual tenant ownership at the end of the 15-year compliance period will receive 5 points. To qualify for the points, the owner must provide a detailed tenant ownership plan that complies with the Internal Revenue Code and is acceptable to MHDC. Additional details are provided within MHDC’s “Homeownership Policy.”

Services

Developments that qualify for the Service Enriched Priority and commit to provide services that fall under the Service Parameters as reflected below may receive up to two (2) points per Service Parameter. Applications must include a fully executed letter of intent for each Service Parameter to receive points for that category. In awarding points, MHDC will evaluate the quality of services provided, the correlation between the services or programs to the tenant population, the service delivery plan and the duration of the commitment (minimum of 3 years).

Special Needs / Vulnerable Population

Developments that qualify for the Set-Aside Preference and commit to setting aside 15% or more of the units for special needs and/or vulnerable population tenants will receive five (5) points.

Previous Phase Success

Phase II development proposals will be awarded one (1) point if the previous phase has a vacancy rate of less than five percent and has a waiting list. Points are not eligible to subsequent phases.
1. All developments qualify for category (1a) or (1b) points; developments will not receive points for both.

Households spending more than 50% of gross monthly income on housing are termed severely cost burdened. Applications that propose a development in a county where the percentage of severe cost burdened renter households exceeds 10% as identified in the 5-Year Strategic Plan for Affordable Housing for the State of Missouri – 2020 published on the MHDC website will be awarded points as described below:

<table>
<thead>
<tr>
<th>Percentage of Severe Cost Burdened Renter Households</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater than 20%</td>
<td>10</td>
</tr>
<tr>
<td>Greater than 15%</td>
<td>7</td>
</tr>
<tr>
<td>Greater than 10%</td>
<td>5</td>
</tr>
</tbody>
</table>

Family sites in an Opportunity Area as described within this Plan will be awarded seven (7) points.

2. Developments that are located in rural underserved counties as defined by MHDC will receive five (5) points. Counties that qualify as MHDC designated rural underserved counties will be published at http://www.mhdc.com/rental_production/2020-fy-items/index.htm.

**Economic Development**

Development proposals with a significant connection to other economic development in the community (“Supporting Economic Activity”) will receive five (5) points. The applicant must include each of the following:

1. Detailed description of the specifics of the Supporting Economic Activity and how it supports the need for affordable housing;
2. Detailed description of how the jobs created by the Supporting Economic Activity support the need for the income targeted affordable housing units proposed in the application;
3. List of all resources committed to the Supporting Economic Activity;
4. Description of the impact of the proposed housing development to the overall economic development in the community and;
5. Description of the community, including housing, commercial, infrastructure, amenities and services.

**Preservation**

Development proposals that qualify for the Preservation priority will be awarded ten (10) points

**Zoning**

Developments that show evidence that the site is properly zoned to allow the proposed development at the time of application submission will be awarded ten (10) points. If the site is not properly zoned, the applicant may still earn 10 points in this category if a formal waiver request signed by MHDC is included in the application. To be approved for the waiver, the applicant must include with their waiver request a letter from the appropriate governmental body describing what needs to be done to be in compliance and the time frame for achieving such compliance. The waiver must have been signed by MHDC before the applicable NOFA deadline. If there is no zoning, a letter from the locality stating that no zoning exists is acceptable as evidence that the proposed development is allowed at the proposed site.

**USE OF RESOURCES**

<table>
<thead>
<tr>
<th>Leveraged Funds</th>
<th>0 – 10 points</th>
</tr>
</thead>
</table>

Annual Action Plan
2021

OMB Control No: 2506-0117 (exp. 09/30/2021)
Developments that have executed Letters of Intent (LOIs) for unaffiliated party grant funds, capital campaign funds, federal funds, energy/utility rebates/incentive program funds, and/or municipal funds will be awarded points based on the percentage of award as it relates to the Total Development Budget. Loans from private institutions or other entities may be counted as leverage funds if the interest rate is below the 2-year Treasury Rate (as of October 1, 2020) plus 200 basis points for construction loans, and is below the 10-year Treasury Rate (as of October 1, 2020) plus 200 basis points for permanent loans. The below table will be used to score points for permitted loans. Qualified construction loans will receive five (5) points if the amount of the construction loan is greater than or equal to 50% of the total development costs. Applicant may receive points for both construction loans and permanent loans. Those points will be added together but in no circumstances can that total exceed 10 points.

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<thead>
<tr>
<th>Percentage of Leveraged Funds</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater than 2.5%</td>
<td>3</td>
</tr>
<tr>
<td>Greater than 5%</td>
<td>5</td>
</tr>
<tr>
<td>Greater than 7.5%</td>
<td>10</td>
</tr>
</tbody>
</table>

Historic Tax Credit Equity does not qualify as leveraged funds.

Federal Historic Tax Credits 5 points
Developments that have executed LOIs for Federal Historic Tax Credits will be awarded five (5) points. Applications requesting State Historic Tax Credits will not be awarded the five (5) points.

National Housing Trust Fund 5 points
Development that request and qualify for National Housing Trust Fund funds will be awarded five (5) points.

HOME CHDO 10 points
Developments that qualify for the HOME CHDO set-aside and are not requesting Low Income Housing Tax Credits will be awarded ten (10) points.

Total Development Costs 10 points
Applications that are submitted under the MHDC defined Total Development Cost Maximum will be awarded ten (10) points.

Rental Assistance 5 points
Developments proposals that include committed rental assistance for at least 15% of units will be awarded five (5) points. Developments with Rural Development, Project Based Section 8 or Public Housing will be eligible for the points in this category. MHDC will accept rental assistance commitments for at least three year terms. Longer commitments will be viewed more favorably in the Underwriting Phase.

Credit Efficiency 7 points
Applications will be awarded points for credit efficiency based on the eligible LIHTC amount per LIHTC bedroom using the criteria below. Applications will be divided into four categories: (1) Family New Construction; (2) Senior New Construction; (3) Family Rehab; and (4) Senior Rehab. A “safe harbor” will be determined for each category. The Average Eligible LIHTC amount per LIHTC bedroom will be determined for each category based on the eligible LIHTC amount per LIHTC bedroom data in the 2020 submitted applications. The Safe Harbor for each category is 2.5% above and 2.5% below the Average Eligible LIHTC amount per LIHTC bedroom for each respective category. Applications will be scored as follows:

<table>
<thead>
<tr>
<th>Credit Efficiency</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible LIHTC amount per LIHTC bedroom is WITHIN the Safe Harbor</td>
<td>3</td>
</tr>
<tr>
<td>Eligible LIHTC amount per LIHTC bedroom is BELOW the Safe Harbor</td>
<td>7</td>
</tr>
<tr>
<td>Eligible LIHTC amount per LIHTC bedroom is ABOVE the Safe Harbor</td>
<td>0</td>
</tr>
</tbody>
</table>

DEVELOPMENT TEAM

| Non-Profit and HOME CHDO | 5 points |

Developments that qualify for the non-profit set-aside as defined in section III of this Plan and/or developments that qualify for the HOME CHDO set-aside will be awarded five (5) points.

Development Team Prior Performance | 0 – 25 points

An application will be awarded up to twenty-five (25) points based on a Development Team’s prior MHDC performance. Significant cost increases, significant additional funding requests, responsiveness, timeliness, compliance with MHDC’s Asset Management Division, and consistency over time will be considered. Developers, Co-developers, General Contractors, Management Agents and Syndicators will be evaluated as a team and MHDC will consider the prior 5 years. An application submitted by a developer with no prior experience with MHDC, but which includes other Development Team members that do have prior experience with MHDC will be evaluated based on the prior performance of the entire Development Team and may earn up to a maximum 25 points.

D. PHASE IV - Underwriting/Selection Criteria

Points earned in Phases II and III determine qualification for review and funding consideration in Phase IV. Priority Group and Non-Priority Group applications that earn a minimum of 100 combined points in Phase II and Phase III qualify for funding consideration. MHDC reserves the right to evaluate, and recommend for funding, applications that do not earn 100 points or more to the extent necessary to meet the Geographic Region allocation goals reflected in Section D of the Reservation Process of the QAP. Final funding decisions are within the sole and complete discretion of MHDC.

The selection criteria incorporate both the federal preferences and selection criteria as described in §42(m)(1)(B)(ii) and §42(m)(1)(C) of the Code. The selection criteria must include:

- Project location;
- Housing needs characteristics;
- Project characteristics, including whether the project involves the use of existing housing as part of a community revitalization plan;
- Projects intended for eventual tenant ownership;
- Tenant populations with special housing needs or consisting of vulnerable persons;
- Sponsor characteristics;
- Tenant populations of individuals with children;
- Public housing waiting lists;
- Energy efficiency and overall sustainability; and
- Historic character.
Per the Code, states must give preference among selected developments to:

- Those serving the lowest income tenants;
- Those serving qualified tenants for the longest period of time; and
- Projects located in Qualified Census Tracts only if the development contributes to a concerted community revitalization plan, which is in-place at the time of application.

The Code also provides that states may include such other criteria as they deem appropriate and, except for the specified preference items, there are no requirements as to the relative weight of the various factors.

MHDC will give preference in funding to Priority Group applications as defined within this Plan.

During the application review, MHDC staff may conduct a review of each proposed site ("MHDC Site Review"). Each proposed site location must have a sign posted identifying it as a proposed MHDC development. The sign should be posted from the time MHDC receives the application until the Commission votes to approve or not approve the application. At a minimum, the sign must identify the developer and have a contact name and phone number. The MHDC Site Review will consist of a determination regarding the feasibility, marketability, appropriateness of the site(s) for the intended population, and assessment of any perceived environmental issues. For rehabilitation and conversion applications, MHDC staff expects to be able to enter the buildings. Additional supporting documentation may be required if any environmental concerns are identified.

Additional LIHTC responsibilities of MHDC include:

- Assurance that the amount of tax credits allocated does not exceed the amount “necessary for the financial feasibility of the project and its viability as a qualified low income housing project throughout the Credit Period”;
- Evaluation of all projects for consistency with this Plan and for credit need, including projects using tax exempt bond financing;
- Execution of an agreement for “an extended low income housing commitment” for every project. This agreement must be recorded as a restrictive covenant binding on all successor owners, and must allow low income individuals the right to enforce the commitment in state court; and
- Monitoring of compliance with the provisions of §42 of the Code and notifying the Internal Revenue Service of any noncompliance.

**Geographic Region**

An attempt will be made to allocate the 9% Credit (both federal and state) across the state on a population proportionate basis, with the state divided into the following areas:

a. **St. Louis Region** - 33%: Franklin, Jefferson, St. Charles, St. Louis City and St. Louis counties

b. **Kansas City Region** - 19%: Cass, Clay, Jackson, Platte and Ray counties
c. **MSA-Rural Region – 20%**: Cape Girardeau MSA (Cape Girardeau and Bollinger counties), Columbia MSA (Boone, Cooper and Howard counties), Jefferson City MSA (Callaway, Cole, Moniteau and Osage counties), Joplin MSA (Jasper and Newton counties), Springfield MSA (Christian, Dallas, Greene, Polk and Webster counties) and St. Joseph MSA (Andrew, Buchanan and DeKalb counties)

d. **Rural Region - 28%**: All other counties

**Development Characteristics**

It is important the development’s characteristics are appropriate for the intended tenant population. The following characteristics will be reviewed closely:

a. **Tenant Population**

   It is important MHDC fund developments offering quality affordable housing to the populations that need it in the locations where it is needed. Items given consideration with regard to the intended tenants include:

   - Tenant populations with special housing needs, such as persons with physical impairment and/or developmental disabilities, homeless individuals and families, seniors, and other underserved and/or at risk populations;
   - Individuals experiencing, or being treated for, or having a diagnosis or a history of mental illness;
   - Individuals on public housing waiting lists;
   - Individuals with children;
   - Youth transitioning out of foster care;
   - Developments serving the lowest income tenants; and
   - The quantity, quality, and suitability of services provided or offered to the tenants.

b. **Development Size**

   All applications submitted for consideration are limited to sixty (60) affordable units in a proposal. Exceptions may include, but are not limited to, applications proposing a:

   - Mixed-income development;
   - Development to replace existing public housing and/or subsidized housing;
   - Development where at least 25% of the units are set aside as Special Needs or Vulnerable Persons housing units;
   - Development that includes serviced enriched housing features;
   - Development that preserves existing affordable housing;
   - Development that is part of a municipal redevelopment plan; or
   - Senior housing development.

c. **Type**
The type of development being proposed is an important characteristic and affects how the other selection criteria are applied. Developments will be evaluated on how they contribute to the goal of this Plan and the mission of MHDC. Developments fall into at least one of the following types:

- New construction;
- Historic rehabilitation/adaptive reuse;
- Acquisition/rehabilitation of existing housing; or
- Developments intended for eventual tenant ownership.

Regardless of type, developments that obligate themselves to serve qualified tenants for the longest period of time are given extra consideration.

d. Site

Each site will be reviewed by MHDC staff to determine the overall suitability of the site for affordable housing and for the intended population. Site reviews will consider:

- Marketability, or the likelihood that the site and improvements will be accepted by the target population;
- Presence of environmental issues and concerns, including but not limited to habitat and wetland preservation, noise, proximity to floodplains, and proximity to other potentially hazardous land uses;
- Neighborhood characteristics and land uses; and
- Proximity to appropriate amenities and services

e. Design

The design of each development will be examined closely to assess its appropriateness for the site, the market, and the population being served. The following will be taken into account when evaluating the application:

- Access into and out of the site and parking;
- Placement of buildings on the site;
- Development amenities, including but not limited to Wi-Fi access, community space, proximity to services, health and fitness space, playgrounds, picnic shelters, community gardens, trails, proximity to transit options;
- Type and quality of materials;
- Energy efficiency and overall sustainability, including an MHDC approved sustainability certification;
- Condition and suitability of structures being reused;
- Scope of work for rehabilitation or renovation;
- Population appropriate design features (for example, universal design features, interior and exterior common spaces, storage space, accessibility, adaptability, safety features, etc.); and
- Exterior Design aesthetics that blend well with the surrounding area.
MBE/WBE (Minority-Owned Business Enterprise/Women-Owned Business Enterprise). In 2018, 32% of the total number of applications approved were MBE or WBE Developer proposals. The goal for 2020 is to match the 2018 percentage. In an effort to continue to promote this Initiative, MHDC will initiate efforts to develop outreach and/or workshop opportunities for MBE/WBE developers and businesses. An MBE or WBE Developer Application is one where: (1) the Developer is an MBE or WBE; (2) the Developer Group includes an MBE or WBE; (3) there is a Developer Mentor/Protégé relationship. In addition, all applicants must commit to meet the MBE/WBE participation requirements. See the Developers Guide for further details about the MBE/WBE Initiative.

Market Characteristics. It is important the development’s characteristics are appropriate for the market in which it is located. The following will be analyzed for each proposal:

a. Development Location

Where a development is located affects almost all of the other selection criteria. Important considerations for location include, but are not limited to:

New construction and conversion proposals must meet the following criteria:

- The proposed development shall not be located where the total of publically subsidized housing units (as defined in the Market Study Guidelines) equal more than 20% of all units in the census tract where the development will be located.

- If the proposed development is located in the Kansas City or St. Louis Region, it shall not be located within a one (1) mile radius of any development that:
  (a) has been approved for Federal LIHTC, State LIHTC, HOME, or Fund Balance funding through MHDC within the previous two (2) fiscal-year funding cycles; and (b) is less than 90% leased-up at the time of application submission.

Exceptions to the previous two criteria may include, but are not limited to, applications proposing a:

- Mixed-income development;
- Development to replace existing public housing and/or subsidized housing;
- Development where at least 25% of the units are set aside as Special Needs or Vulnerable Persons housing units;
- Development that qualifies for the IEH Priority;
- Development that includes service-enriched housing features;
- Development that preserves existing affordable housing;
- Development that is part of a municipal redevelopment plan; or
- Senior housing development.

Location in a qualified census tract only if the development will contribute to a concerted community revitalization plan that is in-place at the time of application;

Whether existing housing is used as part of a community revitalization plan;

Location in a community with demonstrated new employment opportunities and a proven need for workforce housing; and Infill of existing stable neighborhoods

b. Housing Needs

Developments must address the affordable housing needs of the state, region, and locality where they will be located. Important considerations regarding market need include:

- Number and growth of the population and intended tenant population in the market area;
• Presence, condition, occupancy, and comparability of other affordable housing developments in the market area;
• Presence, condition, occupancy, and comparability of market rate housing in the market area;
• Capture rate for the proposed development; and
• Housing needs of the special needs or vulnerable persons population in the market area.

No application proposing the delivery of new units will be approved if it is deemed by MHDC to adversely impact any existing MHDC development(s), exist in a questionable market, or create excessive concentration of multifamily units.

**Development Team Characteristics.** A development team’s experience with affordable housing, MHDC, and the type of development being proposed is important. The following development team members will be evaluated: Developer(s), General Partner(s), Management Agent, Syndicator(s)/Investor(s), Contractor, Architect, Sustainable Design Team, Consultant(s), Lead Referral Agency (for special needs or vulnerable persons housing), and the service provider (for service-enriched housing).

Evaluations will assess the experience, performance, financial strength and capacity to complete the proposed development in a timely and efficient manner.

Items considered will include, but are not limited to:
• Number of affordable developments completed;
• Occupancy of developments owned and/or managed;
• Number of developments in the planning and development stages;
• Performance, quality, and condition of previously completed developments;
• Previous and outstanding compliance issues; and
• Performance regarding MHDC deadlines for previous funding awards.

The proposed general partner, developer, and general contractor will be assessed for their capacity to successfully manage the pre-development, closing, construction, and lease-up of the proposed development in addition to previously approved developments currently in those stages of development.

Development team members not in good standing with MHDC or its programs will not be approved for funding.

**Feasibility.** Applications will be evaluated to determine feasibility and viability throughout the Compliance Period using the assumptions provided by the applicant. MHDC will evaluate:

a. **Sources**
   All developments must demonstrate sufficient sources are available to assure feasibility. For non-MHDC sources, a commitment letter from the proposed provider indicating the amount and terms of financing must be included with the application. The type of financing and the source of all financing will be taken into consideration.

b. **Uses**
   Development costs must be reasonable and competitive for the type of development and location being proposed. Sources and uses must balance.

c. **Income**
Rents must be appropriate for the market and affordable for the intended population. Other sources of income must be documented to determine feasibility or the size of MHDC debt, if any.

d. **Expenses**
   Operating expenses must be adequate, reasonable, competitive, and appropriate for the market and type of development being proposed.

e. **Long-Term Viability**
   Operating projections must indicate the development is viable for the greater of (i) the entire Compliance Period, (ii) the term of any MHDC financing, (iii) HOME affordability period (if applicable), or National Housing Trust Fund affordability period (if applicable).

f. **Timing**
   The timing of due diligence, financing commitments, and regulatory approvals will be considered when assessing an applicant's ability to proceed. Consideration will be given to applicants demonstrating they can proceed in a timeframe consistent with the requirements of the Code or, for tax-exempt bond-financed applications and/or applications utilizing historic tax credits, the allocation process established by the Missouri Department of Economic Development.

g. **Investment Potential**
   Applications will be evaluated for their potential to attract investors for the Federal LIHTC and State LIHTC, if applicable, based on the potential amount of Federal LIHTC and State LIHTC, if applicable, the size of the proposed development, the market, the experience and strength of the development team and financial feasibility. The strength and previous performance of all investors will be taken into consideration during the feasibility review.

MHDC will not allocate a credit amount exceeding the amount necessary to assure development feasibility.

**Community Impact.** MHDC seeks to allocate funding to developments that appropriately and efficiently improve their communities. Impact may be weighed using:

a. **Local Jurisdiction and Community Comments.** Comments from the local jurisdiction, including but not limited to chief executive officers and community members.

b. **Catalytic Effect.** Developments that will successfully encourage further development or redevelopment in the community are encouraged, as are developments that are part of a larger community redevelopment effort or part of a concerted community revitalization plan.

c. **Community Needs.** How a development will address the needs of the population and community it intends to serve is important. The existing stock of affordable housing and demographic trends in the area will influence the needs of the community and ability of the development to meet those needs.

d. **Redevelopment Plan.** Applications that are a part of a redevelopment plan which has been approved/adopted by a local government will receive a preference in funding. The application must include a letter from the local authorizing official that the proposed development is a part of the redevelopment plan. The application should also include a detailed description of the plan. A Redevelopment Plan should do the following:
   * Identify planned public and private development in the community;
   * Identify any resources committed to development;
   * Set clear geographic boundaries for the community;
   * Describe the community;
• Address housing and non-housing development, including infrastructure, amenities, and/or services beyond credit development;
• Identify goals and action steps; and
• Identify community partners.

**Economic Impact.** The economic impact to Missouri of a proposed development is an important factor. MHDC will evaluate the Missouri economic impact of each proposal using information within the application, items to be measured include, but are not limited to:

• Proposed services that will be performed and/or proposed products that will be provided by Missourians;
• The economic impact returned to the State of Missouri through tax revenue obligations, or otherwise;
• The Development Team’s economic presence within the State of Missouri, including Missouri employee statistics; and,
• For senior and Set-Aside Preference, including IEH, development proposals, projected Missouri savings in Medicaid expenses.

d. Describe the grantee’s required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Recommendations for geographic distribution are based on estimated population as reported by U.S. Census Bureau, poverty population, housing cost burden as reported by U.S. Census Bureau and Point-in-Time Count data as reported by each Missouri Continuum of Care.

Refer to Question #3 – D. PHASE IV. Geographic Region – for breakout of areas by percentage.

e. Describe the grantee’s required priority for funding based on the applicant’s ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

A development team’s experience with affordable housing, MHDC, and the type of development being proposed is important. The following development team members will be evaluated: Developer(s), General Partner(s), Management Agent, Syndicator(s)/Investor(s), Contractor, Architect, Sustainable Design Team, Consultant(s), Lead Referral Agency (for special needs or vulnerable persons housing), and the service provider for service-enriched housing. Each of these members are evaluated by various members of MHDC staff. For example, the Contractor is reviewed by MHDC’s architect, Mortgage Credit Department, and the MBE/WBE department. Each staff member reviews the team members for different reasons.

An applicant may become a recipient of HTF funding only if it is an organization, agency or other entity that will:

a. Make acceptable assurances to MHDC that it has the capacity to 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 including the affordability period;

b. Demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity;
c. 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

d. Have demonstrated experience and capacity to conduct an eligible HTF activity as evidenced by its ability to own, construct, and manage and operate an affordable multifamily rental housing development.

MHDC will assess the applicant’s experience, performance, financial strength and capacity to complete the proposed development in a timely and efficient manner. The proposed general partner, developer, and general contractor will be assessed for their capacity to successfully manage the pre-development, closing, construction, and lease-up of the proposed development in addition to previously approved developments currently in those stages of development.

Items considered will include, but are not limited to:

i. Number of affordable developments completed;

ii. Occupancy of developments owned and/or managed;

iii. Number of developments in development stages;

iv. Performance, quality, and condition of previously completed developments;

v. Previous and outstanding compliance issues; and

vi. Performance regarding MHDC deadlines for previous funding awards.

The number of affordable developments completed and the occupancy of developments owned and/or managed will be evaluated examining data presented by the developer on the FIN-105 (Experience Summary for Developer) which details previous affordable housing development by a developer and/or general partner. The number of developments in development stages will be evaluated examining data present by the developer on the FIN-107 (Developer Qualifications) which details all current developments a developer has in construction that have not completed lease up. The performance, quality and condition of previously completed developments and the previous and outstanding compliance issues will be evaluated by MHDC asset management compliance inspection reports. The performance regarding MHDC deadlines for previous funding awards will be evaluated using asset management compliance reports, previous development monthly progress reports, waiver requests and MHDC’s past interaction with the developer and/or general partner. MHDC will also examine all developer/general partner/guarantor/key principle financial reports.

Development team members not in good standing with MHDC will not be approved for funding.

f. Describe the grantee’s required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

A development with a committed Project Based Rental Assistance is preferred over a proposal without.

g. Describe the grantee’s required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

The minimum period of affordability is 30 years.

h. Describe the grantee’s required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (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). If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Merits of the Project is a list of MHDC’s development priorities for the HTF and makes up the PHASE III review. Each priority is evaluated based on the quality of the required documentation and how the priority improves the proposal and community it is intended to serve.

1. Set-aside Preferences

The Set-aside Preferences consist of priorities for Special Needs and Vulnerable Persons and serve as incentives for developers to build housing that is safe, decent, affordable, and targeted to the most vulnerable individuals and families. This is accomplished by providing a home for individuals and families with special needs combined with social services to stabilize them once in place. MHDC will prioritize applications that meet this goal. Developments applying under the Set-aside Preferences must select either the Special Needs Priority or the Vulnerable Persons Priority, but not both.

a. Special Needs Priority

Developments providing housing opportunities for persons with special needs are strongly encouraged. Developments committing to a special needs set-aside of at least 10% of the total units, will receive a preference in funding (“Special Needs Priority”) as one of the Set-aside Preferences. For purposes of administering this program, a person with special needs is a person who is: (a) physically, emotionally or mentally impaired or is diagnosed with mental illness; or (b) developmentally disabled.

Developments funded under the Special Needs Priority cannot give preference to potential residents based upon having a particular disability or condition to the exclusion of persons with other disabilities or conditions. Applicants must submit documentation demonstrating they have obtained commitments from a Lead Referral Agency which will refer special needs households qualified to lease identified units and from local service agencies which will provide a network of services capable of assisting each type of special needs population defined above. For purposes of the Special Needs Priority, a “Lead Referral Agency” is a service provider agency that will provide tenants and services to the community through the later of (i) the completion of the Compliance Period, or (ii) the completion of the affordability period connected to any MHDC loan on the development. The Lead Referral Agency should demonstrate the ability to serve identified special needs populations. MHDC acknowledges that circumstances may require a change in the Lead Referral Agency during the life of the development, but the developer must contact MHDC’s Asset Management Department in the event a change is necessary.

Rents should be as affordable as possible to special needs households. Affordability can be accomplished through project-based or tenant-based subsidies. The Lead Referral Agency is responsible for coordinating tenant-based rental assistance with service providers or governmental agencies, whenever necessary and possible. In the absence of project-based or tenant-based assistance, the owner should consider other methods to ensure rents are affordable to special needs households. If proposed rents for special needs units are above 30% AMI rents, the applicant must provide evidence that special needs tenants will qualify at 30% of their income for the special needs unit proposed rents. In no circumstance should special needs tenants pay more than the greater of 30% AMI rents, or 30% of their income towards rents.

Developments wanting to be considered for the Special Needs Priority must fully complete the applicable sections of the application and provide the following supplemental documentation with their application. The referral process must include soliciting and accepting referrals from service
agencies that serve all types of special needs populations. Applicants should also detail how the marketing will reach all special needs populations by including the following:

i. A draft referral and support agreement with the Lead Referral Agency;
ii. Special Needs Marketing Plan Exhibit; and
iii. Rental assistance commitment letters (if applicable).

b. Vulnerable Persons Priority

It is the policy of MHDC, as the housing finance agency of the state of Missouri, to support housing for vulnerable persons. Developments committing to a set-aside of at least 10% of the total units for vulnerable persons, will receive a preference in funding (“Vulnerable Persons Priority”) as one of the Set-aside Preferences. For purposes of administering this program, a vulnerable person is a person who is: (a) homeless, including survivors of domestic violence and human or sex trafficking; or (b) a youth transitioning from foster care.

Applicants must submit documentation demonstrating they have obtained commitments from a Lead Referral Agency which will refer vulnerable persons qualified to lease identified units and from local service agencies which will provide a network of services capable of assisting each type of vulnerable person defined above. For purposes of the Vulnerable Persons Priority, a “Lead Referral Agency” is a service provider agency that will provide tenants and services to the community through the later of (i) the completion of the Compliance Period, or (ii) the completion of the affordability period connected to any MHDC loan on the development. The Lead Referral Agency should demonstrate the ability to serve identified vulnerable persons populations. MHDC acknowledges that circumstances may require a change in the Lead Referral Agency during the life of the development, but the developer must contact MHDC’s Asset Management Department in the event a change is necessary.

Rents should be as affordable as possible to vulnerable persons. Affordability can be accomplished through project-based or tenant-based subsidies. The Lead Referral Agency is responsible for coordinating tenant-based rental assistance with service providers or governmental agencies, whenever necessary and possible. In the absence of project-based or tenant-based assistance, the owner should consider other methods to ensure rents are affordable to vulnerable persons. If proposed rents for units identified for vulnerable persons are above 30% AMI rents, the applicant must provide evidence that vulnerable persons tenants will qualify at 30% of their income for the vulnerable persons unit proposed rents. In no circumstance should vulnerable persons tenants pay more than the greater of 30% AMI rents, or 30% of their income towards rents.

Developments wanting to be considered for the Vulnerable Persons Priority must fully complete the applicable sections of the application and provide the following supplemental documentation with their application. The referral process must include soliciting and accepting referrals from service agencies that serve all types of vulnerable persons. Applicants should also detail how the marketing will reach all vulnerable persons by including the following:

i. A draft referral and support agreement with the Lead Referral Agency;
ii. Vulnerable Persons Marketing Plan Exhibit; and
iii. Rental assistance commitment letters (if applicable).

c. Set-aside Preferences Housing Reserve Fund
All applications submitted under the Set-aside Preferences must include $1,000 per set-aside unit as a payment to the Set-aside Preferences Housing Reserve Fund (formerly the Special Needs Housing Reserve Fund) which has been established by MHDC. Each development approved pursuant to the Set-Aside Preferences must contribute to this reserve. Such contribution must be made no later than construction completion when other reserves are normally funded. These funds will be held by MHDC and used, as necessary, to temporarily assist developments funded under the Set-aside Preferences that have experienced unforeseen operational issues (for example, the loss of rental assistance). Deposits to the Set-aside Preferences Housing Reserve Fund are intended for use for all special needs developments, commencing with 2014 approvals, and all developments funded under the Set-aside Preferences commencing with 2018 approvals, and are intended to replace the need for each property to establish a separate reserve for unexpected costs specifically related to developments funded under the Set-aside Preferences or the former Special Needs Reserve. Guidelines for the application and use of reserve funds are posted on MHDC’s website (Rental Production, General Forms and Other Resources).

2. Service Enriched Housing Priority

Service-Enriched Housing enhances the connection between affordable housing and supportive services. MHDC recognizes the advantages of supportive housing to individuals and communities. To encourage more comprehensive housing environments in all communities, applications offering significant services tailored to the tenant population will receive a preference in funding (“Service-Enriched Priority”). The desired outcomes of the Service Enriched priority are for tenants to stay housed, have social and community connections, improve their physical and mental health, increase their income and employment, and be satisfied with their quality of life.

Proposals offering significant services tailored to the tenant population will receive a preference in funding. Service enriched housing enhances the connection between affordable housing and supportive services. MHDC recognizes the advantages of supportive housing to individuals, communities and on public resources. To encourage more comprehensive housing environments for vulnerable populations, proposals offering significant services tailored to the tenant population will receive a preference in funding. Developments which offer substantial services and a greater number of services increase the competitiveness of their application. Proposed services should take into account the unique characteristics of residents and help them to identify, access, and manage available resources. Other benefits of a well-planned and properly funded program may include reduced resident turnover, improved property appearance, and greater cooperation between residents and management.

To be considered under the Service Enriched Priority, a development’s services must target a specific population. Examples include, but are not limited to:

a. Senior households;
b. Individuals with children;
c. Formerly homeless individuals and families;
d. Individuals with physical and/or developmental disabilities;
e. Individuals diagnosed with mental illness;
f. Children of tenants; and
g. Veterans

The applicant should demonstrate it has experience with the population in question. If the applicant does not have experience with the specified population, it should have a commitment(s) from a service
provider(s) who does have the necessary experience. Although MHDC expects applicants that have elected the service-enriched priority to provide services for the full term of the MHDC imposed affordability period, MHDC will accept service provider commitments for renewable three year terms. Longer commitments will be viewed more favorably. MHDC acknowledges that circumstances may require a change in service provider during the life of the development. Services for family and senior development include, but are not limited to, the following examples:

Family properties:

a. Regularly-held resident meetings;
b. After-school programs for children;
c. Financial literacy courses for adults;
d. Parents as Teachers program offered through the local school district;
e. Credit and/or budget counseling;
f. Life skills and employment services;
g. Nutrition and cooking classes;
h. Domestic violence survivor support and counseling;
i. Computer lab or computer check-out program;
j. Food pantry;
k. Daycare services;
l. College preparation counseling;
m. Clothes closet;
n. Library;
o. Back to school programs;
p. Youth sports activities;
q. Teen support groups;
r. Good neighbor and tenant rights classes;
s. Job training and job placement services; and
t. Reentry programs for ex-offenders.

Senior Properties:

a. Regularly-held resident meetings;
b. Transportation to shopping and medical appointments;
c. Nutrition and cooking classes;
d. Enrichment classes such as seminars on health issues, prescription drugs, Medicare, internet;
e. Coordination with agencies providing assistance with paying bills and balancing checkbooks;
f. Periodic health screenings;
g. Assistance preparing a Will of Life;
h. Exercise program such as the Arthritis Foundation Exercise Program;
i. Monthly community activities (i.e., pot luck dinners, holiday events, bingo);
j. Access to fitness equipment;
k. Food pantry or access to a mobile food pantry if available;
l. Housekeeping; and
m. Computer lab or check-out program.

Developments wanting to be considered under the Service Enriched Priority must fully complete the applicable sections of the application and provide the following with their application:

i. A detailed supportive services plan explaining the type of services to be provided, who will provide them, how they will be provided, and how they will be funded. The plan should include, but is not limited to, a description of how the development will meet the needs of the tenants, including access to supportive
services, transportation, and proximity to community amenities. MHDC prefers the services be onsite or near the proposed development;
ii. Letters of intent from service providers anticipated to participate in the development’s services program; and
iii. Service coordinator job description

3. Independence Enabling Housing Units

Independence Enabling Housing Units is an incentive for developers to build housing that is safe, decent, affordable, and targeted to the most vulnerable individuals and families. This is accomplished by providing a home for individuals and families with special needs combined with social services to stabilize them once in place. MHDC will prioritize applications that meet this goal.

MHDC seeks to fund a pilot program designed to promote independent living amongst our special needs population. Independence enabling housing units ("IEH units") that are developed to serve special needs individuals who wish to live independently but who may need additional assistance from a caregiver who resides in a unit that is associated with a specific IEH unit ("CL unit") are encouraged. These IEH and CL units should be designed in such a manner that the IEH and CL units are conveniently located to each other and are part of a larger development that is inclusive to all persons. The design of the units must satisfy the requirements of Universal Design and be accessible to all persons regardless of any particular type of disability or condition. The units must be distributed evenly within a given development and must maintain equivalent access to the amenities and services that the development may provide. For this pilot program, the minimum set-aside of units will be waived and a maximum set-aside of 30% established. Developers should engage a lead referral agency to assist with the design and management of these units.

4. Veteran’s Housing

Veteran’s Housing enhances the connection between affordable housing and supportive services. MHDC recognizes the advantages of supportive housing to individuals and communities. To encourage more comprehensive housing environments in all communities, applications offering significant services tailored to the tenant population will receive a preference in funding. The desired outcomes of the Veteran’s Housing priority are for tenants to stay housed, have social and community connections, improve their physical and mental health, increase their income and employment, and be satisfied with their quality of life.

Applicants developing Service-Enriched Housing targeting veterans are eligible for this priority. Developments must offer significant services tailored to the veteran tenant population. Provided services should enhance veteran tenant housing stability and independence.

At time of application, letter(s) of intent for service commitment(s) shall be in-place with a provider(s) who specialize in, or have substantial experience in, providing services to veteran populations. If the applicant does not engage with a third-party service provider, support must be provided in the application which demonstrates the substantial experience the applicant has with providing services to veteran populations.

Developments applying under the Veteran’s Housing priority are subject to any and all requirements of the Service-Enriched priority in addition to any specific requirements that are set forth for the Veteran’s Housing priority.
Developments wanting to be considered under the Veteran’s Housing priority must fully complete the applicable sections of the application including, but not limited to, all sections required by the Service-Enriched priority.

In addition applicants must provide the following with their application:

i. A detailed supportive services plan detailing: the type of services to be provided, who will provide them, how they will be provided, and how they will be funded. The plan should include, but is not limited to, a description of how the development will meet the needs of veteran tenants, including access to supportive services, transportation, and proximity to community amenities. MHDC prefers the services be onsite or near the proposed development;

ii. Letters of intent from those service providers associated with the development’s veterans programs; and

iii. Service coordinator job description.

5. **Opportunity Area Priority**

MHDC encourages affordable housing developments in high-opportunity areas by targeting communities that meet the following criteria: access to high-performing school systems, transportation and employment; as well as located in a census tract with 15% or lower poverty rate. Family developments that meet these criteria will receive a preference in funding. Family developments proposed in opportunity areas are required to include an affirmative marketing plan that proactively reaches out to families currently living in census tracts where the poverty rate exceeds 40%. The plan must include a Special Marketing Reserve to assist in initial relocation expenses for families with children. Note that the minimum unit size for a family development in an opportunity area is two-bedroom. Developments that apply under this priority must also apply under the Service Enriched Priority. MHDC will, on a case by case basis with reasonable and well documented justification, allow flexibility for meeting all four criteria for qualification. The application’s Market Study must explain in detail, both statistically and through evidence, how the project meets the criteria for qualification. Except in cases of well-documented justification, as previously stated, only projects that demonstrate through their Market Study that they meet the criteria shall be given the Opportunity Area Preference. Please refer to the Market Study Guidelines which specifies how data on each of these criteria is to be collected. Below are examples of services for this type of family development:

- Regularly-held resident meetings
- After-school programs for children
- Financial literacy courses for adults
- Credit and/or budget counseling
- Life skills and employment services
- Computer lab or computer check-out program
- Daycare services
- College preparation counseling
- Library
- Back to school programs
- Youth sports activities
- Teen support groups
- Good neighbor and tenant rights classes

**i.** Describe the grantee’s required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.
Developments that have executed Letters of Intent (LOIs) for unaffiliated party grant funds, capital campaign funds, federal funds, energy/utility rebates/incentive program funds, and/or municipal funds will be awarded points based on the percentage of award as it relates to the Total Development Budget. Loans from private institutions or other entities may be counted as leverage funds if the interest rate is below the 2-year Treasury Rate (as of October 1, 2020) plus 200 basis points for construction loans, and is below the 10-year Treasury Rate (as of October 1, 2020) plus 200 basis points for permanent loans. The below table will be used to score points for permanent loans. Qualified construction loans will receive five (5) points if the amount of the construction loan is greater than or equal to 50% of the total development costs. Applicant may receive points for both construction loans and permanent loans.

Leveraging from non-federal contributions help make an application more competitive. Leveraging will be evaluated during underwriting. The overall HTF subsidy per unit, development cost per unit, rent advantage compared to market and other affordable units, and rent paid by tenant will be compared to other HTF applications. This will affect ranking. The ability to reduce development costs and/or rents is more important than the type of leverage. However, similar proposals that show more leverage than others will be given preference.

4. **Does the grantee’s application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select “N/A”**.

Yes. HTF must be used for permanent housing. HTF eligible activities include using funding for the production of affordable rental housing through land acquisition and new construction of non-luxury housing with suitable amenities, including:

- Real property acquisition
- Site improvements
- Demolition
- Financing costs
- Relocation expenses
- Operating costs

Operating cost assistance and operating cost assistance reserves may be provided only to rental housing newly constructed with HTF funds and MHDC will award no more than one-third of the state’s annual grant to be used as operating cost assistance or operating cost assistance reserves. Operating cost assistance and operating cost assistance reserves may be used for insurance, utilities, real property taxes, maintenance, and scheduled payments to a reserve for replacing major systems. The eligible amount of HTF funds per unit for operating cost assistance is 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 the monthly operating cost.

Pursuant to §93.203(a) of the Interim Rule, HTF cannot be used for operating cost assistance reserves if HTF funds are used for the construction of public housing units. The public housing units constructed using HTF must receive Public Housing Operating Fund assistance under section 9 of the 1937 Act.

MHDC will only make an award of HTF funds for the purpose of acquisition when such funds are used to purchase real estate involving a particular identifiable housing development on which construction can be reasonably expected to start within 12 months of commitment of HTF funding.

HTF Funds may be used as:

- Equity investments
8. Interest bearing loans or advances
9. Non-interest bearing loans or advances
10. Interest subsidies
11. Deferred payment loans
12. Grants

In housing developments with multiple funding sources, only the actual HTF eligible development costs of the assisted units may be charged to the HTF program. If assisted and non-assisted units are not comparable, actual costs may be determined based on a method of cost allocation; notwithstanding, HTF units must be built to the same quality and standard as non-HTF units. If assisted and non-assisted units are comparable in terms of size, features, and number of bedrooms, the actual cost of the HTF-assisted units can be determined by prorating the total HTF eligible development costs of the project so that the proportion of the total development costs charged to the HTF program does not exceed the proportion of the HTF-assisted units in the project.

After project completion, the number of units designated as HTF assisted may be reduced only in accordance with § 93.203, except that in a project consisting of all HTF-assisted units, one unit may be converted to an onsite manager’s unit if the grantees determines the conversion is reasonable and that, based on one fewer HTF assisted unit, the costs charged to the HTF program do not exceed the actual costs of the HTF-assisted units and do not exceed the subsidy limit established pursuant to § 93.300(a).

An HTF assisted project that is terminated before completion, either voluntarily or otherwise, constitutes an ineligible activity and HTF funding must be repaid.

Pursuant to § 91.220(5)(D) and § 93.301(b) of the Interim Rule, MHDC requires that all developments comply with development building standards.

5. Does the grantee’s application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select “N/A”.

Yes. Pursuant to §91.220(5)(8) of the Interim Rule, MHDC requires that applications contain a certification that housing units assisted with HTF will comply with HTF requirements. Further a description of the eligible activities that will be conducted with HTF funds must be contained with the application.

6. Performance Goals and Benchmarks. The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress, consistent with the grantee’s goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-4S Goals and AP-20 Annual Goals and Objectives screens.

Yes.

7. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds. Enter or attach the grantee’s maximum per-unit development subsidy limits for housing assisted with HTF funds. The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME’s maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum
per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

MHDC will use the same Cost Limits (Exhibit D) for the HTF that it uses for the Low Income Housing Tax Credit program; these published cost limits vary across the state based on hard and soft construction costs and the cost of labor. Since 2014, MHDC has conducted Cost Analysis Reports on all approved MHDC developments. Analysis from these reports indicate that developers and contractors are able to provide quality housing while staying under the cost limits. MHDC believes the published cost limits are such that developers are able to provide housing that will last the affordability period while still being an efficient and responsible use of resources. MHDC will use the Section 234-Condominium Housing basic mortgage limits, for elevator-type projects, as adjusted. MHDC will use the 270% High Cost Percentage (HCP) factor for both Kansas City and St. Louis, and then group all Missouri counties into eight different “Key Localities,” which use either Kansas City or St. Louis as the base for cost comparison; a high cost percentage is calculated for each Key Locality by a multiplier (as determined by Marshall & Swift Multiplier) to adjust for costs in each locality relative to either Kansas City and St. Louis. MHDC uses these limits for the Tax Credit Program. Using this calculation method will allow the HTF to work seamlessly with other funding sources.

8. Rehabilitation Standards. The grantee 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 grantee’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 grantee must 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).

Refer to “Rehabilitation Standards Manual” exhibit.

9. Resale or Recapture Guidelines. Below, the grantee 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. If the grantee will not use HTF funds to assist first-time homebuyers, enter “N/A”.

NA

10. HTF Affordable Homeownership Limits. If the grantee 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. If the grantee will not use HTF funds to assist first-time homebuyers, enter “N/A”.

☐ The grantee has determined its own affordable homeownership limits using the methodology described in § 93.305(a)(2) and the limits are attached.

NA

11. Grantee Limited Beneficiaries or Preferences. Describe how the grantee 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. If the grantee will not limit the
beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population, enter “N/A.”

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.

The Set-aside Preferences consist of priorities for Special Needs and Vulnerable Persons and serve as incentives for developers to build housing that is safe, decent, affordable, and targeted to the most vulnerable individuals and families. This is accomplished by providing a home for individuals and families with special needs combined with social services to stabilize them once in place. Applicants are awarded more points for developments that include set-aside preferences and target extremely low and very low income populations thus giving their application a better chance of being funded. Developments applying under the Set-aside Preferences must select either the Special Needs Priority or the Vulnerable Persons Priority, but not both.

12. Refinancing of Existing Debt. Enter or attach the grantee’s refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee’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. If the grantee will not refinance existing debt, enter “N/A.”

NA
MISSOURI HOUSING DEVELOPMENT COMMISSION

DESIGN/CONSTRUCTION COMPLIANCE GUIDELINES

MHDC Form 1200

Effective January 1, 2020

920 Main, Suite 1400
Kansas City, Missouri 64105

Annual Action Plan
2021

OMB Control No: 2506-0117 (exp. 09/30/2021)
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INTRODUCTION

The primary objectives of this document are to set forth guidelines and standards for the design and construction of Missouri Housing Development Commission (MHDC) supported multifamily developments, to aid in the determination of acceptability of proposed multifamily projects and to aid the Architects, Owners and Contractors in preparing complete submissions that will allow smoother commitment processing and construction disbursement processing. The guidelines stated herein are in effect for all developments approved in future application rounds beginning with the 2014 Notice of Funding Availability competitive round. This document may, at the discretion of MHDC, be revised at any time to reflect changes in the industry, federal or state regulations, or MHDC requirements. Revisions will be posted to the MHDC web site and incorporated into this document (see Exhibit “H”).

It is the responsibility of the Owners and their agents to provide MHDC with the appropriate documentation to insure smooth and timely processing of architectural exhibits for firm commitment, loan closings and final project acceptance.

On rare occasion, it may become necessary to request a variance from the guidelines set forth in this document for a particular development. All variances must be requested prior to the issuance of the firm commitment, and approved in writing using the form of waiver shown in Exhibit “G.”

This document may not include all laws governing the construction of housing. It is the responsibility of the members of the development team to ensure all laws, rules and regulations are followed in the construction of this development. Any express or implied approval by MHDC of plans, specifications, scopes of work, or construction completion or any other document is solely a representation that MHDC confirms that for the purpose of MHDC’s internal review process the document(s) or activity provided for review meets the guidelines described herein. Any such approval by MHDC shall not be construed as a representation of any kind whatsoever that any or all law(s), rule(s), regulation(s), ordinance(s), policies and/or code requirements of any federal, state, and local jurisdiction have been satisfied.
SECTION I: DEFINITIONS & ABBREVIATIONS

Architect - The professional architect or engineer, licensed in the state of Missouri, providing design and construction administration services to the owner required by the Standard Form of Agreement between Owner and Architect for a Federally Funded or Federally Insured Project. AIA Document B108-2009 and the MHDC rider, Amendment to AIA Document B108. Construction administration includes all architectural services required after the start of construction through the latent defects inspection.

Conditional Reservation - This is the first stage of MHDC approval of the Owner's application for funds.

Construction Closing - The loan closing for construction/permanent loans prior to the start of construction.

Conversion - The point at which, after all of MHDC's requirements have been met, the final draw has been submitted to the title company for final disbursment, and the MHDC construction/permanent loan is ready to convert from construction to permanent status. This was previously referred to as the "Final Closing."

Energy Star - ENERGY STAR is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy intended to generate energy savings and protect the environment through energy efficient products and practices.

Fair Housing Act Design Requirements - Generally means that an adult in a wheelchair can maneuver through the public and common spaces, get into certain units, maneuver through the unit and has limited access to fixtures and appliances. To be considered compliant for MHDC-funded developments the design must meet the requirements of the Fair Housing Act Design Manual (see the Fair Housing Act at 42 U.S.C. 3601-19, implementing regulations at 24CFR Part 100 and the regulations at 24CFR Part 107 (Equal Opportunity in Housing).

Firm Commitment - This is the second stage of MHDC approval of the Owner's application for funds.

Home Investment/Home Partnership Program (HOME) – federal funding source from the U.S. Department of Housing and Urban Development (HUD) to States in order to provide decent and affordable housing, particularly for low- and very low-income Americans.

Housing Trust Fund (HTF) – federal funding source from the National Housing Trust Fund for acquisition, rehabilitation, or new construction or rental housing.

Independent Inspection Agency - Where the term "independent inspection agency" is used in the standards, the reference is to an agency which maintains a program of continuous control, testing and inspection over the quality of the product. Such an agency must conform to procedures set forth in ANSI Z34.1-87, and shall be acceptable to HUD.
Manufactured Components - Generally refers to prefabricated framing and structural components such as trusses and panelized systems which are assembled in a factory setting and transported to the development site for installation.

Manufactured Housing - Generally refers to housing assembled in a factory setting and transported to the development site for installation. Examples include system built housing, modular homes and mobile homes.

Public Space - An open space on the premises accessible to a public way or street, such as a yard, court, or open space dedicated to public use and abutting the premises.


Substantial Completion - Indicates the work performed under the construction contract has been reviewed and found, to the architect’s best knowledge, information and belief to be substantially complete. Substantial completion is the stage in the progress of work when the work or designated portion is sufficiently complete in accordance with the contract documents so that the owner can occupy or utilize the work for its intended use.

Universal Design - Generally means that people with varying abilities and sizes can maneuver into and through the space and use the fixtures and appliances with minor modifications. The seven principles of Universal Design include 1) Equitable Use, 2) Flexibility in Use (easy to adapt), 3) Simple and Intuitive Use, 4) Perceptible Information, 5) Tolerance for Error, 6) Low Physical Effort and 7) Size and Space for Approach and Use. There are no published rules or standards for achieving compliance with Universal Design and there is no right or wrong answer; it is a matter of realizing these principles through thoughtful design and attention to detail.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AA</td>
<td>Aluminum Association</td>
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<tr>
<td>AAMA</td>
<td>American Architectural Manufacturers Association</td>
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<td>ACI</td>
<td>American Concrete Institute</td>
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<td>AFPA</td>
<td>American Forest and Paper Association</td>
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<td>AHA</td>
<td>American Hardboard Association</td>
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<td>AIA</td>
<td>American Institute of Architects</td>
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<td>ANSI</td>
<td>American National Standards Institute</td>
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<td>ARMA</td>
<td>Asphalt Roofing Manufacturers Association</td>
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<tr>
<td>ASCE</td>
<td>American Society of Civil Engineers</td>
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<tr>
<td>ASHRAE</td>
<td>American Society of Heating, Refrigerating &amp; Air Conditioning Engineering</td>
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<td>ASME</td>
<td>American Society of Mechanical Engineers</td>
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<td>ASTM</td>
<td>American Society for Testing and Materials</td>
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<td>AWS</td>
<td>American Welding Society</td>
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<tr>
<td>BOCA</td>
<td>Building Officials and Code Administrators</td>
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<tr>
<td>CABO</td>
<td>Council of American Building Officials</td>
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<tr>
<td>cfm</td>
<td>Cubic feet per minute</td>
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<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
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<tr>
<td>CPSC</td>
<td>Consumer Product Safety Commission</td>
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<td>CRI</td>
<td>Carpet and Rug Institute</td>
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CS  Commercial Standard
DOT  Department of Transportation
EO  Executive Order
EPA  Environmental Protection Agency
ext.  Exterior
F  Fahrenheit (degrees)
FHA  Federal Housing Administration
FGMA  Flat Glass Marketing Association
FHDA  Fir and Hemlock Door Association
FS  Federal Specification
gals  Gallons
HTF  Housing Trust Fund (also known as National Housing Trust Fund)
HUD  Department of Housing and Urban Development
in.  Inches
int.  Interior
ISWA  Insect Screening Weavers Association
mph  Miles per hour
MPS  Minimum Property Standards
MR  Materials Release
MS  Manual Series
NAHB-RF  National Association of Home Builders - Research Foundation
NAIMA  North American Insulation Manufacturers Association
NAS  National Academy of Sciences
NIBS  National Institute of Building Sciences
NIST  National Institute of Standards and Technology
NCDC  National Climatic and Data Center
NFPA  National Fire Protection Association
NOFMA-OFGF  National Oak Flooring Manufacturers Association - Official Flooring Grading Rules
NRCA  National Roofing Contractors Association
NSDJA  National Sash and Door Jobbers Association
NTMA  National Terrazzo & Mosaic Association
NWMA  National Woodwork Manufacturers Association
oz  Ounces
PHCC  National Association of Plumbing, Heating and Cooling Contractors
PCI  Pre-stressed Concrete Institute
PTI  Post-Tensioning Institute
psf  Pounds per square foot
PVC  Polyvinyl chloride
RFCI  Resilient Flooring Covering Institute
SGCC  Safety Glazing Certification Council
SI  International Standard (Metric)
TCA  Tile Contractors of America
T & G  Tongue and Groove
UL  Underwriters Laboratories
UM  Use of Materials Bulletin
USDA  United States Department of Agriculture
WM  Wood Molding and Millwork Producers
WQA  Water Quality Association (Formerly Water Conditioning Foundation)
SECTION II: GENERAL DEVELOPMENT ACCEPTABILITY

GENERAL REQUIREMENTS:
The proposed development must be designed and constructed to:
1. Comply with applicable local, state and federal ordinances and laws
2. Provide facilities, equipment and amenities appropriate for use by the intended occupants
3. Meet the needs of the affordable rental market and the neighborhood in which it is located
4. Meet the established construction budget
5. Be economical to maintain

SITE AND ENVIRONMENTAL CONSIDERATIONS
1. No part of any residential structure may be located within 30 feet of the outer boundary of a high-pressure gas or liquid petroleum transportation pipeline easement.
2. No part of any residential structure may be located within 100 feet (horizontal) of any high voltage transmission lines or their supports.
3. All lead contaminated assemblies shall be abated. For the control of lead hazards see MHDC’s Environmental Review Guidelines Form 1400.
4. All asbestos laden materials shall be abated. For the control of asbestos laden materials, see MHDC’s Environmental Review Guidelines Form 1400.
5. All occupied facilities shall be free of radon above accepted EPA levels. For the control of radon hazards, please see MHDC’s Environmental Review Guidelines Form 1400

CODE AND ZONING REQUIREMENTS:
1. Developments (including those federally funded with HOME or National Housing Trust Fund - HTF) must comply with all construction codes and local zoning ordinances as adopted by the governmental authority in which the project is located.
   In the absence of locally adopted codes, the latest available edition of the following should be utilized:
   - International Plumbing Code
   - International Mechanical Code, the NFPA 70
   - National Electrical Code (2014)
- International Residential Code
  o Note: All doors exiting to the outside from single family houses, duplexes, and single story row style residential units are considered by MHDC to be egress doors. Egress doors shall be subject to the limitations of the 2018 International Residential Code with no exceptions.

2. Uniform Physical Conditions Standard (UPCS)
   In accordance with HOME Rule 24 CFR 5.703, UPCS is an inspection protocol created by HUD that is used to evaluate the condition of housing. This protocol establishes minimum property condition standards for rehabilitation and is more comprehensive than Housing Qualify Standards (HQS). This should be used as a guide when establishing rehabilitation requirements.

3. HUD Rehabilitation Standards
   In accordance with 24 CFR 92.251(b) for federally funded projects must meet all applicable state and local codes, ordinances, and zoning requirements.

REHABILITATION STANDARDS:

Projects funded with or without federal HOME and National Housing Trust Fund (HTF) funds shall comply with Missouri Housing Development Commission (MHDC) rehabilitation standards indicated in Exhibit J.

PROPERTY STANDARDS FOR REHABILITATION PROJECTS
(See also Exhibit J)

1. Major Systems - All major systems must be assessed and include: structural support; roofing; cladding and weatherproofing (e.g., windows, doors, siding, gutters) plumbing; electrical; heating, ventilation, and AC. The owner must estimate (based on age and condition) the remaining useful life of these systems upon project completion of each major system. For rental housing, if the remaining useful life of one or more major system (that is/are scheduled to remain) is less than the applicable period of affordability, then the owner must establish a replacement reserve with monthly payments that are deemed adequate by MHDC to repair or replace the system(s) as needed. To assist the owner in assessing major systems the owner must commission an architect or engineer to carry out this assessment.
2. Capital Needs Assessment - For multifamily housing projects of 26 units or more, the owner must undertake a capital needs assessment (CNA) in a format to comply with MHDC Form 1201 Physical Needs Assessment Guidelines. The CNA must determine all work that will be performed in the rehabilitation of the housing and the long-term physical needs of the project. The CNA must include determining the useful life of major systems upon project completion (including structural support, roofing, cladding and weatherproofing (e.g. windows, doors, siding, gutters), plumbing, electrical, and heating, ventilation, and AC). If the remaining useful life of one or more major system is less than the affordability period, then the owner must establish a replacement reserve with monthly payments that are deemed adequate by MHDC to replace the system(s) as needed.

3. Construction Documents and Cost Estimate - The construction documents (i.e. written scope of work to be performed) must be in sufficient detail to establish the basis for a uniform inspection of the housing to determine compliance with the standards. A cost estimate for rehabilitation must be provided.

4. Frequency of Inspections - An initial property inspection will be required to identify the deficiencies that must be addressed, along with a progress and final inspection to determine that work was done in accordance with work write-ups, is required.

5. Section 3 and Labor Standards - Projects receiving Federal funding shall include Section 3 & Labor Standards / Federal Cross-Cutting Requirements.

ACCESSIBILITY REQUIREMENTS

All developments must be designed and constructed or rehabilitated to meet the following requirements:

1. Uniform Federal Accessibility Standards of April 1, 1988 (24 CFR 100.205)
2. Fair Housing Act (42 U.S.C. 3601-19) and implementing regulations at 24 CFR Part 100
6. Universal Design:

   For all new construction single family, duplex units, multi-plex units, and all new construction senior housing, regardless of the number of units in the development, be designed utilizing the principles of Universal Design. Required elements are attached hereto as Exhibit "D." This requirement is in addition to the requirement for accessibility for persons with mobility, hearing,
and or visual impairments

At a minimum, provide the following:

a. New construction of five or more units:

   A minimum of one unit, to equal no less than 5% of the total units, accessible to physically handicapped persons and wheelchair users, with an additional 2% of the units usable by those with hearing or visual impairments. Common areas must be accessible.

b. Substantial rehabilitation in properties with 15 or more units:

   A minimum of one unit, to equal no less than 5% of the total units, accessible to physically handicapped persons and wheelchair users, with an additional 2% of the units usable by those with hearing or visual impairments. Common areas must be accessible.

c. Other alterations:

   A minimum of one unit, to equal no less than 5% of the total units, accessible to physically handicapped persons and wheelchair users to the extent feasible. Common areas must be accessible to the extent feasible. There must be accessible routes from the entrance of the property to the common areas and accessible units.

   The accessibility requirements and standards listed above require a 'portion' of Kitchen counters and upper cabinets to be accessible to physically disabled persons in a wheelchair.

   Thus, similar to Universal Design, there are no right or wrong answers. MHDC requires that all of the required accessible units have kitchens with a minimum of 50% of the countertops and upper cabinets meet wheelchair accessibility standards.

ACQUISITION OF STANDARD HOUSING

1. Existing housing that is acquired with federal funding (such as HOME and/or HTF) for rental housing, and that was newly constructed or rehabilitated less than 12 months before the date of commitment of federal funds must meet the property standards of paragraph (a) or paragraph (b) of this section, as applicable, of this section for new construction and rehabilitation projects. Compliance must be documented based upon a review of approved building plans and Certificates of Occupancy, and an inspection that is conducted no earlier than 90 days before the commitment of the federal assistance.

2. All other existing housing that is acquired with HOME and/or HTF assistance for rental housing must meet the rehabilitation property standards requirements of paragraph (b) of this section. Compliance must be documented based upon an inspection that is conducted no earlier than 90 days before the commitment of HOME and/or HTF assistance. If the property does not meet these standards, HOME and/or HTF funds cannot be used to acquire the property unless it is...
rehabilitated to meet the standards of paragraph (b) of this section.

3. Existing housing that is acquired for homeownership (e.g., downpayment assistance) must be decent, safe, sanitary, and in good repair. Standards must be established to determine that the housing is decent, safe, sanitary, and in good repair. At minimum, the standards must provide that the housing meets all applicable State and local housing quality standards and code requirements and the housing does not contain the specific deficiencies proscribed by HUD based on the applicable inspectable items and inspected areas in HUD-prescribed physical inspection procedures (Uniform Physical Condition Standards) issued pursuant to 24 CFR 5.705. The participating jurisdiction must inspect the housing and document this compliance based upon an inspection that is conducted no earlier than 90 days before the commitment of HOME and/or HTF assistance. If the housing does not meet these standards, the housing must be rehabilitated to meet the standards of this paragraph (c)(3) or it cannot be acquired with HOME and/or HTF funds.

4. Occupied housing by tenants receiving federally funded tenant-based rental assistance. All housing occupied by tenants receiving federally funded tenant-based rental assistance must meet the standards in 24 CFR 982.401, or the successor requirements as established by HUD.

GENERAL DESIGN REQUIREMENTS
(See also Section X - Design and Construction Standards)

1. ENERGY STAR and WaterSense–labeled products should be installed when older obsolete products (such as windows, doors, lighting, fans, water heaters, furnaces, boilers, air conditioning units, refrigerators, clothes washer & dryers, dishwashers, toilets, showers, and faucets) are replaced as part of the approved rehabilitation work, and such products are appropriate for achieving energy efficiency for the climate area in which the housing is located.

   New construction developments and renovated properties that are replacing appliances and components must install Energy Star appliances.

2. All developments which utilize natural gas must be equipped with a hardwired combination smoke and carbon monoxide detector. If this is not feasible, a written request for a waiver of this requirement must be reviewed and approved.

   Natural gas leak detectors must be installed in all developments which utilize natural gas.

3. In the St. Louis and Kansas City metropolitan areas, include the use of cages to surround and secure air conditioning units is required. The Owner may petition MHDC for variance.

4. Property (Monument) Sign(s), if included in the project, should include the following minimum information:
• The property name
• On-site office number and/or manager’s emergency contact number as well as the local TDD/TTY number
• Fair Housing Logo
• Handicap Logo (if applicable)

5. Broadband Infrastructure – For new commitments made after January 19, 2017 for a new construction housing project of a building with more than four rental units, the construction must include installation of broadband infrastructure, as this term is defined in 24 CFR 5.100, except where the participating jurisdiction determines and, in accordance with §92.508(a)(3)(iv), documents the determination that:
• The location of the new construction makes installation of broadband infrastructure infeasible; or
• The cost of installing the infrastructure would result in a fundamental alteration in the nature of its program or activity or in an undue financial burden.
SECTION III: REQUIRED DESIGN AND CONSTRUCTION SERVICES

GENERAL REQUIREMENTS

The services of a professional Architect, licensed to practice in the state of Missouri, are required on all projects.

1. Developments utilizing off-the-shelf plans must employ an Architect to take possession of the plans. Failure to engage an Architect acceptable to MHDC shall be the basis for rejection of the application.

2. The principal or an authorized licensed architect representing the Architectural firm is required to stamp the Construction Documents. Construction Documents include construction drawings, construction specifications, change orders, illustrations or directives, ASI illustrations or directives, DSI illustrations or directives.

3. The principal or an authorized licensed architect representing the Architectural firm shall sign off on monthly and final inspection reports, change orders, draw requests, and any other applicable documentation before its submission to MHDC. MHDC may request a resolution setting forth the names of the Architect’s authorized representatives, along with their resumes, for the file.

MANUFACTURED HOUSING

1. All Manufactured Housing must be designed by a professional architect or engineer registered in the state of Missouri. All Construction Documents illustrating or describing any or all components must be sealed, signed and dated by an Architect.

2. All Manufactured Housing and Manufactured Components must comply with locally-adopted building and zoning codes and seismic requirements.

3. Manufactured Housing must be constructed on a permanent foundation

4. All Manufactured Housing and Manufactured Components with concealed spaces must be inspected during fabrication and assembly at the plant by a third-party inspector registered in the State of Missouri and performing services under contract with the Owner. The inspecting party shall file inspection reports with the Owner and MHDC.

5. The project architect is advised to contact the City to determine whether the City will require its representative to perform an inspection at the plant.

6. MHDC requires factory specifications and warranties for review prior to the commencement of construction.
OFF THE SHELF DESIGNS

If the Owner chooses to use off-the-shelf design plans which are purchased from a third party (such as a book of house plans), the Owner must present to MHDC a copy of the invoice and the terms of the purchase.

The design plan must be submitted to the Architect of record for review and approval. This shall also include any changes to the off-the-shelf design plans which were requested by the Owner and approved by the third party. The terms of the purchase shall give an Architect rights to (a) make minor modifications and/or define in further detail all portions of the off-the-shelf design plans as may be necessary for the site where the improvements are to be constructed; (b) take possession, sign, seal and date the off-the-shelf design plans.

The terms of the purchase shall include whether or not there is a right to reproduce the off-the-shelf design plans for future use, including the right of the Owner to vary from the original plan.

SUSTAINABLE HOUSING

If an Owner commits in the application process to the design or the design and certification of a property under the sustainable housing provisions of the Qualified Allocation Plan, the development must be designed, constructed, and verified to the level committed by the Owner. MHDC staff and its representatives will confirm the fulfillment of the sustainable housing commitment at plan review, during construction, and upon completion of construction through site visits and the review of supporting documentation.

If a development is not achieving green certification, MHDC must receive a letter from a certified green professional certifying, the development has met the green standards committed to in the application and the MHDC firm commitment.

OWNER-ARCHITECT AGREEMENT

Owner-Architect Agreement. Architectural services shall be contracted using AIA Document B108-2009, Standard Form of Agreement between Owner and Architect for a Federally Funded or Federally Insured Project. The MHDC rider, Amendment to AIA Document B108-2009, shall be signed and attached to the Agreement. See attached Exhibit “A.”

1. The scope of services shall provide all architectural, structural, mechanical, electrical, civil, landscape and other consulting services necessary to clearly identify the requirements for construction of the project.

2. The scope of services must include adequate provisions for the administration of the construction contract.

3. The scope of services shall designate the responsibility for the services to be provided whether by the architect, owner or others.

4. Modifications may be made to the Owner-Architect Agreement by striking out inapplicable provisions and inserting additional provisions in Article 12. Changes
shall not delete any service, either by the Architect or Owner, necessary to the project.

5. Required services may not be sublet or delegated to anyone not acceptable to MHDC.

6. No modification of the MHDC rider is permitted with the exception of Item 14. Latent Defect Inspections are not required on Tax Exempt Bond deals. As a result Item 14 on Exhibit ‘A’ shall be stricken out and initiated by both Owner and Architect.

BASIS OF COMPENSATION

The fee shall be a fixed fee for the services provided by the Architect as stated in the Agreement. The amount of compensation for design services and for construction phase services shall be separately identified and is subject to MHDC approval. The Construction Phase services should reflect an amount sufficient to compensate the Architect for required construction supervision services. MHDC reserves the right to adjust the fee structure based upon the amount of inspections deemed necessary in its sole discretion.
SECTION IV: APPLICATION PACKAGE

GENERAL REQUIREMENTS

The MHDC staff will review the Owner, General Contractor, Environmental Professional and the architectural exhibits included in the Owner’s funding application for general site-related issues, rehabilitation issues, qualifications and cost verification.

The following exhibits shall be included in the Owner’s application for funding:

OWNER’S RESPONSIBILITIES:

1. All identity of interests between Architect, Owner/Developer, Contractor, Subcontractors and Suppliers must be disclosed.

2. Physical Needs Assessment for rehabilitation projects prepared by or in concert with a licensed architect or engineer. See MHDC Form 1201 for MHDC Physical Needs Assessment Standards.

3. For historic buildings proposing a fully gutted rehabilitation, a letter from a structural engineer or equally qualified professional that certifies the building has been inspected and is structurally sound for the intended use.

4. Site Evaluation (MHDC Form 1302) and all substantiating information/maps, including pertinent zoning information for the site and the surrounding area.

ARCHITECT’S RESPONSIBILITIES:

1. City/Locality Map

2. Site Plan

3. Photographs of existing buildings if the project involves rehabilitation

4. Preliminary architectural drawings, including building and unit plans. Exterior and interior building finishes notations are required

GENERAL CONTRACTOR’S RESPONSIBILITIES

There are no responsibilities in connection with the submission of the application package.
SECTION V: FIRM COMMITMENT PACKAGE

FIRM COMMITMENT PACKAGE - REVIEW

The MHDC staff will review the construction documents and cost exhibits submitted as part of the Owner’s Firm Commitment package. Also, please refer to Exhibit “E”

1. The MHDC architectural staff shall review the firm commitment submission documents and prepare comments for the MHDC underwriting staff. A copy of these comments will be forwarded to the Architect for review and response

2. The Architect must provide MHDC with a written response to the architectural staff’s comments on the construction documents submitted for firm commitment. This response should itemize how each of the MHDC architectural staff’s comments or questions will be addressed. If modifications are to be made to the construction documents as part of the response, these should be made in the form of addenda. Once MHDC has approved the architectural exhibits and the construction documents, including any addenda or revisions made prior to the construction loan closing, no changes or variances will be allowed unless written approval is given by MHDC

FIRM COMMITMENT PACKAGE - REQUIRED EXHIBITS

OWNER’S RESPONSIBILITIES

1. AIA Document B108-2009 - Standard Form of Agreement between Owner and Architect for a Federally Funded or Federally Insured Project. If this agreement does not include all required architectural and engineering disciplines, include copies of all consulting contracts

2. Amendment to AIA Document B108-2009 (MHDC Rider) – By checking the appropriate box on Item 8, the rider indicates whether the Architect shall inspect construction improvements once or twice monthly. MHDC shall have the right in its sole discretion to require inspections by the Architect more than once a month as it deems necessary

3. Contractor's/Mortgagor's Cost Breakdown, MHDC Form FIN 115 - See General Contractor’s responsibilities

4. Physical Needs Assessment –
   - Current within six months of firm submission for rehabilitation of existing multifamily developments
   - For buildings being converted from other uses to multifamily, provide a detailed scope of work for the building structure and any components that will not be replaced during construction
5. Geotechnical Engineering Report –
   - Identify and describe soils by the nomenclature of the Unified Soils Classification System.
   - Borings must be in, or adjacent to, the proposed foundation area. At least one boring must be made for every 2500 sq. ft. of foundation area. For buildings supported on pilings, one boring must be made for every 1500 sq. ft. of foundation area. Borings must be at least to the bottom of the proposed footings and deep enough to locate bearing strata, which will support the proposed structure. When rock is encountered, the depth of drilling into the rock shall be sufficient to establish rock quality regarding voids, fissures and strength.
   - Should the development be comprised of single family dwellings or duplexes that contain less than 2500 sq. ft. of foundation area per structure, the required soil boring requirements will be evaluated by MHDC on a case by case basis.
   - Requirements for soil borings on scattered site developments shall be evaluated by MHDC on a case by case basis.
   - When ground water conditions influence the building design, observation of ground water levels must be recorded at the time of the boring and at least 48 hours later.
   - For future phases, if a basic site plan has been prepared that identifies potential footprints of buildings; one boring must be completed within the footprint of each building. If a basic site plan has not been prepared, the developer may use its best efforts to identify potential building areas, with no less than one boring per a five-acre area.
   - Identify whether the geological conditions of the development site are such that radon may exceed acceptable levels in completed buildings.
   - A copy of the Geotechnical Engineering Report must be bound into the specifications.

6. For new construction developments - the Owner must certify that it has consulted with the Architect and General Contractor to conform to the International Residential Code Section R318-Protection Against Subterranean Termites. Documentation of the measures taken must be incorporated into the construction documents and must be part of the scope of work.

7. For developments with existing buildings - regardless of the construction materials, a termite inspection report must be provided by a licensed Pest Control Company. If termite infestation is found in the report, the scope of work must include what steps will be taken to eliminate the problem. The scope of work must be updated during construction if additional damage is found. All environmental review items as outlined in the Environmental Review Guidelines Form 1400
ARCHITECT’S RESPONSIBILITIES

1. Two complete sets of Construction Documents adequate to describe the proposed site development: architectural, structural, mechanical and electrical components of the project in sufficient detail to verify compliance with local zoning and building requirements and with all federal regulations.

2. Off the Shelf Design plans

3. If the Owner chooses to use off-the-shelf design plans which are purchased from a third party (such as a book of house plans), the Owner must present to MHDC a copy of the invoice and the terms of the purchase.

4. The design plan must be submitted by the Architect of record for review and approval. The Architect of record shall sign, seal and date the off-the-shelf design plans with revisions, edits, additions.

5. An index of drawings on 8½” x11” paper, which includes the drawing number, drawing title and date of latest revision. Include on the list the project manual or specifications with its date, and any addenda with their issuance dates. When MHDC is the construction lender, this list must be updated prior to the construction loan closing as the index must be included as exhibit “B” in the Capital Advance Construction Contract. Please provide an additional copy of the drawing list(s) directly to the MHDC Legal Department.

6. A revision to the Development Characteristics Worksheet, providing an update to any changes in amenities provided as of the submission of the Firm Commitment Package.

GENERAL CONTRACTOR’S RESPONSIBILITIES

1. MHDC Form FIN 115 - Contractor’s/Mortgagor’s Cost Breakdown –

   Must be fully completed with labor costs and material costs separately itemized and the work description clarifying each line item. This form is available on the MHDC website.

   When subcontractor work and material suppliers work exceeds $10,000.00, their actual bids must be attached. These bids must be itemized clearly enough to verify costs.

   Please note the following documents which must be bound within the bid documents:

   - HOME-financed developments with 12 or more HOME-assisted units must include the current edition of the General Conditions of the Contract for Construction (AIA Document A201) as amended, the Federal Labor Standards Provisions (form HUD-4010).
   - Developments receiving Risk Share insurance must include the current edition of the General Conditions of the Contract for Construction (AIA Document A201) as amended, and Supplementary Conditions of the Contract for Construction (Form HUD-2554).
• For developments receiving both HOME funds and Risk Share insurance, only form HUD-2554 is required.

2. MHDC 2502 - Master Subcontractor List - List all major subcontractors by work category. This list must be updated at closing and throughout construction.

3. For developments receiving HOME funding or Risk Share insurance, submit a Section 3 Plan for the construction of the development as outlined in the “Section 3 Compliance Guide”.

4. Contractor’s Qualification Statement, AIA Form A305
SECTION VI: CLOSING

OWNER’S RESPONSIBILITIES:

Davis Bacon Act: The Davis-Bacon Act of 1931 and additional laws known as the Related Acts are a collection of United States federal laws which established the requirement for paying prevailing wage on certain public works or publicly funded projects. These laws require all contractors and subcontractors pay some of their employees particular wage rates depending on the type of work each employee performs. Davis-Bacon laws do not apply to all developments. Only certain circumstances will trigger the applicability of Davis-Bacon such as developments with twelve (12) or more HOME units.

The owner must verify that the wage determination provided by MHDC has been updated within 10 days of the construction loan closing. It is the Owner’s responsibility to request this update from MHDC at the appropriate time. Note: this wage determination, as set by determinations from the Department of labor for Davis-Bacon, must come from MHDC and be bound into the specifications/project manual. Copies of the wage determination obtained from websites are not acceptable.

ARCHITECT’S RESPONSIBILITIES:

1. Provide three (3) complete sets of plans and specifications/project manuals signed and sealed for construction loan closings. Tax Credit only deals require two (2) sets at construction loan closing.

2. MHDC requires plans and specifications to be sealed and signed by the Architect of record with date. The first sheet of each set must be ‘wet’ sealed, signed and dated using blue ink. Subsequent sheets may be scanned copies of the signed, sealed, and dated drawings. The specification/project manual booklets must have a place at the front for ‘wet’ seals, also signed and dated by the Architect of record using blue ink.

3. Changes in the Construction Documents made after firm commitment must be submitted to MHDC in the form of addenda or revisions for review prior to initial construction loan closing. Revision dates should be clearly marked on all documents. Revisions should be clearly marked on drawing sheets using standard “revision cloud” or other means acceptable to MHDC.

4. Provide a copy of the updated drawing index (refer to Section V; paragraph B 2(c), when MHDC is the construction lender.

GENERAL CONTRACTOR’S RESPONSIBILITIES:

1. Submit an updated FIN-115 showing the final construction budget for the
development as of the closing date, executed by the General Contractor and the Owner.

2. Provide copies of all building permits issued by the appropriate authority. In the event the development is located in an area where building permits are not issued, provide MHDC with evidence that local officials have approved the construction of the development.

3. Submit an updated list of major subcontractors for each work category on the form MHDC 2502: Master Subcontractor List.

4. Schedule a preconstruction conference for a time after the closing of the construction loan at a location acceptable to MHDC. No construction activity may commence prior to the preconstruction conference. Attendees must include: the General Contractor (and/or prime subcontractor), MHDC representatives (schedule through the Architecture Department), the project superintendent, the Architect and an Owner’s representative. MHDC will require additional participants, such as major subcontractors and the payroll clerk.

   On all projects utilizing HOME funds or Risk Share insurance, failure to schedule this preconstruction meeting, or failure to include the specified representatives in this meeting, may be grounds to rejecting a disbursement request.

5. Provide a copy of the construction progress schedule to MHDC’s third party inspector.

6. A schedule of progress meetings and payment application inspections must be provided at the preconstruction conference. It is required on projects with MHDC construction loans that monthly progress meetings be coordinated with MHDC’s third party inspector to insure timely payment application processing.

7. Be advised that if Section 3 applies to the development, a subcontractor may be required to provide MHDC with a Section 3 Plan, depending upon the amount of the contract award.
SECTION VII: CONSTRUCTION RESPONSIBILITIES - MHDC CONSTRUCTION/PERMANENT LOANS AND PERMANENT-ONLY LOANS

OWNER’S RESPONSIBILITIES:

Provide MHDC architectural staff with the following:

1. Contact Information for Development Team (including Architect, General Contractor’s project manager and/or superintendent, Owner’s representative, and others as required). Include addresses, e-mail, and phone numbers and update list as required throughout construction.
2. Copy of the executed construction contract prior to the preconstruction conference, if MHDC is not the construction lender.
3. If construction is being staged, then a turnover schedule must be provided and updated monthly.
4. Copies of drawings and specifications for any off-site improvements relating to the development, if not previously provided to MHDC.
5. The Application and Certification for Payment (on AIA Document G702 with continuation sheet G703) along with all other draw request forms and required back-up documentation. (See the Construction Disbursement Guide, MHDC 2400 for instructions.)

All deviations from the approved construction documents must be recorded and approved in writing by MHDC. MHDC shall have the right in its sole discretion to require inspections by the Architect of record more than once a month as it deems necessary.

The Owner, General Contractor and all Subcontractors must comply with federal, state and local laws concerning hiring practices and labor standards and comply with Section 3 requirements (with contracts of $100,000 or greater).

ARCHITECT’S RESPONSIBILITIES:

1. Copies of all field inspection reports prepared by the Architect of record. These reports should include the time and date of inspection, weather information and approximate percentage of project completion.
2. Copies of drawings and specifications for any off-site improvements relating to the project, if not previously provided to MHDC.
3. Copies of all Architect’s Supplemental Instructions and Change Orders (on AIA Document G701) and all other deletions, additions and modifications (including material and equipment substitution) in whatever form these changes are executed.
4. **Field Reports** – During the construction phase, the Architect of record shall make site visits to inspect all work and materials at a minimum of once monthly and execute a Field Report for each site visit. Copies of all Field Reports are to be submitted to the Owner and MHDC’s architectural staff on a monthly basis. Owners are encouraged to consider the benefits of frequent oversight provided by the Architect, especially for complex scopes of work. (See Appendix 3-MHDC Sample Site Observation Report)

5. **Inspections** - The Architect shall perform footing/foundation inspections and a complete open wall inspection of each building prior to installation of gypsum board. The frequency of inspection shall be agreed upon by the Architect and the Owner with the execution of the MHDC rider, Amendment to the AIA B108-2009.

**GENERAL CONTRACTOR’S RESPONSIBILITIES:**

1. **Progress Meetings** - The schedule of progress meetings and payment application inspections must be updated throughout construction. It is required on projects with MHDC construction loans that monthly progress meetings be coordinated with MHDC’s architectural staff or third party representative to insure timely payment application processing.

2. Update the form MHDC 2502 - Master Subcontractor List monthly throughout construction

3. Provide copies of any approved shop drawing submittals, data sheets, test results or certifications, if requested.

4. Application and Certification for Payment (on AIA Document G702 with continuation sheet G703)
   
   Note: originals of AIA Documents G701, G702 and G703 should be submitted to MHDC’s Construction Disbursement Department for Construction/Permanent Loans processing. (See the Construction Disbursement Guide, MHDC 2400 for instructions.)

5. Be prepared at all times to give the MHDC architectural staff or third-party representative the right of reasonable access to the construction site and the right to inspect all work performed and materials furnished for the project.

6. Notify MHDC architectural staff or its third-party representative at the time each building is ready for an open-wall inspection, framing is complete and electrical wiring, plumbing lines and ductwork is installed.

7. The Owner, General Contractor and all subcontractors must comply with federal, state and local laws concerning hiring practices and labor standards.

If Section 3 applies to the development, a subcontractor may be required to provide MHDC with a Section 3 Plan, depending upon the amount of the contract award.
SECTION VIII: CONSTRUCTION COMPLETION

OWNER’S RESPONSIBILITIES:

1. Notify the MHDC architectural staff in writing when construction has reached 90% completion and submit copies of certificates of substantial completion executed as of that point in time.

2. Assure that any environmental abatement or other mitigating requirements noted in the environmental review are accomplished to the satisfaction of MHDC. See MHDC’s Environmental Guidelines Form 1400 for more details.

ARCHITECT’S RESPONSIBILITIES:

1. Provide MHDC with the following:
   - Punch list and final inspection report (see Exhibit “B” Sample Punch List).
   - A fully executed AIA Document G704-2000 Certificate of Substantial Completion (“G704”) and Occupancy Permit for each building/floor/unit. More than one address may be listed on a G704.
   - A final G704 that declares the entire project as being complete.

2. All architectural field reports shall be delivered to MHDC prior to the final payment for construction is issued.

GENERAL CONTRACTOR’S RESPONSIBILITIES:

1. Coordinate occupancy and punch list inspections of all units/buildings with the MHDC architectural staff. Obtain from the Architect a G704 for each building/floor inspected, along with a single, final G704 that references the entire project as being complete. All G704 reports are subject to MHDC approval. All punch list items must be completed prior to occupancy.

2. Contractor shall fully inspect the completed construction, formulate a punch list of incomplete items and make corrections, alterations and additions to address all punch list items prior to requesting the Architect’s and MHDC’s final inspection.

3. Final Inspection - Schedule a final inspection with MHDC’s third party inspector. This inspection may be scheduled concurrent with the Architect’s punch list inspection(s) provided that inspection occurs when the work is complete.

4. Submit to MHDC a copy of the Final Punch list with all work signed off by the General Contractor and Architect.

5. Submit to MHDC a complete list of all changes made to the approved construction documents in the form of Change Order logs, ASI logs and/or meeting note logs (if changes were made via meeting notes).
SECTION IX: CONVERSION OF CONSTRUCTION/PERMANENT LOANS AND CLOSING OF PERMANENT-ONLY LOANS

OWNER’S RESPONSIBILITIES:

1. Provide MHDC with a copy of the certificate of occupancy or final inspection report [from the governmental unit having jurisdiction] from the General Contractor.
   In the event the development is located in an area where building permits and subsequent certificates of occupancy are not issued, obtain and provide MHDC with an acknowledgement of the completed construction from the county assessor.

2. Provide MHDC the Final Architect’s Certification, executed by the Architect of Record. (See attached Exhibit “C.”)

3. Provide MHDC with a list of final “incomplete items” and their approximate value. MHDC reserves the right to approve or deny any incomplete items and an escrow to provide payment for its completion. If MHDC approves incomplete items, the final inspection will establish the amount to be withheld from the final construction draw, which will be held in an escrow account.

4. Attend the latent defect inspection to be held about nine months after Substantial Completion with the MHDC staff inspector, Architect, General Contractor, and property manager.

5. Assure all latent defect citations are corrected to the satisfaction of MHDC.

6. Provide requested documentation to confirm completion of lead-based paint or asbestos abatement, provide operating and maintenance plans, or file required records in order to satisfy mitigating items from the environmental review. (See MHDC’s Environmental Review Guidelines Form 1400 for further details.)

7. Provide MHDC with a termite inspection letter (report) from a licensed pest control company regarding termite treatment during construction and/or inspection for termite infestation. This report shall indicate the warranty period and is required for all building types.

8. Provide MHDC with copies of certification from green program selected and declared to be certified in the application and the MHDC firm commitment.
   For developments not being certified, MHDC must receive a letter from a certified green professional certifying the development has complied with the green standards selected.

ARCHITECT’S RESPONSIBILITIES:

1. Participate in the latent defect inspection with the MHDC staff inspector, Owner, General Contractor, and property manager. (See Exhibit “F” Latent Defect
2. Execute a copy of The Final Architect’s Certification confirming the development has been constructed according to the approved plans and specifications. (See Exhibit “C”)

GENERAL CONTRACTOR’S RESPONSIBILITIES:

1. Obtain Certificates of Occupancy for every building permit issued.

2. Latent Defects Escrow. A latent defects escrow in an amount equal to 2.5% of the construction contract amount must be established by the Contractor at final closing. The escrow will be held for 15 months from the date of substantial completion, as established by the MHDC-approved G-704 for the entire project. The escrow, less any amount necessary to correct deficiencies not paid by the warranty or General Contractor, will be released only after an inspection and approval by the Owner, the Architect and MHDC. An MHDC compliance officer shall schedule this inspection, and attendance by the Owner, Contractor, and the Architect will be required. (See Exhibit “F,” Latent Defect Inspection)
SECTION X – EXHIBITS A-I:
EXHIBIT “A”

AMENDMENT TO AIA DOCUMENT B 108-2009
Standard Form of Agreement Between
Owner and Architect for Design Services

The Provisions of this Amendment supersede and void all inconsistent provisions of the Agreement.

1. The Owner and the Architect represent that they are familiar with the MHDC requirements, including all standards as set forth in publications given to them by MHDC for this Project and will perform all services in accordance with the applicable requirements of MHDC.

2. The Owner and the Architect recognize the interest of MHDC in the Project and any action or determination by either the Owner or the Architect is subject to acceptance or rejection by MHDC.

3. The portion of the Architect’s services and responsibilities and the Owner’s responsibilities shall not be sublet or delegated to anyone not acceptable to MHDC.

4. The Owner agrees to follow MHDC requirements regarding the use of off-the-shelf design plans and provide MHDC a copy of the invoice and the terms of the purchase which demonstrate whether the Owner has a right to reproduce the off-the-shelf design plans for future use, whether the Owner has a right to vary from the original plan, and whether the Architect of record has been given the right to (a) make minor modifications and/or define in further detail all portions of the off-the-shelf design plans as may be necessary for the site where the improvements are to be constructed; (b) take possession, sign, seal and date the off-the-shelf design plans.

5. The Architect will advise MHDC as well as the Owner of any omissions, substitutions, defects and deficiencies observed in the Work of the Contractor while Architect is on site per Section 8 of this agreement.

6. An Architect licensed in the state of Missouri shall stamp all drawings, specifications, “ASIs”, “DSIs”, and change orders.

7. The Architect shall sign off on monthly inspection reports and the final inspection report before its submission to MHDC and shall issue Certificates of Payment and Certificates of Substantial Completion. These certificates shall be in the form prescribed by MHDC.

8. The Architect of record shall make a minimum of (check one) [ ] one visit, [ ] two visits to the project per month throughout the construction period. MHDC in its sole discretion has the right to request additional inspections by the Architect as it deems necessary. Copies of the inspection reports shall be provided to MHDC by the Architect.

9. The Architect of record shall perform a footing/foundation inspection at the first available building and subsequent footing/foundation inspections as available at regularly scheduled field visits. Architect shall also conduct an open wall inspection of each building prior to installation of sheet rock (drywall). Copies of these inspection reports shall be provided to MHDC by the Architect.

10. The Architect will furnish copies of all field orders and field reports to MHDC in addition to the Owner.

11. The agreement shall not be terminated without five days prior written Notice to MHDC.
12. The Owner and the Architect shall recognize as a valid reason for termination, any request by MHDC for termination because of inadequate performance, undue delay or representation which may make the further services of the Architect unacceptable to MHDC.

13. If the Project for which the drawings or specifications prepared by the Architect has not been completed and there is a default or foreclosure, MHDC may use the drawings or specifications to complete construction of the Project without additional cost.

14. The Architect, Contractor, Owner and MHDC shall participate in a post construction punchlist inspection (Latent Defects Inspection) no sooner than nine (9) months after the date of Substantial Completion, nor later than eleven (11) months. The Architect shall issue a list of construction contract punchlist defect items arising out of this inspection which shall be acknowledged by the Owner, Contractor and MHDC.

(Seal)
Attest: ____________________________________________
By: ____________________________________________

OWNER:

(Seal)
Attest: ____________________________________________
By: ____________________________________________

ARCHITECT:

(Seal)
Attest: ____________________________________________
By: ____________________________________________
EXHIBIT “B”
SAMPLE
PUNCH LIST

AAA Architects
1111 South First Street
First City, Missouri
Phone 816-555- 1111 Fax 816-555-1112

Inspection Report for First City Apartments
2222 South Second Street
First City, Missouri

Date of Inspection

Note: The following are to be completed or corrected by the Contractor prior to final acceptance of the Project. The Contractor shall return a copy of this list to the Architect (or Engineer) after each item has been addressed, properly dated and initialed by the person responsible for corrective action.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>CONTRACTOR Addressed (initial &amp; date)</th>
<th>ARCHITECT Accepted (initial &amp; date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Curb cuts not installed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Lawn not seeded</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building #1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Install screens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Termites have eaten hole in living room floor. Repair and apply termite treatment.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This format is recommended in terms of the layout. Other information may be added per design firm’s policy if desired. The basic information, however; the work descriptions, the Contractor’s initialed response for each item and the Architect’s (or Engineer’s) acceptance of each item is required.
EXHIBIT “C”
FINAL ARCHITECT’S CERTIFICATION

Development Name:
MHDC No.

TO: MISSOURI HOUSING DEVELOPMENT COMMISSION

In order to induce the MISSOURI HOUSING DEVELOPMENT COMMISSION (“MHDC”) to advance the final installment of permanent loan proceeds in the amount of $___________ for the development of __________, located in __________, Missouri (“Development”), and with the intent that MHDC rely upon the statements set forth herein as a basis for so doing, the undersigned hereby certifies as follows:

The above referenced Development has been built in accordance with the Plans and Specifications, which were prepared by __________, a Missouri __________ and incorporated as part of the Construction Contract. Any changes made to the approved Contract Documents during construction have been documented after review and approval by the undersigned and MHDC.

All defined terms of this document bear the same meaning as in the Construction Contract executed in conjunction with the Development.

ARCHITECT:

By: ____________________________
Name: __________________________
Title: __________________________
Date: ________________

1 of 1
EXHIBIT “D”

MHDC UNIVERSAL DESIGN

MHDC requirements for Universal Design on New Construction in affordable housing developments:

1. **Equitable Use:**
   a. Minimum 36” door with a “no-step” entry, at accessible entries.
   b. Provide 60” rotation maneuvering space on exterior and interior latch side of accessible entries, with 18” minimum front approach clearance at latch side.
   c. Flat landing surfaces leading to doorways and at both sides of all accessible entry doorways.
   d. No thresholds and/or change of walking surface greater than ½” rise. Sliding glass doors may require a threshold rise each side to accommodate the threshold height limit.
   e. Continuous accessible path, minimum 42” width (excepting FHA’s step site rule), from parking and the public access to the unit, maximum 1:20 slope; 1:12 slope may be considered where space or conditions mitigate. On multiple story buildings with no elevator, upper floors may waive this item and Universal Design measures that can be easily retrofitted at a later date, including items 2 (a), 6 (a), and 7 (g).
   f. Patio or Deck landing at same level as interior floor at accessible entry doors.
   g. Mailboxes to be at an accessible location on the accessible route.
   h. Lever action door hardware.

2. **Flexibility in Use:**
   a. 24” Blocking or plywood substrate in bathrooms for future grab bars where needed, horizontal and vertical at all toilets, showers, and tubs. Around toilets, substrate up to 42” Above Finish Floor (AFF) (or blocking centered at 30” AFF). In shower and tub areas, substrate up to 60” AFF (or blocking centered at 42”); tubs may have shower fixture with integral grab bars.
   b. All electrical devices and environmental controls to be mounted between 15” and 48” AFF.
   c. On Townhouse developments provide a bedroom and a fully accessible bathroom on the main level of the unit as well as laundry if included. This requirement item is only required at accessible units. Stairways on all Townhouse units, regardless of accessibility, are required to be a minimum of 42” in width.

3. **Simple and Intuitive:**
   a. Lever action or grip friendly plumbing fixtures, trim, controls, door, and cabinet hardware.
   b. Buttons on control panels that can be distinguished by touch.
   c. Front mounted controls on appliances, 15”-48” AFF.
   d. Thermostat controls that are user friendly to adjust by feel and read easily.

Effective 06/29/2015

Annual Action Plan

2021
4. Perceptible Information:
   a. Signage with color contrasting print in addition to generally recognized icons.
   b. Create color or texture contrast between light switches/wall outlets and surrounding surfaces as well as contrasting colors between countertops and flooring and walls.
   c. Color contrast or texture change between wet rooms (bath, laundry, kitchen) and adjoining spaces.
   d. Contrasting lit doorbell or internal light when a doorbell is installed.
   e. Minimum 4” high house numbers posted in contrasting colors.
   f. Contrasting colors between wiring devices [receptacles and light switches] and surrounding surfaces.
   g. Contrasting colors between steps and landing or living space.
   h. Contrasting colors between different floor coverings.
   i. Contrasting colors between plumbing fixtures and flooring/countertops.

5. Tolerance for Error:
   a. Slip-resistant surfaces, especially in bathrooms, kitchens and entry areas. High gloss surfaces, ‘smooth’ ceramic floor tile, or similar flooring is not acceptable.
   b. Provide for ease of maintenance of all flooring. Deep pile carpets, highly textured masonry, or similar floor finishes are not acceptable.
   c. Ventilation to meet current ASHRAE 62.2 standard where applicable. Operable ventilation for bathrooms and kitchens highly recommended.
   d. Light switches with large flat pads.

6. Low Physical Effort:
   a. Provide minimum of one low threshold shower on primary level; tubs are acceptable with backing installed for wall mount or overhead lift. On Townhouse developments this item is only required at accessible units.
   b. One operable window in each bedroom and living room, with 36” maximum sill heights; 44” in garden level (partial below grade) is acceptable.
   c. Self-closing fire rated doors must be on lowest setting while complying with the enforced building code.
   d. No interior ramps.

7. Size and space for approach and use:
   a. 36 inch minimum width doors.
   b. 60 inch clear turning space provided in at least one bathroom and in the kitchen; 60” T-turns acceptable where conditions warrant.
   c. 42 inch wide residential unit and common hallways.
   d. Provide for parallel or front approach to all sinks and appliances.
   e. 20% of storage space within 15-48” reach AFF.
   f. Bottom of bathroom mirror within 40” AFF.
   g. Allow knee clearance below one lavatory and below a 30-32” height kitchen workstation which may be a pull-out accessory.

Effective 06/29/2015
h. Toilet set at a minimum of 18" off one sidewall from toilet center in a space that is at least 48" wide on accessible units only.

i. Shower controls on nearest wall to opening at 15"-48" AFF, controls setback not to exceed 15".
EXHIBIT “E”

CONTRACT [FOR CONSTRUCTION] DOCUMENTS

I. Construction Documents must include the following:
   A. Specifications or Project Manual:
      1. A current edition of AIA Document A201, General Conditions of the Contract for Construction. An original of this document must be bound into the set of construction documents submitted to MHDC. It may not be included by reference only. This document may not be modified.
      2. Additions to the General Conditions may be made in the form of Supplementary General Conditions. Other project requirements should be included in the Division 1 General Requirements section of the technical specifications.
      3. HOME-financed developments with 12 or more HOME-assisted units must include the current edition of the “General Conditions of the Contract for Construction” (AIA Document A201) as amended, the “Federal Labor Standards Provisions” (form HUD-4010), and a current wage determination as provided by MHDC. Note that the wage determination must be verified and updated within 10 days of the construction loan closing and provided as an addendum to the specifications manual.
      4. Developments receiving Risk Share insurance must include the current edition of the “General Conditions of the Contract for Construction” (AIA Document A201) as amended, the “Supplementary Conditions of the Contract for Construction” (form HUD-2554), and a current wage determination as provided by MHDC. Note that the wage determination must be verified and updated within 10 days of the construction loan closing and provided as an addendum to the specifications manual.
      5. Specifications to clarify construction administration requirements.
      6. Technical specifications as required to clarify materials and methods of construction.
      7. Geotechnical Engineering Report (bound into the specifications or project manual).
   B. Drawings, Illustrations, plans:
      1. A cover sheet with the following information:
         (a) Project name, location and MHDC project number.
         (b) Names and addresses of the Architect, the professional providing construction administration if not the same, the Owner, the General Contractor, and MHDC.
         (c) Spaces for the signature of each of the entities listed above. See Exhibit I for example signature block for items (b) and
(c).

(d) A tabulation of the living units by unit type, number of each type in each building, number of non-rental living units and totals. Include a tabulation of all accessible, adaptable, universally designed or Fair Housing compliant units. Include a brief description of the universal design principles used in the design.

(e) Square footage of each unit type, each building, and all non-residential spaces included in the project.

(f) Location map.

(g) Number of covered, uncovered and accessible parking spaces.

(h) Description of building codes enforced by the local governing body and/or used in the project design.

(i) Accessibility standards used in the project design with all exceptions to compliance identified.

(j) Description of universal design principals as listed in Exhibit "D" that has been incorporated into the project design.

2. Site plan, grading, drainage and site MEP plan(s) and details. Identify on the site plan all accessible parking spaces, the accessible route(s) through the development and note all accessible, adaptable and Fair Housing compliant units.

3. Landscape plan. If a landscape allowance is used, submit a preliminary plan showing general plant types, quantities and locations. Submit the final landscape drawing during construction, identifying quantities, plant types, seed and sod areas and other landscape information.

4. Dimensioned floor plans of sufficient detail to review individual unit and building layouts.

5. Exterior building elevations indicating all exterior materials and heights.

6. Structural plans and details including all required connection details.

7. Wall sections and construction details, including stair details. Note all fire resistive assemblies by detail and design assembly number such as IBC, UL or USG design number. Indicate how penetrations through all fire resistive construction is to be protected and specify materials used.

8. Drawings detailing how accessibility requirements for residential units and common spaces are being met. Include site impracticality calculations for reductions to complete Fair Housing compliance.

9. Schedules as required to indicate door and window sizes and door, window and finish materials.

10. Mechanical, electrical line voltage, communication/control low voltage, and plumbing plans, details, and specifications for all mechanical equipment. If any or all of these systems are proposed...
and accepted as a "design/build" portion of the work, the Owner shall insure that the design portion of the work and its full documentation, sealed by a registered engineer, be located at the work site prior to any work being performed.

11. Sustainability.
   (a) Information necessary to demonstrate compliance with the 2012 International Energy Conservation Code (IECC) as published by the ICC. MHDC may request additional information, such as calculations, performance criteria and data sheets as backup to the IECC compliance.
   (b) Information necessary to demonstrate compliance with the energy conservation or green building program selected and declared in the application package.
   (c) Full documentation that the energy conservation program selected and declared in the application package was implemented, along with a copy of certifications, if applicable.

12. Electrical plans and schedules, as required.
13. Fire alarm and sprinkler systems, if included in the project, may be in the form of specifications only for firm commitment submittal. Shop drawings, including complete system layouts, for these systems must be submitted during construction.
14. Property (Monument) Sign(s), if included in the project, should include the following minimum information:
   (a) The property name.
   (b) On-site office number and/or manager's emergency contact number as well as the local TDD/TTY number.
   (c) Fair Housing Logo.
   (d) Handicap Logo (if applicable).
EXHIBIT “F”

LATENT DEFECT INSPECTION

The latent defect escrow will be released only after an inspection and approval by the Owner, the Architect, and MHDC.

A. Participation. A representative of the Owner, Property Manager, the General Contractor, the Architect and MHDC shall inspect the property as a single group after the eighth month and before the thirteenth month of the date of the development-wide G704.

B. This G704 must state or will imply the date of the commencement of the 12-month warranty period, which will establish the approximate date of the latent defect inspection nine months afterwards.

C. All citations and deficiencies discovered at the latent defect inspection must be corrected prior to the release of the latent defect escrow. In the event this cannot be accomplished by the Owner by the date of expiration of the latent defect escrow, MHDC may, in its sole discretion, choose to extend the expiration date or use the latent defect escrow to correct the deficiencies.

D. The Owner shall be responsible for the correction of all latent defect citations and deficiencies regardless of the occupancy of a unit prior to the issuance of the final G704 for the entire project.

E. The Owner shall submit to MHDC a copy of the latent defect inspection list with all work signed off by the General Contractor and Owner or Property Manager. MHDC reserves the right to conduct additional latent defect inspections if deficiencies are not corrected to its satisfaction.
EXHIBIT “G”

FORM OF REQUEST FOR VARIANCE/WAIVER OF A REQUIREMENT SET FORTH IN THE DESIGN/CONSTRUCTION COMPLIANCE GUIDELINES

Development Name:
Development Number:
Ownership Entity (“Owner”):
Architect:
General Contractor:

Variance/Waiver Request:

Justification for Request:

Requested this ___ day of ____.

OWNER

________________________________________
(Printed Name)
(Title)

ARCHITECT

________________________________________
(Printed Name)
(Title)

GENERAL CONTRACTOR

________________________________________
(Printed Name)
(Title)

Exhibit G
The request has been: □ Accepted  □ Denied

Comment:

Reviewed on this __ day of ________________.

MISSOURI HOUSING DEVELOPMENT COMMISSION

__________________________________________
Name: ________________________________
Title: ________________________________

__________________________________________
Name: ________________________________
Title: ________________________________
EXHIBIT “H”

REVISIONS TO THE AUGUST 1, 2009
DESIGN/CONSTRUCTION COMPLIANCE GUIDELINES
(“COMPLIANCE GUIDELINES”)

Any revision to the Compliance Guidelines subsequent to August 1, 2009 will be set forth in this Exhibit “H,” and is incorporated into and made a part of the Design/Construction Compliance Guidelines. Each revision will have a date which it goes into effect and will specify the category of developments to which it applies.

Notice Date/ Revision/ Effective Date Affected Developments
3/2/2012 Developments approved for funding in 2012.

All reference to AIA Document B181 Standard Form of Agreement Between Owner and Architect For Housing Services indicated in the Design/Construction Guidelines shall be changed to read AIA Document B108 Standard Form of Agreement Between Owner and Architect for a Federally Funded or Federally Insured Projects.

03/02/2015 Developments approved for funding in 2015.

Performed miscellaneous updates and clarifications throughout Guidelines. Addition of ‘Exhibit I’; Signature Block Example.

06/29/2015 Developments approved for funding in 2016.

Updated Exhibit “D” MHDC Universal Design.

03/05/2018 Developments approved for funding in 2018.

Update Guideline to include Rehabilitation Standards for Developments. Addition of Exhibit “J” Rehabilitation Specifications.
EXHIBIT “I”

Signature Block Example

<table>
<thead>
<tr>
<th>SIGNATURE BLOCK</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHITECT: (Name)</td>
</tr>
<tr>
<td>ADDRESS</td>
</tr>
<tr>
<td>OWNER: (Name)</td>
</tr>
<tr>
<td>ADDRESS</td>
</tr>
<tr>
<td>GENERAL CONTRACTOR: (Name)</td>
</tr>
<tr>
<td>ADDRESS</td>
</tr>
<tr>
<td>BONDING COMPANY: (Name, only if applicable)</td>
</tr>
<tr>
<td>ADDRESS</td>
</tr>
<tr>
<td>MISSOURI HOUSING DEVELOPMENT COMMISSION</td>
</tr>
<tr>
<td>920 Main, Suite 1400</td>
</tr>
<tr>
<td>Kansas City, MO 64105</td>
</tr>
</tbody>
</table>
SECTION XI – REHABILITATION SPECIFICATIONS – EXHIBIT J:
Missouri Housing Development Commission

General Rehabilitation Specifications

Exhibit “J”
GENERAL SPECIFICATIONS

DIVISION 1--GENERAL

SECTION 1A - DEFINITIONS

1. **MHDC** - the Missouri Housing Development Commission or its authorized representative.

2. **Contractor** - the individual or firm contracting with the Owner for performance of any or all of the work specified by the Scope of Work Summary.

3. **Owner** - the person, persons or their authorized representative identified as such on the Scope of Work Summary and contracting with the Contractor for performance of the prescribed work.


SECTION 1B - REFERENCES/STANDARDS

All work to be performed and materials supplied shall conform to the standards of the following professional societies.

1. Concrete work shall conform to the standards of the American Concrete Institute (ACI).

2. All masonry work shall be installed in accordance with the National Concrete Masonry Association.

3. Steel work shall conform to the standards and grading rules of the American Steel Association.

4. Plywood shall conform to the grading rules of the American Plywood Standards Committee.

5. Lumber shall conform to the grading rules of the American Lumber Standards Committee.

6. Roof shingles shall carry an Underwriter’s Laboratory label for conformance to the fire resistance standards, and shall conform to the Asphalt Roofers Manufacturer’s Association.

7. Other materials shall meet the standard under the specification division as specified.

8. All electrical work shall be installed in accordance with the National Electric Code.

9. All plumbing shall be installed in accordance with the International Plumbing Code.
10. All heating systems shall be installed in accordance with ASHRAE, the International
    Energy Conservation Code, the International Mechanical Code and Fuel Gas Code.

11. All construction work shall comply with the International Building Code, the
    International Residential Code, the NFPA Life Safety Code, and the ANSI A117.1


15. ASTM--C270 Specifications for mortar for unit masonry.

16. ASTM--A185 & A615 concrete reinforcing.

17. ASTM--C1116 fiber reinforcing in concrete.

18. ACI--318 concrete reinforcing.

SECTION 1C - GENERAL SPECIFICATIONS FOR HOUSING REHABILITATION

These General Rehabilitation Standards provide minimum specifications for items, materials,
and installation to be furnished under the construction contract for the rehabilitation of
residential properties. These minimum standards are designed to ensure that
properties are free of foreseeable hazards and adverse conditions that may affect
the life, health, and safety of the occupants. These specifications were prepared by MHDC
staff for use in the housing rehabilitation projects that utilize federal funding for HUD-
administered housing projects. Any questions on the intent or interpretation of these
specifications shall be referred to MHDC staff for clarification.

SECTION 1D - CODES, ORDINANCES, AND STANDARDS

Work required by the Work Write-Up or any specifications shall be performed in accordance
with all applicable codes, ordinances, and these attached General Rehabilitation
Standards (GRS) prepared by MHDC. If a contradiction exists between the Codes and the
Scope of Work Summary or the GRS, the requirement of the Code will apply, except
when the requirement of the Scope of Work Summary or the GRS exceeds those of the
Codes. In that case, whichever requirement in the Work Write-Up or the GRS is most
stringent will apply.

The current Building Code recognized by the Authority Having Jurisdiction (AHJ) and
includes the following standards: International Building Code, International Residential
Code (with exceptions), International Property Maintenance Code, International Energy
Conservation Code, International Plumbing Code, International Mechanical Code,
National Electric Code, and ANSI A117.1 American National Standards for Accessibility &
Usable Buildings. All above-noted Codes, specifically the International Building Code and
International Residential Code, will be simply referenced as the Building Code throughout
these GRS.
SECTION 1E - GENERAL CONDITIONS
The work shall include all labor, materials, equipment, permits, work write-ups, and drawings for the completion of the work identified and reasonably inferred as necessary to produce the intended results by the Contract Documents. The intended results shall correct all health and safety (life threatening) issues; major systems issues (structural; roofing; cladding; windows; doors; plumbing; electrical; and heating, ventilation, and air conditioning); lead-based paint hazards; accessibility concerns; and any applicable disaster mitigation issues as listed in the Uniform Physical condition Standards – Comprehensive Listing (see Appendix 4).

The remaining useful life of the major systems must be determined for rental housing and a capital needs assessment will be required for projects of 26 units or more. The major systems for homeownership housing must have a minimum remaining useful life span of 5 years.

SECTION 1F - PERMITS, BONDS, LICENSES, AND INSPECTIONS
Any and all permits, bonds or licenses required for the execution of the work specified by the Scope of Work Summary shall be obtained and paid for by the Contractor prior to the start of that work. Contractors and subcontractors are responsible for obtaining any progress or final inspections from the local jurisdiction’s building departments and MHDC. Failure to call for the required inspections or proceeding without inspection, such as covering work without approval and deviating from approved plans and specs, may result in violations that could include no payment.

Progress field reports shall be submitted to MHDC by Architect of Record. The following information shall be included in the field report as indicated in the Sample MHDC Site Observation Report (See Appendix 3).

Upon project completion, each unit must be decent, safe, sanitary, and in good repair. Each unit must comply with the items contained in the Housing Quality Standards and Uniform Physical Conditions Standards. These items include the following.

1. Exterior:
   A. Foundations: All foundations must be sound and free from hazards.
   B. Stairs, Porches, and Rails: All stairs, porches, and rails must be sound and free from hazards.
   C. Roof and Gutters: The roof and gutters must be sound and free from hazards.
   D. Exterior Surfaces: All exterior surfaces must be sound and free from hazards.
   E. Manufactured Homes: Units must be properly set, contain permanent foundations, and be tied down.
   F. Fencing and Gates: All fencing and gates must be sound and free from hazards.
   G. Grounds and Storm Drainage: Proper drainage must be provided, no erosion present, and no overgrown vegetation present.
H. Mailboxes and Signs: No missing or damaged components should be present.
I. Market Appeal: Site should be free of litter and any visible graffiti.
J. Parking Lots and Drives: All parking lots and drives must be sound and free from hazards.
K. Play Areas and Equipment: Play areas and equipment should be safe and free of any hazards.
L. Refuse Disposal: Site should be free of hazards and adequate storage for refuse must be provided.
M. Retaining Walls: Retaining walls must be sound and free from hazards.
N. Walks, Steps, and Ramps: All walks, steps, and ramps must be sound and free from hazards.

2. Interior:
A. Living Room: Is a living room present?
B. Kitchen: Is a kitchen present?
C. Bath: Is a bathroom present?
D. Other Rooms Used for Living: Are other rooms used for living present?
E. Electric: Is the electrical system free of hazards? Does each room have two working outlets or one working outlet with one working light fixture?
F. Window: Is at least one window present? Windows must be free of deterioration and missing or broken panes.
G. Doors: All doors must be sound and free of hazards or deterioration.
H. Security: All windows and doors that are accessible from the exterior must be lockable.
I. Ceiling: All ceilings must be sound and free from hazards.
J. Walls: All walls must be sound and free from hazards.
K. Floors: All floors must be sound and free from hazards.
L. Stove/Range: Unit must have a working stove or range free from hazards.
M. Refrigerator: Unit must have a working refrigerator free from hazards.
N. Sink: Unit must have a permanently-attached sink and in good working order with hot and cold water.
O. Dishwasher and Garbage Disposal: If dishwasher and garbage disposal are provided, they must be in working condition and free of hazards.
P. Space for Storage, Preparation and Serving Food: Adequate space for storage, preparation, and serving food must be provided.
Q. Toilet: A toilet must be present and in good working condition.
R. Lavatory: A lavatory must be present, permanently attached, and in good working condition with hot and cold water.
S. **Tub/Shower**: A tub or shower must be present and in good working condition with hot and cold water.

T. **Ventilation**: A window must be provided in the bath or a mechanical exhaust system in good working condition. Mechanical ventilation must discharge air to the exterior.

U. **Smoke Detectors**: At least one battery-operated smoke detector or hard-wired smoke detector in working order must be provided on each level of a unit.

V. **Heating**: Heating adequately capable of providing heat to all rooms, free from hazards, and properly ventilated as necessary must be provided.

W. **Water Heater**: All water heaters must be properly located, installed in a safe manner, and not contain any hazards.

X. **Plumbing**: The plumbing system must be free of leaks and corrosion. The system must be an approved public or private system.

Y. **Sewer**: The sanitary system must be properly connected to an approved public or private system.

Z. **Call for Aid**: All call for aid or emergency call systems must be operable.

3. **Health & Safety**:
   
   A. **Access**: Must be able to enter a unit without passing through another unit.
   
   B. **Exits**: Acceptable fire exits must be provided from a unit that is not obstructed.
   
   C. **Infestation**: All units must be free of infestation from rodents, vermin, insects, and other pests.
   
   D. **Garbage and Debris**: The site and units must be free of all litter, garbage, and debris.
   
   E. **Interior Stairs/Common Halls**: All areas must be safe and free of hazards.
   
   F. **Other Interior Hazards**: All areas must be safe and free of hazards.
   
   G. **Elevators**: All elevators must have a current inspection certificate and be in safe, working condition.
   
   H. **Air Quality**: The site and units must be free of any air pollutants that threaten the occupants’ health.
   
   I. **Site and Neighborhood**: Site and neighborhood must be free from any health and safety issues.
   
   J. **Flammable and Combustible Materials**: Properties must not contain any type of improperly-stored flammable and combustible materials.
   
   K. **Lighting**: Site and unit must not contain any broken or missing light fixtures or bulbs.
   
   L. **Emergency Power**: All auxiliary lighting and exit signs must be in good working order.
   
   M. **Fire Protection**: Properties must not contain any expired fire extinguishers or missing and damaged sprinkler heads or equipment.
SECTION 1G - INSURANCE REQUIREMENTS
Each contractor must carry adequate liability insurance coverage, as well as proper workers' compensation coverage. The contractor shall not commence work until he/she has obtained all insurance required.

SECTION 1H - PROJECT INSPECTION
The Contractor shall visit the project site and determine any conditions which may affect his work. This shall include inspection of the site and structure(s). Any conditions affecting his work shall be taken into consideration in his bid proposal and execution of the work to be performed.

SECTION 1I - STANDARDS AND WORKMANSHIP
Work required by the Scope of Work Summary and these GRS shall be performed with specified or approved equal materials and equipment by mechanics skilled in their respective trades. Standards for satisfactory quality workmanship shall be established by the intent of the contract, compliance with all applicable codes, ordinances, these GRS, accepted trade and industry standards, and MHDC. The Contractor shall also warrant his work against faulty materials and workmanship for a period of one year and replace same at the direction of MHDC at no cost to the Owner or MHDC.

SECTION 1J - MATERIALS
Unless otherwise specified, all materials and equipment incorporated in the work required by the Scope of Work Summary and these GRS shall be new and of the quality specified by these GRS. The Contractor shall, if requested, furnish evidence as to the kind and quality of materials. It is the intent of the Scope of Work Summary to permit the use of materials of any manufacturer so long as they are fully consistent with the quality and performance requirements of these GRS. Substitution shall be approved and executed by contract change order. It shall be understood that the use of materials other than those designated, without prior approval by contract change order, shall constitute a violation of the contract and that the Owner or MHDC shall have the right to require the removal of such materials and their replacement with the designated materials at the Contractor’s expense.

SECTION 1K - WORK DESCRIPTION
A Scope of Work Summary for each property, identified by Owner and address, will indicate all work to be performed with locations. Locations may be related to drawings which are included as part of the work summary. Anything specified on the drawings and not listed in the work summary shall be treated as if required. Work specified by the Scope of Work Summary shall comply with the requirements of these GRS. Each item of the summary includes reference to specific requirements of these GRS. These references do not preclude the requirement to meet all other applicable requirements of these GRS. All work specified by the Scope of Work Summary shall include all labor, material, equipment, and permits necessary to perform the work unless otherwise specified.
If there is a conflict between the requirements of these GRS and the requirements of the Scope of Work Summary which may include drawings, the Contractor shall notify MHDC for a determination as to which applies.

SECTION 1L - COMPLIANCE WITH MANUFACTURERS’ RECOMMENDATIONS
Installation of products, assemblies, and equipment specified will be in accordance with manufacturers’ instructions, recommendations, and specifications. Associated installation products, methods, and hardware shall be as recommended by the manufacturers.

SECTION 1M - ENGINEERING
When engineering is required as part of the Work Summary, the engineering requirements shall supersede the requirements of these GRS. Engineering required for the execution of the work shall be obtained by the Owner, seller, or Contractor.

SECTION 1N - PROPERTY DAMAGE AND SECURITY
The correction of any damage to the project site or adjacent properties as a result of any activities associated with the Contractor’s execution of the work shall be the responsibility of the Contractor. Settlement actions for damages shall be to the satisfaction of the property Owner(s). The Contractor shall ensure security of buildings by use of existing locking devices and boarding of any openings as a result of his work. New work and newly-installed products shall be protected from damage through completion of the project. Any damage to such work or products shall be repaired or products replaced to the satisfaction of the Owner and MHDC. The Contractor shall be held responsible for any damage or defacement caused in the process of delivery of materials or execution of work. Responsibility shall include the repair or replacement cost of damaged surfaces.

SECTION 1O - INSTRUCTION MANUALS AND WARRANTIES
When provided by the manufacturer, the Contractor shall provide to the Owner the owner’s manuals, guarantees, warranties, and certificates for furnished materials and equipment.

SECTION 1P - TRASH REMOVAL
The Contractor shall remove from the site all trash, debris, and waste materials accumulated during fulfillment of the contract by the Contractor, subcontractor, and any other personnel used in the performance of the contract. Trash, debris, and waste materials awaiting removal from the site shall be controlled to avoid scattering and unsightly accumulation. The Contractor shall not use the Owner’s trash facility. The premises and dwelling units shall be free from excessive accumulations of rubbish and garbage that presents a health and safety hazard. The owner must provide proper facilities for the placement of all rubbish and garbage.
SECTION 1Q - MARKET APPEAL

Any unusual negative site characteristics that have a negative impact on the curb appeal of the project must be corrective. These items include deterioration of any items, graffiti, and litter.
DIVISION 2 - DEMOLITION & SITE WORK

SECTION 2A - DEMOLITION
Any damage or loss resulting from demolition activities shall be corrected at the expense of the Contractor. Safety conditions shall be maintained at all times, and the Contractor shall use all precautions necessary, especially at excavations, to provide the necessary protection for the Owner, the public, and inspectors visiting the site. Debris as a result of demolition shall be removed from the site, streets, adjoining walks, and properties. Debris shall be removed from the site in approved containers to legal disposal sites in accordance with local ordinances and applicable environmental regulations.

SECTION 2B - EXCAVATION
Open holes and excavations as a result of demolition shall be filled with earth material free of rubbish or rocks larger than 3” in diameter. Fill shall be mechanically compacted in 6” lifts to a minimum of 90% of the maximum proctor density ASTM D-698. Fill shall not be flooded. When only a component of a structure or equipment/fixture therein is removed, it shall be removed complete without damage to other portions of the property. When any unsightly voids, holes, outlines, etc., are left as a result of such removal, they shall be repaired and finished to match adjacent materials and finishes.

SECTION 2C - TREE AND SHRUB REMOVAL
Tree or shrub removal specified shall include removal of stump and roots to a depth of approximately 12” below finish grade level, backfilling of excavation, and hauling debris from site.

SECTION 2D - FENCE REMOVAL
Fencing along property line shall be removed only with the written consent of the property Owner. This consent shall be obtained by the Owner and forwarded to MHDC. Fencing material, including concrete below grade, shall be removed from site.

SECTION 2E - STRUCTURES
When a structure is to be demolished, the entire structure and all debris shall be removed from site, including all foundations, sidewalks, steps, retaining walls, floor slabs, etc. Demolition should begin at top levels and work down through the building. When only a portion of a structure is to be demolished, the remaining structure, including concrete portions, shall be neatly cut or finished off.
SECTION 2F - INTERIOR
When interior demolition is performed, all adjacent areas and furnishings shall be protected from damage and dust. When any existing mechanical or electrical component requires relocation as a result of demolition, it shall be relocated in a functional manner.

SECTION 2G - CONCRETE (WALLS, STEPS, STOOPS, WALKS, DRIVES, ETC.)
Demolition and removal of concrete shall include concrete below grade.

SECTION 2H - MASONRY CHIMNEYS
When a chimney or portion thereof is removed, all resulting openings shall be filled in to match adjacent structural and finish materials so that no outlines remain. If chimney supported any shelving, rods, etc., these items shall be replaced with new material to fit new space. When a chimney is removed entirely, the chimney foundation may remain unless otherwise specified.

SECTION 2I - EQUIPMENT AND FIXTURES
When an item of equipment or fixture is removed, it shall be removed complete to include all associated ducting, piping, wiring, and connections in or passing through finished spaces. When removal of any such piping, ducting, or wiring results in any abandoned lines, they shall be properly capped or terminated. Termination of lines shall be outside of finished spaces and all evidence of their existence shall be removed. When a heating system or unit is removed, it shall be removed complete to include furnace or boiler, all ducting or piping (supply and return), gas supply and flue, registers or radiators, thermostats, and all other related hardware. If the condition, installation, and location of gas supply and venting are in compliance with these general specifications and all applicable codes, they may be used for the replacement system if a replacement system is specified. When only a component of the unit is to be removed, it shall be removed complete without damage to other portions of that system.

SECTION 2J - UTILITIES
When electric appliances are changed from electric to gas and installed in the same location, the existing service shall remain. When gas appliances are changed from gas to electric and installed in the same location, the existing service shall remain. Gas shall be shut off and properly capped. When the Contractor's work results in any abandoned utility or other service lines or equipment, the appropriate authority shall be notified so that the lines or equipment can be removed or properly deactivated. When the work results in any abandoned piping, ducting, wiring, fittings, or associated equipment readily visible or accessible, it shall be disconnected and removed. When an electrical box contains a device that is to be abandoned, the box shall not be used as a junction box if the cover would be in a finished space.
SECTION 2K - JUNK AND TRASH
All junk and trash shall be removed and disposed in a proper manner. Area shall be raked or swept clean and level with surrounding grade. Disposal shall be in accordance with local ordinances.

SECTION 2L - SALVAGE RIGHTS
Owner has salvage rights only when identified in the Scope of Work Summary. Unless specified that items are to be provided to or returned to the Owner, the Contractor shall be responsible for removing and disposing of all debris.

SECTION 2M - EARTHWORK
1. **Excavation:**
   Excavate to grades specified on the Work Write-Up. The bottoms of footing foundation trenches are to be level. Footings must rest on undisturbed natural soil or properly compacted, engineered fill. Haul all excess excavated dirt from site or as directed in Work Write-Up.

2. **Backfill:**
   A. **General:** Backfill and grade to obtain finish grades as specified. Backfill material shall be free of organic material, construction debris, and any rocks larger than 2" in diameter. Backfill shall be placed to expose 6" of foundation while providing positive drainage away from the unit. Backfill shall not be placed on frozen or muddy surfaces.
   B. **Compaction:** Backfill shall be compacted to a minimum of 90% of the maximum Proctor Density ASTM-698. Compaction shall be by mechanical tamping. Water shall not be used for compacting.
   C. **Engineering:** Engineering report shall supersede A and B.

3. **Grading and Drainage:**
   Site grading shall accomplish the following:
   A. Allow drainage of surface water away from structure 6” within the first 10’ (5% slope).
   B. Avoid concentrating runoff onto neighboring properties.
   C. Minimize erosion.
   D. Provide wood-to-earth separation for affected structures on property.
   E. In areas where dirt has been disturbed, the area is to be free of all rocks larger than 1” in diameter and rubbish and have a rake finish.
   F. Swales shall be a minimum of 5’ from building and contain a minimum 2% slope.
   G. Soil shall be compacted, uniformly spread and be suitable for plant growth.
SECTION 2N - DRIVEWAYS

1. Preparation:
   A. Establish proper grade and drainage to include removing or providing additional soil as required to meet applicable requirements of Division 2, Sections 2B and 2M-3.
   B. The subgrade shall be evenly graded to a depth that will permit the installation of the required new materials to the desired finish grade. When establishing driveways in locations where no previous driveways have occurred, geotechnical fabric is to be placed prior to placing the first lift of stone.
   C. Sod or vegetation shall be removed, and any soft or mucky places shall be dug out and filled with a granular material thoroughly compacted.

2. Gravel Installation:
   A. Gravel installation shall include edging of 4” redwood, cedar, treated wood, or galvanized metal securely staked prior to installation of gravel. Note: Edging may be omitted if edge of gravel abuts sidewalk, curb, structure, or other suitable edge.
   B. Finish material shall be as specified and a minimum of 4” deep and spread uniformly over the entire area.

3. New Asphalt Installation:
   A. Asphalt pavement shall have a minimum compacted thickness of 2”. Base shall be of crushed stone, gravel, or durable road material and properly compacted to 4” minimum thickness.
   B. Asphalt material shall be obtained from a local established asphalt batch plant and asphalt driveways shall be constructed only by a contractor or subcontractor that specializes in asphalt work. Surface shall be rolled with a 5- to 10-ton roller; areas inaccessible to a power roller shall be thoroughly tamped with hot iron tamper. Asphalt shall be applied only in suitable weather conditions. The Contractor will pay special attention to properly attaching the new driveway to all existing sidewalks, porches, garage floors, and any other abutting areas.

4. Asphalt Repair:
   A. Bituminous paving is to be repaired by removing loose material and cleaning area with water or air pressure. Repairs are to be made with an approved asphalt patch material following the manufacturer’s instructions for installation.
   B. Existing blacktop driveway shall be resurfaced by installing and rolling 1½” of new bituminous surfacing over the existing sound base prepared as required by asphalt paving methods.

5. Concrete Installation: see Division 3, Sections 3A and 3C
SECTION 20 – FENCING

1. **General:**
   The exact location of any new fencing shall be established by the property Owner.

2. **Fence Repair:**
   Sections of all types of fences to be repaired shall be restored to a condition comparable to new, including gates. Replacement materials shall match existing.

3. **Chain Link:**
   A. **Fabric:** Chain link fabric shall be 1-1½ gauge wire woven in a 2” galvanized mesh. Fabric shall be tied to posts and top rail with aluminum or galvanized wire.
   B. **Posts:** Line posts shall be 1 5/8” OD galvanized pipe spaced at a maximum of 10’0” on center and set in concrete a minimum of 24” below grade. End posts, corner posts, and gate posts shall be 2½” OD galvanized pipe set in concrete a minimum of 30” below grade. Holes shall be large enough to provide space for 2” of concrete around post.
   C. **Top Rails:** Top rails of 1 3/8” OD galvanized pipe shall be included in all installations.
   D. **Gates:** Gates shall be constructed of 1 3/8” OD galvanized pipe with welded or factory fitted joints. Fabric in gates shall be same as fence.
   E. **Fittings and Hardware:** Fittings and hardware shall be either galvanized steel, aluminum, or galvanized malleable metal. Provide and install all fittings and hardware for a complete installation.

4. **Wood:**
   A. **Material:** Fencing components shall be of material specified.
   B. **Fasteners:** Nails, staples, bolts, etc. shall be galvanized or cadmium plated.
   C. **Posts:** Posts shall be 4” x 4” spaced a maximum of 8’0” on center and set in concrete a minimum of 30” below grade. Concrete shall be sloped ½” from post to finished grade. Posts shall be set on 6” of gravel at bottom. Hole shall be large enough to provide space for 4” of concrete around post.
   D. **Rails:** Fences with vertical board facings shall have 2” x 4” rails. Two rails are required for fences up to 6’0” high. Rails shall be securely fastened to posts to rigidly support all loads.
   E. **Facing Boards:** Facing boards shall be of the style specified. Facing boards with knots exceeding 1/3 of board width will not be accepted. When style of fence is such that boards may be fastened to either side of posts, the Contractor shall have the Owner specify the selected side in writing.
   F. **Gates:** Gates shall match the fence in which they are placed and shall include all hardware necessary for the specific application. Hinges shall be bolted to both support post and gate. Gates shall be constructed to withstand normal usage and shall include a minimum of one cross brace secured by a gusset at each end.
SECTION 2P - LANDSCAPE WORK

1. **Tree and Shrub Placement:**
   Plants shall be nursery grown, sound, healthy, vigorous, free from plant diseases and insects or their eggs, and shall have normal, healthy root systems.

2. **Tree and Shrub Pruning:**
   Trees and shrubs shall be pruned in accordance with accepted nursery practice. Broken and disfigured branches shall be removed. When limbs larger than 2” in diameter are removed, the butt ends that remain on the tree shall be properly sealed. Pruning shall ensure adequate clearance from structures and utility lines. All new trees are to be staked in place until such time as the root ball has imbedded into the existing soil.

3. **Existing Shrubs:**
   Plants should be dug up and prepared for storage in a proper manner that does not damage the branches, root system, and future development of the plant. The plant should be protected from drying out.

4. **Sodding:**
   A. **Preparation:** Preparation for sodding shall include:
      1) Removal of all vegetation to ground level.
      2) Removal of all rock and rubbish, rototilling, and raking to provide a smooth, firm base.
      3) Establishment of proper grade and drainage including removal or addition of suitable soil as required for finish, sodded surface to meet requirements of Section 2M-3 of this Division.

   B. **Material:** Sod shall be a strain or blend of strains of Kentucky Blue Grass and supplied by a turf farm whose sod meets the requirements of the American Sod Producers Association.

   C. **Installation:**
      1) Sod shall be installed within time limit set forth by turf farm supplying sod.
      2) Fertilize as recommended by turf farm supplying sod (one application required).
      3) Provide property owner with warranty and written care and maintenance instructions supplied by turf farm.

5. **Lawn Reconditioning:**
   Lawn reconditioning shall consist of the following:
   A. **Preparation:** Preparation for seeding shall include:
      1) Raking all debris from area to be reconditioned and scratch surface as required.
      2) Fertilizing with starter fertilizer as recommended by seed producer.
3) Topsoil shall be used to establish the finish grade and be evenly spread to a minimum of 2-4".

B. **Material**: Seed shall be a strain or blend of strains of Kentucky Blue Grass as recommended by local suppliers.

C. **Placement**: Placement of seed shall include:
   1) Spreading seed and raking in accordance with seed provider’s instructions.
   2) Providing initial watering.
   3) Providing property Owner with written care and maintenance instructions from seed producer.

6. **Rock**:
   Rock installation shall consist of the following:
   A. **Preparation**: Preparation for rock shall include:
      1) Establish proper grade and drainage including removal or addition of soil to meet requirements of Section 2M-3 of this Division.
      2) Grade the subgrade evenly to a depth of 4" below desired finish grade.
   B. **Placement**: Placement rock shall include:
      1) Edging installation, if specified, shall be securely staked prior to installation of rock.
      2) Subgrade covering installation of 6 mil visqueen over entire subgrade prior to installation of rock.
      3) Finish material placement a minimum of 4" deep and spread uniformly over entire area.

**SECTION 2Q - ACCESS**

Access to each dwelling unit must be free of any obstructions and is required from parking areas or other amenities on site. Access to the unit must also be private. A building must contain an alternate means of exit in case of fire. The emergency exit from a building may consist of fire stairs, another door, or windows. The emergency exit must not be blocked.

**SECTION 2R - PLAYGROUND/PLAY AREAS**

Existing playground or play areas must be maintained in decent and safe condition. All equipment must be free from any defects. The areas must contain mulch and be enclosed by a fence capable of supporting all loads.
SECTION 2S - POOLS
Swimming pools, decorative fountains, or retention ponds must be enclosed by a fence suitable to prevent unwanted activities or unsupervised children access to those areas. Entrance locations must have acceptable locking hardware.

SECTION 2T - SITE AND NEIGHBORHOOD
The site and neighborhood must be reasonably free from disturbing noises or other dangers to the health, safety, and general welfare of the occupants. The site and neighborhood may not be subject to serious adverse natural or manmade environmental conditions, such as dangerous walks or steps, flooding, poor drainage, sewer hazards, mudslides, air pollution, noise, vermin, or fire hazards.
DIVISION 3 - CONCRETE

SECTION 3A - GENERAL REQUIREMENTS

1. Preparation:
   A. Concrete work shall include all excavation, backfill, and compaction required for complete job. Surfaces adjacent to concrete shall be restored to match adjacent surfaces, unless otherwise specified.
   B. Sod and vegetation shall be removed and any soft or mucky places shall be dug out and filled with granular material thoroughly compacted.

2. Concrete Design:
   A. Concrete shall reach the following minimum compression strengths within 28 days.
      1) Concrete walls and interior slabs: 2500 pounds per square inch (psi).
      2) Driveways, curbs, sidewalks, patios, porches, and garage floors: 3000 psi.
   B. All cast-in-place concrete shall be from a local, established concrete plant that can provide specified design mixes and supply product data if necessary.
   C. All slab-on-grade concrete will be placed on a minimum of 4" of compacted, crushed stone.

3. Form Work:
   A. Walls: Cast-in-place concrete shall be formed with wood; steel; aluminum; plastic; a composite of cement and foam insulation; or a composite of cement and wood chips. Forms shall be substantially free of surface defects and sufficiently tight to prevent leakage. They shall be properly braced and tied to maintain the design position and shape. Form ties shall be steel; solid plastic; foam plastic; a composite of cement and wood chips or foam plastic; or other suitable material capable of resisting the fluid pressures of fresh concrete. In no case shall supporting forms or shoring be removed until sufficient strength has been obtained to support the member's weight and any superimposed loads. Form ties shall be removed to a point flush with concrete surface or recessed and grouted.
   B. Flat Work: Cast in place flat work shall be formed with 2x material or steel forms, except that flat work more than 4" above grade shall be formed with the same materials noted above for walls. Forms shall be properly braced and tied to maintain the design position and shape. In no case shall supporting forms or shoring be removed until sufficient strength has been obtained to support the member's weight and any superimposed loads.

4. Mixing:
   Unless prior approval is obtained in writing from the Owner with MHDC concurrence, all concrete shall be ready-mixed and transported to the site by an established ready-mix company. All concrete exposed to freezing is to have 5% +/- 1% air added to the mix.
5. **Reinforcement:**
   A. **Walls:** Concrete stem foundation walls shall have a minimum of one #4 bar within 12” of the top of the wall and one #4 bar located 3”-4” from the bottom of the footing.
   B. **Flat Work:** Concrete floors, walks, decks, porches, patios, and driveways shall have reinforcing materials. Reinforcement shall consist of reinforcing bars, steel wire, steel welded wire fabric, polypropylene fibers, or by accepted engineering practices. Block outs (12” minimum clear distance in all directions) must be installed around all valve boxes, manholes, poles, etc., encountered in walk or driveway areas. Concrete shall be placed in the blocked out areas at a point in time after the walk or driveway has been cast. Resilient bituminous fiber expansion joint must be installed around the blocked out area between the two pours.
   C. **Pads:** Unless otherwise specified, all pads must be reinforced as per Section 3A 5-B above, or by accepted engineering practices.

6. **Placing:** Concrete shall be placed continuously where possible or provide construction joints with reinforcement for transfer of stress. Concrete work shall be straight and plumb with square corners and shall be placed in such a manner that when forms are removed no honeycombs, large voids, or form marks are evident and face has a generally uniform appearance. If these requirements are not met, the Contractor shall be responsible for surfacing entire face to a uniform appearance.

7. **Protection of Concrete:** Concrete shall be protected from any weather condition which could compromise the strength or appearance of the finished concrete. The Contractor shall protect the concrete from traffic and vandalism until concrete will withstand normal traffic without damage. The Contractor shall be responsible for repairing or removing and replacing, without added cost to the Owner or MHDC, any concrete, the strength or appearance of which is damaged from improper protection, workmanship or materials.

8. **Repair of Concrete Surfaces:** Repair shall be true and level with adjacent surfaces and finishes shall match existing. Repair of concrete surfaces shall include:
   A. Removing existing spalling concrete, loose concrete, or loose cement coating.
   B. Cleaning area to ensure good bonding of patch material.
   C. Wetting the surface and keeping moist during entire process.
   D. Filling all voids and cracks with a mixture of concrete and bonding agent placed in accordance with manufacturer’s recommendations.
   E. Repairing any existing cement coating.
SECTION 3B - CONCRETE WALLS

1. Concrete Foundation Walls:
   A. Cast-in-place foundation walls must be a minimum of 8" thick and a maximum of 4'0" in height. Foundation walls over 4'0" in height shall be constructed in accordance with accepted engineering practices and shall include installation of all recommended foundation drain systems. Installation shall include sump pump and pit when required to get water to grade.
   B. The top of finish walls shall be such that no more than two sill plates are required to maintain finish floor elevation. Beam pockets shall be formed and beam support shall be provided.
   C. When constructing a foundation for an existing structure, the new foundation shall be placed so that vertical alignment with the existing exterior walls and corners is achieved.

2. Concrete Retaining Walls:
   A. Retaining walls not laterally supported at the top must not exceed 2'0" in height.
   B. Walls over 2'0" in height shall be constructed in accordance with accepted engineering practices.

3. Piers:
   Piers shall be a minimum of 12" in diameter and 36" in depth unless otherwise specified.

SECTION 3C - CONCRETE FLAT WORK

1. Concrete Walks, Ramps, Steps, Stoops, Patios, Driveways, and Aprons:
   A. Total thickness of all concrete shall be 4" minimum. Exposed surfaces shall be free of honeycombs, voids, and form marks and have a generally uniform appearance. Provide exterior flat concrete with light broom finish. Proper drainage shall be maintained away from all building walls with a minimum slope of 1/8" per foot. Edges shall be tooled with a device designed specifically for this purpose.
   B. Concrete walks shall be a minimum of 36" wide, unless otherwise specified. When walk joins steps that are wider than walk, the walk shall be tapered to step width from a point approximately 48" from steps. Score sidewalks with ½" control joints at a maximum of 5'0" on center and provide ½" x 4" resilient bituminous fiber expansion joints at points where walk abuts existing concrete.
   C. Score driveways and patios with 1/2" control joints at a maximum of 10'0" on center in both directions. Provide and install ½" x 4" resilient bituminous fiber expansion joints every 20 linear feet (lf) of driveway and at points where driveway and patios abut existing concrete. Control joints are to be tooled in place at the time of the placement or saw cut as soon as the concrete will withstand the weight of the workman and saw.
D. Vehicle garage door apron shall be poured flush with garage floor, and extend 1’ to each side of garage door opening and extend out 2’ flush with driveway grade. Slope aprons away from the garage at a minimum of ¼” per foot.

2. **Interior Concrete Floors:**

   A. Floors shall have steel trowel finish, smooth, and free from trowel marks. Aggregate shall be tamped away from surface using tools designed for this purpose. A 4” base course and 6 mil vapor barrier with joints lapped 6” are required for interior slabs on grade. Interior concrete floor slabs shall be a minimum of four inches (4”) thick, with one-half inch (½”) x four inch (4”) resilient bituminous fiber expansion material at perimeter of floor and at any other structural elements.

   B. Concrete floors shall be finished (except where floors are shown to slope to drain) with a maximum one-quarter inch (¼”) variation in an eight foot (8’0”) distance in any direction.

   C. Garage floors shall be sloped for drainage to overhead door opening and include a concrete apron (see paragraph 1 of this section).

**SECTION 3D - SIDEWALKS, CURBS, CURB RAMPS, AND DRIVEWAY APRONS**

Sidewalks, curbs, curb ramps, and driveway aprons located within public street or alley rights-of-way must be designed and constructed in accordance with local jurisdiction requirements. Handicapped-accessible curb ramps of a type and design approved by the local jurisdiction must be provided at all street and alley intersections. The portion of driveway aprons located within a public street or alley right-of-way must be constructed of concrete with a thickness of 6” minimum. All work taking place within a public right-of-way must be approved by the local jurisdiction, and the Contractor shall be responsible for obtaining such approval.
DIVISION 4 - MASONRY

SECTION 4A - GENERAL REQUIREMENTS

1. **Placing**: Masonry shall be laid in running bond with level courses, uniform joints, square corners, and plumb verticals. Joints to be struck flush where covered with finish or not exposed to view and with a concave tool where exposed. When new and existing masonry are joined, transition shall be structurally sound and watertight, and if exposed, shall be uniform in appearance. Work shall include all necessary anchors, lintels and ties.

2. **Cold Weather Precaution**: Masonry work shall be protected from any weather condition which could compromise the strength or appearance of the finished work.

3. **Mortar**: Masonry mortar shall be mixed using a masonry cement specifically designed for this application. Type S or M mortar shall be used for reinforced masonry, masonry below grade, and masonry in contact with earth. Type N mortar shall be used for above-grade load-bearing and non-load-bearing walls and for interior partitions.

SECTION 4B - FOUNDATIONS AND RETAINING WALLS

1. **Preparation**: Masonry work shall include all excavation, backfill, reinforcing, coring, etc. as specified:
   - **Foundation Walls**: Masonry foundation walls must be a minimum of 8” thick and wall heights must comply with section R404 of the IRC, or be constructed in accordance with accepted engineering practices. Foundation walls that enclose usable or habitable space below grade must include damp-proofing, a foundation drain system, or a sump pump and pit when required to get water to grade. All joints in all locations are to be fully bedded and tooled whether they are visible or not.

2. **Retaining Walls**:
   - A. Retaining walls not laterally support at the top must not exceed 2’0” in height.
   - B. Walls over two feet 2’0” in height shall be constructed in accordance with accepted engineering practices.

3. **Piers**: Masonry piers must not exceed 10 times their least dimension. Isolated piers must be grouted solid unless their unsupported height is less than 4 times their least dimension. Hollow piers must have a 4” pier cap or solid masonry unit or have the top course of the pier filled with grout or concrete.

4. **Mortar**: Masonry mortar shall be mixed using a masonry cement specifically designed for this application. Type S mortar shall be used for reinforced masonry, masonry below grade, and masonry in contact with earth. Type N mortar shall be used for above-grade load-bearing and non-load-bearing walls and for interior partitions.
SECTION 4C - REPAIR OF EXISTING

1. **Walls**: When repair of existing masonry is specified all materials and installation methods used shall match existing materials and finishes as closely as possible. Any or all of the following methods, as required, shall be used to achieve this.
   
   A. **Tuck Pointing**: When tuck-pointing is required the work shall include:
      
      1) Removing existing mortar to a minimum of 3/4” and all loose and deteriorated mortar.
      
      2) Cleaning joint edges to ensure good bonding.
      
      3) Wetting the surface and keeping moist during the entire process.
      
      4) Forcing mortar into joints with caulking tool.
      
      5) Striking joint to seal and blend in with existing.
      
      6) Cleaning entire surface to remove all mortar from face of masonry (brick, rock or stone).
   
   B. **Resetting Existing Units**: Existing masonry units may be reused if undamaged and clean.
   
   C. **Parging**: When parging is required, the work shall have a uniform and even finish and shall include:
      
      1) Brushing and washing down entire surface to remove loose and deteriorated material.
      
      2) Keeping surface damp while applying parging.
      
      3) Coating entire surface with skim coat of masonry mixed at a ratio of three parts sand and one part masonry cement.
   
   D. **Shotcrete**: When shotcreting is required, refer to International Building Code ("IBC"), the finish shotcrete surface shall not contain sags, segregation, honeycombing, sand pockets, or other obvious defects.

2. **Chimney**: When a chimney is to be repaired, this includes tuck pointing, replacing damaged or missing masonry and parging, and installing a new cap and/or flue extension where necessary. Chimney caps are not to be less than 4” thick at their thinnest location.
DIVISION 5 - METALS

SECTION 5A - RAILINGS AND HANDRAILS
Railings shall be custom manufactured and securely anchored. Prefabricated railing kits may be acceptable only when approved by the Owner and MHDC. Joints are to be rigid and dressed down to a smooth, even surface. Railings shall be painted with one coat of metal primer and two coats of suitable finish paint.

SECTION 5B - FOUNDATION AND ATTIC VENTS
1. **General:**
   When openings for vents are constructed care shall be taken to avoid unnecessary damage to adjacent components.

2. **Foundation Vents:**
   Foundation vents shall have a means of closing and shall be screened with corrosion resistant wire mesh. Vents shall not be placed in close proximity to existing or new plumbing. Vents shall be standard quality brands designed for the specific application.

3. **Attic Vents:** Attic vents called for shall be screened with corrosion resistant wire mesh and shall provide protection against entrance of rain or snow. Vents shall be standard quality brands designed for the specific application.
DIVISION 6 - CARPENTRY

SECTION 6A - FRAMING

1. **General:** Framing specified shall ensure that the construction provides safe support of all design loads and a suitable base for attachment of finish material. Framing lumber shall be identified by the Grade Mark of a recognized grading association. Framing shall be level and plumb, and where possible all corners shall be square. Window and door openings shall be level, plumb, and square. Engineering requirements shall supersede all requirements of this section.

2. **Sill Plates:** When new sill plates are specified, closed cell foam weather stripping, grout, or other gasket material shall be installed under the new plates. The new plates must be attached to the foundation with ½” bolts spaced 6” on center with at least one bolt within 12” of each corner and a minimum of 2 bolts per plate. Sill plates shall be protected against decay and termites.

3. **Posts and Beams under Floor Joists:** Posts and beams shall consist of:
   A. Three 2” x 8” or 2” x 10” members fastened together to form a beam or the equivalent. Posts of 4” x 4” wood, 3” pipe, or general unit masonry construction spaced in accordance with the IRC are acceptable. Wood posts or pipes must be fastened to both beam and pad with brackets designed for the specific application. Installation shall assure that all beam member joints break over support posts and all points of contact with beam are shimmed for solid bearing.
   B. Pads supporting each post 16” square x 16” deep poured-in-place concrete with two horizontal #4 rebar in each direction. Top of pad shall be level and provide a smooth surface to install block for masonry piers, brackets for wood posts, or to properly attach steel posts.

4. **Floor Framing:** For new floor systems, joist size and spacing shall be as specified in the Work Write-Up. When additional floor framing is necessary, new joist size shall be consistent with existing members.

5. **Subflooring:** Subflooring shall be plywood OSB (oriented strand board) or waferboard. Subflooring shall be glued and nailed. When matching existing, new subfloor shall provide a uniformly smooth transition.

6. **Furring and Leveling of Existing Floors:**
   A. Remove all base and trim so that new floor sheathing will contact wall.
   B. When leveling of floor(s) is specified, floor shall be leveled to the high point of the area being leveled unless otherwise specified. When leveling is specified for a particular room, it shall extend into any new and existing closet or pantry located in or adjacent to that room.
   C. When leveling of floor(s) is specified, continuous furring strips shall be used. Furring material shall be of structural grade and shall be installed to obtain a structurally sound and level surface for installation of finished flooring (see Division 9, Section 9E).
D. When furring strips run parallel to existing floor joists, they shall be installed directly over floor joists.

E. Contact shall be maintained the entire length of the continuous furring strip between the existing floor and furring strips and the furring strips and new floor sheathing.

F. The spacing of the furring strips and sheathing shall conform to the requirements of the IBC or IRC for spacing and sheathing thickness.

G. Sheathing shall conform to subflooring requirements of paragraph 5 above.

H. If shimming is necessary, shimming material shall be a structural material with full bearing.

7. Changes in Floor Level:

When leveling the floor in one area causes level differences from adjacent floors of more than 1/2", this change shall take place at openings. When such a change in levels does occur, the transition shall be made as follows:

A. When the difference is 3" or more, treat as a step with a vertical riser. Finish of riser shall be the same as adjoining wall or either of the two adjacent floors. Owner and MHDC shall approve finish prior to installation.

B. When the difference is less than 3", provide a tapered rise compatible with adjacent floors constructed of solid material. Finish of tapered rise shall be the same as adjacent floor finish, unless otherwise specified. Slope shall not exceed one in five.

8. Walls:

A. New walls shall be constructed of 2" x 4" studs at 16" on center, continuous length from soleplate to double top plate and all ends shall be cut square. Wall framing shall include blocking for all planned accessories. Location of all openings shall be as per drawings. Exterior walls shall have two continuous beads of caulking applied between soleplate and subfloor.

B. When furring of walls is specified, all furring material shall be of structural grade and shimmed as needed to obtain a rigid and plumb surface for installation of finish material.

9. Ceiling Framing:

A. Framing members for new ceilings in existing spaces shall be properly sized for span and spaced 16" on center. Members shall be anchored to provide a rigid level plane with provision for perimeter nailing of wallboard.

B. Additional framing members for reinforcement shall be properly sized, located, and anchored to meet the structural requirements of the Building Code.

C. When intermediate beams are added to support ceiling joists, the beam shall be continuous between supporting members, properly sized, located, and anchored to meet the structural requirements of the Building Code. When the beam is installed in a finished space, it shall be finished to match adjacent surfaces, unless otherwise specified.
10. **Rafters and Trusses:**
Rafters and trusses shall be set to provide an even plane for roof sheathing so that finished roofing has an even surface and provides a smooth transition between existing and new roofing. Rafter size and spacing shall be as specified. Rafters shall run full length without joints. When roof trusses are specified, they shall be engineered and approved drawings must be submitted showing compliance with the IRC.

11. **Roof Sheathing:**
Roof sheathing shall be plywood or OSB (oriented strand board). When matching existing sheathing, transition shall provide a uniformly smooth surface.

12. **Wood Decks, Ramps, Steps, Railings, Retaining Walls:**
   A. **Material:** Decks, ramps, steps, and railing structural components shall be approved construction grade lumber. Decking, stair treads, all guardrail components, and handrails shall be redwood, treated wood, or weather-resistant composite material. Fasteners shall be galvanized or cadmium plated. Material used shall be free of loose or missing knots. Redwood shall be sealed (see Division 9 Section 9C). Retaining wall components shall be designated for landscape use by the manufacturer.
   B. **Construction:** Construction details shall be in accordance with the Scope of Work Summary and/or drawings, if applicable.

13. **Repair of Framing and Structural Members:**
When the repair of framing or structural members is specified, the repair shall achieve the strength and load bearing capacity of the original member.

**SECTION 6B - PORCHES, STOOPS AND DECKS**

1. **Replacement of Components (Flooring, Ceiling, Columns, Railings, Steps, and Skirting and Lattice):**
Replacement of any components shall be with like material in style, size, and installation unless otherwise specified. Finger joint material may be used when painted. New unfinished material shall be primed or sealed and ready for final finish. Members shall be securely fastened and installed to meet at even levels and cut to abut uniformly adjacent members.

2. **Repair:**
When repair of components is specified, it shall consist of matching existing materials in size, style, and finish including decorative and ornamental moldings. Repair shall include all material and methods necessary to achieve uniformity between new and existing members.
SECTION 6C - INTERIOR TRIM, CLOSET COMPONENTS AND SHELVING

1. **Material:**
   A. New interior trim shall match predominant existing material in size, style, and finish, including any decorative and ornamental molding. Trim material shall be kiln dried or otherwise seasoned solid wood. Synthetic wood or veneered trim shall not be accepted. Trim material shall be dressed free of tool marks and other objectionable defects. When finish is to be natural or stain, trim material shall be stain grade. Finger joint material shall not be accepted. When trim is to be painted, material may be finger joint.
   
   B. Clothes closet, pantry closet, and open shelf material shall be 3/4” x 12” minimum wood bullnose or vinyl-covered wired shelving unless otherwise specified. Linen closet shelf material shall be 3/4” x 16” minimum wood bullnose with a minimum of five shelves. Shelves shall be painted to match adjacent finish. Closet shelf wall support shall be 1” x 4” material secured to solid backing or appropriate wire shelf brackets. Clothes closet rod shall be 1” diameter wood or metal, supported on ends with manufactured wall brackets. Rod shall not be painted. All fasteners will be attached to studs or proper blocking for all shelves. No drywall anchors will be accepted in shelving support.
   
   C. When closet rod and shelf are to be lowered, the height shall be coordinated with the Owner and MHDC.

2. **Installation:**
   A. Trim members shall be securely fastened tight to wall and installed to run true to line, meet at even levels to adjacent corner members, and all line cuts and miters shall be even so as to abut uniformly to adjacent members. This work shall be accurately and neatly performed and the joints shall be secured to prevent separation. Trim shall be joined only at corners except for runs in excess of 12’0”, in which one splice will be permitted midway of run. Casings around all openings shall be joined only at corners. External corners shall be mitered and internal corners shall be mitered or coped. Splicing of trim shall be done with mitered joints over solid backing. Fasteners used in installation shall be set below the surface. Holes shall be filled smooth with surface. When material is to be stained, fill shall match stain color.
   
   B. Continuous support secured to solid backing shall be installed at ends and back of closet shelves. Clothes closet shelf and rod shall have a center support bracket if span is more than (5’0’). Bracket shall be specifically designed for shelf and rod installation and securely fastened to solid backing and installed level. Rod shall be installed at a height of 56’ above floor unless otherwise specified.
   
   C. Pantry closet and open shelves shall have center support brackets if span is more than 5’0’. Bracket shall be specifically designed for shelf installation and securely fastened to solid backing.

3. **Repair:** Existing interior trim which is broken, splintered, cracked, chipped, warped, or otherwise defective shall be replaced or repaired with new material. Repair shall include all materials and methods necessary to achieve uniformity between new and
existing members. Installation shall conform to all requirements of this section unless otherwise specified.

SECTION 6D - INTERIOR WALL PANELING
1. **Material**: See Scope of Work Summary
2. **Installation**: Paneling shall be installed on solid wall surfaces. It shall not be fastened directly to furring strips or open framing. Any holes in existing wall material with an area exceeding one square foot to include holes from construction activity shall be repaired. Paneling shall be installed plumb and level. When paneling abuts trim it shall be tightly fitted. Exposed paneling edges shall not be accepted.
3. **Repair**: Repair of wall paneling shall consist of securing loose wall paneling and components.

SECTION 6E - INTERIOR SOFFIT
When repair of interior soffits is specified, it shall provide construction that will support all design loads and provide a suitable base for attachment of cabinets. Framing shall be level and plumb. When soffits are specified, the finished edge shall project a minimum of 1½” past the finished edge of the wall cabinet. Soffit edges shall run parallel to wall cabinets. Soffits shall have a minimum of ½” drywall, taped and finished to match adjacent surfaces.

SECTION 6F - KITCHEN, BATH AND UTILITY CABINETS
1. **General**:
   A. Cabinets shall conform to ANSI A161.1 “Recommended Minimum Construction and Performance Standards for Kitchen Cabinets”. Cabinets shall be certified by the National Kitchen Cabinet Association.
   B. No plastic or vinyl transfer finishes shall be accepted. No plastic drawers, drawer fronts, or doors shall be accepted.
   C. Wall and base cabinets shall be of the same construction and same outside appearance.
      1) Face frames shall be solid 3/4” thick hardwood.
      2) Sides of cabinets shall be a minimum of 3/8” plywood and prefinished to match cabinet front when exposed.
      3) Tops and bottoms shall be a minimum 3/8” thick plywood or medium density fiberboard.
      4) Cabinets shall have backs constructed of a minimum 1/8” hardboard.
      5) Interior of all cabinets shall have a melamine finish.
6) Shelves shall be a minimum of 5/8" thick medium density fiberboard surfaced with a melamine finish.

D. Cabinet installations shall include all accessories, operating and mounting hardware, filler strips, panels, and molding provided by the cabinet manufacturer for complete installation.

E. When utility or pantry cabinets are specified, they shall match kitchen cabinets in style and finishes.

2. Installation:
   A. Cracks and voids in walls and floor and at junction of walls and floor shall be permanently filled and sealed prior to installation of cabinets.
   B. Where existing cabinets are removed and the area is not covered by new cabinets, the walls, floor, and trim shall be finished to match adjacent finishes.
   C. Cabinet doors shall be properly aligned and drawers shall operate freely. Hardware shall operate smoothly and easily. Cabinets shall be installed straight, level, plumb and be securely anchored with screws of proper size and quantity. Cabinets on either side of an appliance shall align front and top. Cabinets shall be secured to each other and to the wall by counter sinking screws neatly through the rails and stiles of the cabinets. Any screw not penetrating solid material shall be removed. Holes and any damage to the interior finish shall be filled and refinished.
   D. When shims are used in leveling cabinets, they shall be securely fastened and capable of supporting loads.
   E. When trim exists where new cabinets are to be installed, base and trim shall be cut and removed to avoid scribing cabinets. Base and trim shall be fitted tightly and neatly to newly installed cabinets.
   F. When cabinet installation is not tight fitting at floors, walls and ceiling, continuous molding shall be installed.
   G. Openings necessary for plumbing and mechanical components shall be cut so that a properly-sized escutcheon or trim will conceal the opening(s). If structural integrity of the cabinet is diminished as a result of cutting, such openings shall be reinforced.

3. Replacement and Repair of Components:
   When replacement of cabinet components is specified, components to be replaced shall be consistent in style, material, and finish with existing cabinet. When repair of cabinet components is specified, repair shall restore component to its original appearance, structural integrity, and operation.

4. Alterations & Removal:
   When wall cabinets are to be lowered, the height shall be coordinated with the Owner and the MHDC. When existing countertops are to be supported as a result of base cabinet removal, see the Scope of Work Summary (Doc. 13.D) or drawings.
When reconstruction of base cabinets is specified, see the Scope of Work Summary (Doc. 13.D) or drawings.

SECTION 6G - COUNTERTOPS

1. **General**: Countertops shall be shop built. Surfaces shall be minimum 1/16" thick high-pressure plastic laminate. Laminate shall be applied to all exposed edges. Countertops shall have a minimum 4" backsplash. End splash shall be installed where countertop abuts walls or built-in cabinet work. If top consists of more than one section, sections shall be assembled to achieve a structurally sound, rigid, single-unit top. Joints shall be tight, aligned, and smooth. Countertop allowance shall include the retail cost of the complete top ready for installation.

2. **Installation**: Edges that abut walls or other cabinets shall be scribed to fit tight to that surface. Countertop abutting walls shall be fitted with a maximum 1/8" opening prior to caulking. Caulking shall be uniformly applied and finished to be neat and smooth. No molding will be accepted. Openings cut and holes drilled for plumbing fixtures, electrical components, and appliances shall be neat and close fitting. Tops shall be secured to cabinet with screws installed into core of top through base cabinet.

3. **Repair**
   Repair of countertops shall consist of the following:
   
   A. Adhering all loose laminates and other coverings with a product specifically designed for this purpose.
   
   B. Securing loose top to cabinets.
   
   C. Removing deteriorated sealant at walls and around plumbing fixtures replacing with new sealant specifically designed for this purpose. Sealant shall be uniformly applied and finished to be neat and smooth.

SECTION 6H - STAIR OPENINGS, STAIR UNITS, HANDRAILS AND GUARDRAILS

1. **General**: The design, construction, and installation of all stair units shall be the responsibility of the Contractor. If code requirements preclude installation of stair unit in a specified location, the Contractor shall notify the local jurisdiction before constructing the stair unit. Stair units may be job built or pre-manufactured and shall include landings as required. When the construction of a new stair opening or modification of an existing stair opening (including modifications for head room) is specified, it shall include all framing necessary to modify the existing, or create a new opening sized to accommodate the existing or specified stair unit and provide all necessary clearances. Structural members shall be approved construction-grade materials; for exterior stairs, fasteners shall be galvanized or cadmium plated. Material used for stair units shall be free of loose or missing knots. Unless otherwise specified, new stair units shall have treads and risers for closed construction and stair treads shall be 5/4" material pre-manufactured for this application. New stair unit installations shall include new handrail and appropriate hardware. Handrail shall be 1 1/4" to 2" in circular cross...
section or have a perimeter of at least 4” and not more than 6”. The handrail must be continuous the full length of the stairs, ends must be returned to the wall or post, and the rails must be mounted so a space not less than 1½” is present between the wall and handrail. Handrails shall be finished with a natural finish unless otherwise specified. Finger joint material may be used only when handrails are to be painted. When guardrails are specified, they shall consist of posts, rails, balusters, and necessary hardware, or finished frame walls.

2. **Installation**: Stair units shall be installed plumb and level; treads shall be level and each riser shall be plumb. Where stair units meet wall surfaces, transition shall include finish wood molding or continuous skirtboard. Handrail installations shall meet applicable code requirements. Handrail brackets shall be screwed to structural members or to securely anchored backing.

3. **Repair**: When repair of a stair unit, handrail, or guardrail is specified, it shall include the repair or replacement of any damaged, deteriorated, or missing component or portion thereof. This shall include the repair or replacement of any associated brackets, screws, and hardware. Components shall be returned to a like-new and structurally-sound condition. Repairs shall match existing materials in style and finish.
DIVISION 7 - MOISTURE PROTECTION

SECTION 7A – DAMP PROOFING

Damp proofing shall be applied in conjunction with new foundation construction when specified and conform to IRC requirements and accepted engineering practices.

Foundation walls that enclose interior space or floors below grade shall be damp proofed from the top of the footing to the finished grade. Areas with a high water table that enclose interior space and floors below grade must be waterproofed in the same manner. Damp proofing consists of 3/8” parging that is covered with a bituminous coating, acrylic cement, surface-bonded cement, or any waterproofing method noted below. Waterproofing consists of two-ply hot-mopped felts, 55-lb. roll roofing, 6 mil polyvinyl chloride, 6 mil polyethylene, 40 mil polymer-modified asphalt, 60 mil flexible polymer cement, 1/8” cement fiber-reinforced waterproof cement, or 60 mil solvent-free liquid synthetic rubber.

SECTION 7B - PERIPHERAL DRAINS AND SUMP PUMP SYSTEMS

1. **Peripheral Drains:**

   Peripheral drains shall be installed in conjunction with new foundation construction when specified and conform to IRC and accepted engineering practices. Drains shall be required around all foundations that enclose habitable or usable space below grade and in areas with a high water table.

2. **Sump Pump Systems:**

   When a new sump pump system is specified where none exists, it shall include sump pit with container and cover designed for this application, sump pump, all electrical connections, and discharge drainage to exterior of structure. Sump pit container shall be a minimum of 18” diameter by 24” deep, designed for this application. Sump pumps shall be submersible type, minimum 1/3 horsepower (hp), automatic control, and UL approved. Discharge line with check valve shall extend from the pump through the exterior wall at a height to permit discharge into a splash block set on grade. A concrete splash block shall be included as part of this installation. When a new sump pump is to be installed in an existing system, existing components of the system shall be inspected and repaired or replaced to ensure proper operation. Pump shall be piped with solid PVC pipe only for the discharge line from the pump.
SECTION 7C - CAULKING
1. **General:** The requirements of this section shall apply to all interior and exterior work where caulking is common practice to provide a finished product or in preparation for final finish. This includes new work, repairs and alterations, and preparation for painting.

2. **Material:** Caulking shall be acrylic latex caulk unless otherwise specified.

3. **Preparation:** Surfaces to which caulking is to adhere shall be clean, dry, frost free, and sound. Loose material shall be removed prior to application. Joints greater than 3/8” in depth shall be partially filled with a rope or yarn backup (backer rod) material as recommended by the manufacturer of the caulking.

4. **Application:** Caulking shall be handled according to the manufacturer’s written instructions. The completed application shall provide a weathertight surface. The caulking shall be uniformly applied and the finished surface shall be neat and smooth.

SECTION 7D - INSULATION
1. **General:** When space limitations will not allow sufficient insulation to meet the “R Value” required by this section, these spaces will be insulated to achieve the highest “R Value” possible. The Contractor shall provide a certification of “R Value” for all insulation to the Owner and the MHDC.

2. **Material:** Insulation shall be standard quality brands of batt, blanket, or loose thermal insulating materials fully suitable for the particular installation. Insulation shall be delivered to the site in manufacturer’s original packaging with seals unbroken and labels intact. Insulation materials shall be noncombustible, nontoxic, and shall not attract insects or vermin.

3. **Installation:**
   A. Attics (rooms or spaces immediately below the roof) shall be insulated to meet the International Energy Conservation Code. A minimum value of R-38 is required pending MHDC staff review. Attic insulation shall be installed between all heated and unheated spaces. Refer to specifications or Scope of Work Summary (Doc. 13.D).

   B. Exterior wall cavities shall be insulated to meet the International Energy Conservation Code, to include all voids between framing and window and door units when exposed. A minimum of R-20 or R-13 + R-5 is required pending MHDC staff review and location of unit. If finished wall surfaces must be disturbed for installation, surface shall be repaired and finished so that no evidence of work is apparent. Refer to specifications or Scope of Work Summary (Doc. 13.D).

   C. Exterior crawl space walls shall be insulated to meet the International Energy Conservation Code. A minimum value of R-19 to R-30 is required pending MHDC review and location of unit. Floors over exterior space must be insulated as attic spaces as noted in Section 7D-3A. Refer to specifications or Scope of Work Summary (Doc. 13.D).
D. Required clearances shall be maintained between mechanical and electrical components and insulation.

SECTION 7E - ROOFING
1. **General**: (see requirements of Division 7, Section 7F)
   A. **Preparation**: Roofing installations shall include the removal of any existing material to meet local code requirements (see Division 2, Section 2A). When roof sheathing is exposed, secure any loose sheathing, and replace defective with material of same thickness to establish a firm, true base. When installation is over existing roofing, set protruding nails, nail down loose roofing, and replace curled or warped roofing material to achieve an even surface. Clear roof surface of debris. Roofing installations shall include new roof jacks. Should the home already have two or more layers of roofing, all previous roofing will be removed prior to installing a new roof.

   B. **Repair**: Color and design of roofing material shall match existing adjacent roofing as closely as possible.

2. **Shingle Roofing**:
   A. **Material**:
      1) 3-tab shingles shall be a minimum of 235 lbs. per square.
      2) T-lock asphalt shingles shall be a minimum of 240 lbs. per square.
      3) 3-tab fiberglass shingles shall be a minimum of 225 lbs. per square.
      4) T-lock fiberglass shingles shall be a minimum of 225 lbs. per square.
      5) Wood shingles shall be No. 1 cedar shingles with a minimum of 205-225 lbs. per sq.

   B. **Installation**:
      1) When asphalt shingles are to be installed over existing roofing, a minimum of 30 lb. roofing felt shall be applied prior to installation.
      2) When asphalt shingles are to be installed directly over roof sheathing, a minimum of 15 lb. roofing felt shall be applied prior to installation.
      3) Shingles shall run true to horizontal line, meet at uniform levels at ridges, be cut and properly fitted adjacent to protruding members and other shingles with allowance for thermal expansion, and true to a set line in valleys and along eaves and rakes. Shingles adjacent to eaves and rakes shall be adequately nailed along same.
      4) New shingles shall extend ½” beyond rake and eave edges.

3. **Roll Roofing**:
   A. **Material**:
1) Mineral-surfaced, single-coverage asphalt roll roofing shall be a minimum of 90 lbs. per square.

2) Mineral-surface, double-coverage asphalt roll roofing shall be a minimum of 110 lbs. per square.

B. Installation:
1) Roll roofing shall be run true to horizontal line, be cut even, and properly fitted to adjacent protruding members.
2) Roll roofing shall be cemented and securely nailed.
3) Roll roofing installations shall include a minimum of 15 lb. felt and 9" edge strips.
   Edge strips shall overhang eaves and rakes 1/4" to 3/8".

4. Built Up Roofing:
   A. Material: Built-up roofing felt shall be 15 lb. fiberglass. Cement shall be hot bituminous asphalt. Cant strips shall be installed at all vertical intersections.
   B. Installation 3-Ply: Built-up roofing shall be composed of 3 plys of felt, alternating with hot layers of asphaltic cement. A final layer of 9/16" roof aggregate shall be applied to a hot layer of flooded asphaltic cement.
   C. Installation 4-Ply: Built-up roofing shall be composed of 4 plys of felt, alternating with hot layers of asphaltic cement. A final layer of 9/16" roof aggregate shall be applied to a hot layer of flooded asphaltic cement.

5. EPDM Rubber Roofing:
   A. Material: All materials by Firestone Building Products.
   B. Installation: As per manufacturer's specifications.

SECTION 7F - SHEET METAL
1. Roof Flashing:
   A. Roofing installations shall include new valley flashing and other flashing necessary to achieve a weather-tight installation.
   B. Valley flashing shall be metal flashing material minimum No. 28-gauge galvanized sheet gauge corrosion resistant metal; other flashing shall be No. 26-gauge galvanized sheet corrosion resistant metal. Installation shall be in accordance with industry standards. Installation shall achieve weather-tight performance without the use of excessive and unsightly mastics.
   C. Shingle and roll roofing installations shall include style “A” metal drip edge along all eaves and rakes, drip edge shall not be installed in less than 40" lengths. Overhang of all existing roofing shall be trimmed back to allow proper installation of drip edge.
D. Built up roof installations shall include gravel stop along all edges, flashing at vertical intersections, and parapet wall caps.

2. **Gutters and Downspouts:**
   A. **General:** Gutters shall be installed so that water flow from roof will be caught by the gutters. Each downspout shall drain a maximum of 600 square feet of roof area and downspouts shall be spaced to drain a maximum of 30 linear feet of gutter. Downspouts that discharge onto a roof shall terminate with an elbow at a maximum of 1” above roof. Downspouts shall be located so that water will be diverted a minimum of 30” away from structure and will drain away from the foundation without draining onto adjoining properties.

   B. **Material:** Gutters shall be seamless 5” K Style. Galvanized steel gutter material shall be minimum of No. 26 gauge. Aluminum gutter material shall be a minimum of .027” in thickness. Downspouts and downspout extensions shall be 3” x 2” corrugated rectangular material to match gutters. Splash blocks shall be precast concrete.

   C. **Installation:** Gutters shall have a uniform slope at the rate of one-sixteenth inch (1/16”) per foot to downspout. Gutters shall be installed under drip edge when it exists. Hangers shall be securely fastened and shall be spaced a maximum of 36” on center. Strap hangers shall be concealed under roofing material. Corners and drops shall be fastened with sheet metal screws and end caps shall be stapled or crimped. Corners, drops, and end caps shall be sealed to be watertight using a mastic designed for this purpose. Downspouts shall be securely fastened at top and bottom; if over 10’0” in length, a third intermediate fastener shall be installed equal distance between top and bottom fasteners. Elbows shall be fastened with sheet metal screws and downspouts shall terminate with an elbow. Installation of gutters, downspouts, and accessories shall be in accordance with trade standards. Galvanized gutters, downspouts, and accessories shall be primed and painted (see Division 9, Section 9C).

   D. **Repair:** Repair of gutters shall include removal of all debris from gutters and realignment to achieve pitch for proper drainage. Loose gutters and downspouts shall be securely anchored and resealed. Splash blocks or extensions shall be provided and installed where missing. Repairs shall be with materials to match existing.

**SECTION 7G - EXTERIOR SIDING**

1. **General:**
   A. **Preparation:** Preparation for siding installation shall include securing any loose wood members and replacing defective members with like material prior to installing new siding. Any existing caulking which will interfere with proper installation of new siding shall be removed. New wood furring shall be installed as required to ensure finish wall is reasonably plumb and even. Air/water...
infiltration paper will be installed per manufacturer's recommendations. The back side of any exterior wood siding and trim will be primed.

B. Installation:

1) Siding shall be installed to run level, plumb, and true to line, and meet at even levels at corners and existing siding. Siding abutting trim and adjacent siding shall be squarely cut and properly fitted.

2) Caulking shall be installed around all openings and abutting wood trim. Color of caulking shall match finish color of siding.

3) Installation shall include all flashing, trim, and accessories necessary for a finished, weather-resistant product. Surface preparation and installation of siding, flashing, and accessories shall be in accordance with manufacturer's recommendations.

4) New unfinished lap and plywood siding shall be primed or sealed ready for final finish.

2. Lap Siding: Vertical joints shall be staggered so that any two joints will be separated by at least two siding strips. Short pieces of siding shall not be concentrated in one area. Corner trim shall fit tightly and true to vertical line of structure. Insulated backer shall be installed with all metal and vinyl siding.

3. Repair: When repair of siding is specified, it shall consist of the repair or replacement of any damaged or deteriorated siding members. Finish and design and siding material shall match existing adjacent siding as closely as possible. Siding used for repair or to fill in voids shall be laced into existing siding so that vertical joints shall have a minimum horizontal separation of 24".

SECTION 7H - SOFFIT, FASCIA, AND EXTERIOR TRIM

1. General: Members shall be securely fastened and installed to run true to line and meet at even levels at corners. Cuts and miters shall be even so as to abut uniformly to adjacent member. New unfinished material shall be primed or sealed and ready for final finish.

2. Wood:

A. Fascia and Trim: New material shall be redwood or clear pine, unless otherwise specified. Corners and in-line joints shall be mitered.

B. Soffit: New soffit material shall be a minimum of three-eighths inch (3/8") exterior grade plywood, plugged, and sanded unless otherwise specified. Fascia shall be plowed to receive soffit.

3. Vinyl and Metal: Vinyl and metal members shall be installed per manufacturer's recommendations with all accessories necessary for a complete installation. Backing materials shall be as recommended by manufacturer.
4. **Repair**: When repair of components is specified, it shall consist of matching existing material in size, style, and finish including decorative and ornamental molding. Repair shall include all materials and methods necessary to achieve uniformity between new and existing members.
DIVISION 8 - DOORS, WINDOWS, AND OTHER ENTRIES

SECTION 8A - DOORS AND FRAMES

1. General: Whenever door units are installed, frames, sills, and thresholds shall be plumb, level, square, and rigid. Frames shall be sized to fit the opening and wall thickness. Whenever doors are installed in existing frames, frames, sills, and thresholds shall be repaired as necessary to provide square, plumb, level, and rigid openings for the new installation. New doors shall fit properly in their frames and shall operate smoothly and easily. Contractor shall repair any voids or holes left as a result of removing existing hardware. When openings are constructed or existing openings modified, headers shall be provided to maintain the structural integrity of the wall and be in compliance with applicable codes. Care shall be taken to avoid unnecessary damage to adjacent components. In the event that damage occurs as a result of construction, damaged components shall be repaired or replaced to match existing in style and finish. When opening modification results in voids in adjacent surfaces, voids shall be filled to achieve uniformity between new and existing materials.

2. Repair of Existing Doors, Frames and Hardware: When repair of any door unit component is specified, it shall consist of ensuring that the component specified functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced and finished to match existing.

3. Enlargement of Door Opening: When existing door openings are enlarged as specified, it shall consist of providing properly sized framing materials to the opening to support all imposed loads. Headers and jack studs must be sized and constructed in compliance with the building code or by accepted engineering practices.

4. Replacement of Door Components: When replacement of any door unit component is specified, it shall consist of removing the damaged component and installing a like component that provides all functions, style, and finish of the original. Replacement component shall be adjusted to function properly.

5. Finishes: New doors shall be finished (see Division 9, Section 9C).

6. Exterior Doors:
   A. Material:
      1) Doors: 1 3/4” solid core exterior grade, faced veneer of wood, masonite, or metal.
      2) Glass/Glazing: (see Section 8C)
      3) Frame: One-piece frame, may be finger joint if painted.
      4) Casing: Casing shall match existing exterior and interior materials, style, and finishes (see Division 6, Section 6C, and Division 7, Section 7H)
5. **Hardware:** Residential grade (Kwick-Set or equal) consisting of 1½ pair of 4” x 4” butts, key-in-knob entry lockset and single throw deadbolt keyed alike, one-way viewer, and one wall or floor stop.

6. **Weatherstripping:** Residential quality weatherstripping of magnetic, vinyl, or aluminum with neoprene seal.

7. **Threshold:** Aluminum or wood with vinyl insert or aluminum or wood in conjunction with vinyl door sweep.

B. **Installation:** Openings between door casing and exterior wall material shall be caulked with a paintable silicone sealant. When accessible, voids between door unit and framing shall be insulated. Doors shall be weather tight with a weather tight threshold. Installation shall be in such a manner that side and head margins are uniform. Bottom shall clear finish floor through entire swing. Complete exterior door unit shall consist of door, rabbeted jamb, butts, casings on both sides, key-in-knob entry lockset, weatherstripping, threshold, and door stop as described in paragraph 6A. Installation will include drip cap over door. Exterior door installation shall include door and all hardware and weatherstripping as described in paragraphs 6A, (1.), (5.), (6.).

7. **Interior Doors:**

   A. **Passage Doors - Material:**

      1) **Door:** 1 3/8” minimum thickness, hollow core wood veneer or solid core wood veneer.

      2) **Frame:** One-piece frame, may be finger joint if painted.

      3) **Casing and Stops:** Casing and stops shall match existing materials, styles, and finishes (see Division 6, Section 6C).

      4) **Hardware:** Residential grade (Kwick-Set or equal); bath doors shall have privacy lockset, all others shall have passage set. Installation shall include one pair of 3½” x 3½” butts and one wall or floor mounted doorstop.

      5) **Threshold:** Beveled solid wood.

   B. **Bifold and Bypass Doors - Material:**

      1) **Door:** 1 3/8” minimum thickness, hollow core wood veneer or 1” minimum solid wood or metal.

      2) **Frame:** One-piece frame, may be finger joint if painted.

      3) **Casing:** Casing shall match existing materials, styles, and finishes and include trim to conceal track (see Division 6, Section 6C).

      4) **Hardware:** Hardware necessary for a complete installation, to include pulls and guides.

   C. **Pocket Doors - Material:**


1) **Door**: 1 3/8” minimum thickness, hollow core wood veneer or solid core wood veneer.

2) **Frame**: Opening shall be finished with a wooden frame, may be finger joint if painted.

3) **Casing**: Casing shall match existing materials, styles, and finishes (see Division 6, Section 6C).

4) **Hardware**: Hardware necessary for a complete installation, to include pulls. Bath doors shall have privacy lock set designed specifically for this application.

**D. Accordion Doors - Material:**

1) **Door**: 1 3/8” minimum thickness, wood or vinyl.

2) **Frame**: Opening shall be finished with wooden frame, may be finger joint if painted.

3) **Casing**: Casing shall match existing materials, style, and finishes and include trim to conceal track (see Division 6, Section 6C).

4) **Hardware**: Hardware as provided by the manufacturer for a complete installation.

**E. Installation**: Complete interior door units shall consist of all materials as described under specific door headings above and shall be installed in such a manner that side and head margins are uniform and will remain so with normal use. Door shall clear finish floor through entire swing or motion. Interior door installation shall include all hardware as described in applicable “Hardware” paragraphs above.

**8. Glass Doors for Tub and Shower Enclosures:**

**A. Material:**

1) **Frame**: Jambs, head rails, and sills shall be extruded anodized aluminum.

2) **Doors**: Frame or frameless, maximum two-panel door for tub enclosure.

3) **Glass and Glazing**: (see Section 8C)

**B. Installation**: Shower stall door and tub enclosure assemblies shall consist of all components provided by the manufacturer for the specific model and application, to include all jambs, head rails, sills, door, and all operating hardware. New assembly shall be watertight.

**9. Storm and Screen Doors:**

**A. Wood Storm Doors - Material:**

1) **Door**: Frame shall be 1 1/8’ thick select clear kiln dried ponderosa pine with interchangeable glass and screen inserts sized for secure tight fit. Screen wire shall be 16 x 18 heavy duty aluminum mesh (see Section 8D).
2) **Frame:** To be installed in existing finished opening.

3) **Hardware:** Machine-finished plated thumb latch, no key locking handle, air-draulic closure, and corrosive-resistant metal chain. Easy change locking latches for glass and screen interchanging; three 3” x 1½” brass-plated hinges for half surface, face mount, or offset installation.

4) **Weatherstripping:** Full perimeter weatherstripping of wood with neoprene or wood with wool pile. Door to have bottom sweep fitted weathertight.

**B. Aluminum Storm Doors - Material:**

1) **Door:** 1¼” maximum and 1 1/16” minimum extruded hollow shape, 6063-T6 alloy aluminum, and minimum .055 thickness. Door shall be self-storing. Screen wire shall be 16 x 18 heavy-duty aluminum mesh (see Section 8D).

2) **Frame:** Frame shall be aluminum Z-bar type.

3) **Hardware:** Machine finished plated thumb latch, no key locking handle, air-draulic closure, and corrosive resistant metal chain. Hinges shall be four Oilite bearing Z-bar type.

4) **Weather stripping:** Full perimeter weather stripping of nylon electropile with waterproof backing. Door to have expander and vinyl bottom sweep.

**C. Vinyl Storm Doors - Material:**

1) **Door:** Frame shall be 1¼” maximum and 1 1/6” minimum by 3”, extruded hollow shape rigid vinyl. Door shall be self-storing. Screen wire shall be 16 x 18 heavy-duty aluminum mesh (see Section 8D).

2) **Frame:** Frame shall be vinyl Z-bar type.

3) **Hardware:** Machine finished plated thumb latch, no key locking handle, air-draulic closure, and corrosive resistant metal chain. Hinge shall be full length.

4) **Weather stripping:** Full perimeter weather stripping of nylon electropile with waterproof backing. Door to have expander and vinyl bottom sweep.

**D. Wood Screen Doors - Material:**

1) **Door:** Frame shall be 1 1/8” wood. Screen wire shall be 16 x 18 heavy-duty aluminum mesh (see Section 8D).

2) **Frame:** To be installed in existing finished opening.

3) **Hardware:** Machine finished plated thumb latch, no key locking handle, air-draulic closure, and corrosive resistant metal chain. Three, 3½” x 1½” brass-plated hinges for half surface, face mount, or offset installation.

**E. Installation:** Complete storm screen door units shall consist of all components as described under materials listings for the specific type of door listed above. Swing of door shall be approved by Owner.
10. **Door Openers:** When an automatic door opener is specified, it shall include the installation of a 110-volt electrical outlet connected to an existing circuit and located within 18” of the door opener unit. Exact location shall be coordinated with door opener installer. Installation of electrical wiring and apparatus shall comply with the requirements of Division 16, Section 16A. When an automatic door opener is specified, it shall be installed according to manufacturer’s installation instructions using only specified or supplied hardware. Installation shall be accomplished by the supplier’s installer. Installation of an automatic door opener shall include the removal of storm door if existing. Removal shall comply with requirements of Division 2, Section 2A.

11. **Overhead Garage Door:**
   A. **Material:** When an overhead door unit is specified, it shall include four-section door, all tracks and track hangers, rollers and lifting hardware, keyed locking hardware, stop molding with weather seal, tension springs and hardware, and bottom weather seal. Overhead garage door shall be wood, masonite, or steel and when of sandwich construction shall have a minimum 1 3/8” thick polystyrene insulating core. When overhead garage door is of single skin and frame construction, it shall have a minimum frame thickness of 1 3/8” with a polystyrene insulating backing. When overhead garage door is of wood construction with recessed panels, it shall have a minimum frame thickness of 1 3/8”.
   
   B. **Installation:** Overhead garage doors and their components shall be installed to fit and operate correctly. Overhead garage doors shall be weather tight with particular emphasis given to seal at floor. Overhead garage door tracks shall be securely anchored and rigidly installed.

**SECTION 8B - WINDOWS AND FRAMES**

1. **Primary Windows:**
   A. **Complete Window Units:**
      
      1) **General:** Complete window units shall include casing, sill, stool, apron, lifts, locks, screens, and all hardware necessary for a complete installation. Frames shall be sized to fit the opening and wall thickness. Style and finish of window unit will be identified Scope of Work Summary (Doc. 13.D). When an opening is constructed in a concrete or masonry wall, the rough opening shall be constructed with redwood, pressure treated lumber, or minimum 16-gauge hollow metal. When openings are constructed or existing openings modified, headers shall be provided to maintain the structural integrity of the wall. Care shall be taken to avoid unnecessary damage to adjacent components. In the event that damage occurs as a result of construction, damaged components shall be repaired or replaced to match existing in style and finish.
2) **Finishes**: New wood window units shall be finished (see Division 9, Section 9C).

3) **Materials**:
   - **Window Units**: Wood, aluminum, vinyl, vinyl clad.
   - **Casing**: Casing shall match existing exterior and interior materials, style, and finishes (see Division 6, Section 6C and Division 7, Section 7H)
   - **Hardware**: Hardware shall be residential grade and shall be designed for the application.
   - **Glass and Glazing**: (see Section 8C)

4) **Installation**: Whenever complete window units are installed, units shall be plumb, level, square, and rigid. Unless otherwise specified top of window unit shall align with existing windows in room. Voids between window unit and framing shall be insulated. Joints on exterior walls between window unit and wood, masonry, or metal shall be caulked with a silicone sealant. Window units shall have a drip cap and be weather tight.

B. **Replacement Window Kits and Replacement Sash**:

1) **General**: Replacement window kits shall include jamb liners, sash with glass and glazing, clips, fasteners, hardware, screens, and other accessories as supplied by the manufacturer for proper installation. In addition, new side and head stops, both interior and exterior, shall be included. Replacement sash shall include new sash milled to match existing with glass and glazing, operating mechanism, and hardware to match existing. Replacement window kits and replacement sash shall be fitted properly in the existing frames and shall operate smoothly and easily. New wood shall be finished to match existing frame (see Division 9, Section 9C).

2) **Materials**:
   - **Window Sash**: Wood, aluminum, vinyl, vinyl clad.
   - **Hardware**: Hardware shall be residential grade and shall be designed for the application.
   - **Glass/Glazing**: (see Section 8C)

3) **Installation**: Whenever replacement window kits or a replacement sash are installed, existing frame shall be repaired as necessary to provide square, plumb, level, and rigid opening for new installation. Contractor shall repair or replace damaged trim incidental to the window. Replacement window kits shall be installed in accordance with manufacturer's recommendations.

C. **Repair of Existing Sash, Frames, and Hardware**: When repair of any window unit component is specified, it shall consist of ensuring that the component specified functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced and finished to match existing.
D. Replacement of Window Components: When replacement of any window component is specified, it shall consist of removing the damaged component and installing a like component that provides all functions, style, and finish of the original. Replacement component shall be adjusted to function properly.

2. Storm Windows:
   A. General: Storm windows shall be self-storing combination storm and screen units. Window shall be installed straight, plumb, and level in existing openings to ensure a weather tight enclosure and shall be securely anchored in accordance with the manufacturer’s recommendations and be easily operable. Frame and sash member joints shall be mitered, neatly fitted, and securely fastened together with platted screws or welded joints. Weep holes shall be provided in frames. Storms and screens shall be compatible with the primary window operation and shall be neatly fitted with appropriate hardware so that the sash and screen can be removed from the inside. Installation shall include screens and necessary hardware. Exterior of primary windows and frames shall be cleaned prior to installation of storm windows. After installation all storm windows and their screens shall be thoroughly cleaned without using abrasive cleaning agents.

   B. Aluminum Storm Windows:
      1) Material: Window frames shall be extruded mill finish aluminum 6063 T6 alloy with nominal wall thickness of .055”. Screens shall be standard mill or charcoal aluminum. Weather stripping for interlocking panels shall be nylon electrole with waterproof backing. Aluminum windows shall conform to the Aluminum Window Manufacturer’s Association standards (see Section 8C).
      2) Installation: Windows shall be installed over a bead of silicone caulking with platted screws finished to match frame. Caulking shall ensure a weather tight installation.

   C. Vinyl Storm Windows:
      1) Material: Window frames shall be welded vinyl extrusion of one-piece construction. Screens shall be standard mill or charcoal aluminum. Weatherstripping for interlocking panels shall be nylon electrole with waterproof backing (see Section 8C).
      2) Installation: Windows shall be installed over a bead of silicone caulking with platted screws finished to match frame. Caulking shall ensure a weather tight installation.

D. Replacement of Storm Window Components: When replacement of any storm window component is specified, the new component shall match the original in all aspects.

E. Repair of Existing Storm Windows: When repair of any storm window component is specified, it shall consist of ensuring that the component specified
functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced.

SECTION 8C - GLASS AND GLAZING

1. **General**: Glass shall be PPG, LOF, or equal. Thickness and type of glass and glazing shall be as recommended by the manufacturer for the specific application. Bathroom windows shall be glazed with obscure glass. Upon completion all glass shall be free of cracks, rattles and be clean.

2. **Exterior Doors**: Door lights shall be insulated glass installed to be weather tight.

3. **Glass Doors (Tub and Shower Enclosures)**: Glass in tub and shower enclosures shall be safety-tempered glass.

4. **Storm Doors**: Storm door glass shall be double-strength tempered safety glass.

5. **Primary Windows**: Complete window units and replacement window kits shall have a minimum of ½” insulated glass. Unless otherwise specified, replacement sash, glass and glazing shall match existing.

6. **Storm Windows**: Storm window glass shall be double-strength.

7. **Replacement**: Glass replacement shall include the removal of all broken glass, old putty, and debris from window sash. Unless otherwise specified, replacement glass and glazing shall match existing in type, style, thickness, and installation. Glass set in metal with glazing clips shall be back-puttied with putty appropriate for the purpose, or set in neoprene glazing bed. Glass set in wood shall be secured in place with glazing points and faced puttied. Glazing compound shall be a quality commercial non-leaded brand.

SECTION 8D - WINDOW SCREENS AND FRAMES

1. **General**: Whenever window screens are specified, they shall be constructed and installed to match existing in material, fabrication, operation, hardware, and finish. If existing screens are not present, screen frames shall be 1 1/16” x 2 ½”. For screens exceeding 40” in either dimension, an intermediate member of the same size shall be installed. Frames shall be constructed with rabbeted joints to provide a square and rigid frame. Screen mesh shall be 10 x 18 heavy-duty aluminum tightly stretched and secured to frame. Mesh edge shall be concealed with ½” half round molding.

2. **Repair**: When repair of any window screen component is specified, it shall consist of ensuring that the component specified functions properly. Any damaged or deteriorated portion of the component shall be repaired or replaced.
SECTION 8E - AREA WELLS

1. **General:** The size of area wells required for egress shall be determined by applicable code requirements. The size of non-egress area wells shall be established by the width of the window and depth below grade. Width from foundation wall for non-egress area wells shall be 24” unless otherwise specified. The top of area wells shall be a minimum of 2” above grade. Area wells shall be securely fastened to the foundation wall at the top, bottom and intermediate. Area wells shall have a minimum of 8” of crushed stone the top of which shall be a minimum of 4” below window sill. Unless otherwise specified, area well covers shall be pre-manufactured. Metal grills shall be No. 9 gauge expanded metal with reinforced edge. Area well covers shall be secured and if used on egress window, shall be easily released. When the depth of the area well is greater than 44”, a permanently-attached egress ladder shall be installed. When area well is constructed of wood, the ladder shall be wood; when constructed of metal, the ladder shall be metal. When constructed of masonry or concrete, the ladder may be wood or metal.

2. **Wood Area Wells:** When the width of area well exceeds 40”, the area well shall be constructed of treated material 6” x 6” minimum. Corners furthest from the foundation wall shall be laced and corners adjacent to foundation wall shall be stacked. Number 4 rebars shall be driven continuously through all members to a depth of 24” below well bottom at all four corners. Posts adjacent to foundation wall shall be 2” x 4” minimum and anchored to foundation wall. When the width of area well is less than 40”, the walls may be 2” x 6” material stacked on edge. Wall members shall be redwood or treated material. Posts furthest from foundation wall shall be 4” x 4” installed a minimum of 24” below well bottom. Posts adjacent to foundation wall shall be 2” x 4” minimum and anchored to foundation wall.

3. **Metal Area Wells:** Metal area wells shall be one-piece corrugated galvanized 20-gauge metal manufactured for this specific application.

SECTION 8F - CRAWL SPACE, CELLAR, BASEMENT, AND ATTIC ENTRIES

1. **Interior:** When the construction of a new interior crawl space, cellar, or attic entry is specified, it shall include cutting of opening, framing of opening, entry cover with hardware, trim, and finishes necessary for a complete, functional, and structurally-sound installation. Finishes shall match surrounding finishes.

2. **Exterior:** When the construction of a new exterior crawl space, cellar, or basement entry is specified, it shall include excavation, entry well, cutting of opening, framing of opening, entry cover or door unit with hardware, trim, flashing, and finishes necessary for a complete, functional, and structurally-sound installation. Construction of entry well shall include provisions for drainage.

3. **Ladders and Stairs:** When a ladder is specified, it shall be wood or metal and permanently fastened and structurally sound to provide safe access. When stairs are specified, they shall be constructed of wood or concrete and installed in compliance with all other requirements of these specifications.
4. **Repair:** When repair of any entry component is specified, it shall be returned to a like-new and structurally-sound condition. This shall include the repair or replacement of any associated hardware. Repairs shall include all material and methods necessary to achieve uniformity between new and existing materials.
DIVISION 9 - FINISHES

SECTION 9A - STUCCO

1. **General:** When stucco is specified, installation methods and materials used shall adhere to trade standards. All materials shall be products manufactured for the specific application. Finish stucco surfaces shall be true and uniform. Work shall include preparation necessary for existing work to receive and adjoin new work. Installation shall include wire lath, ties, and fasteners. Appropriate metal bead or stop shall be installed at all edges and corners. Expansion joints shall be placed to minimize stress within the stucco finish from structural movement. Stucco shall not be applied when temperature of surrounding air is below 40 degrees Fahrenheit and falling, unless precautions against freezing are provided.

2. **Repair of Existing Stucco:** When stucco repair is specified, work shall include the removal of damaged stucco. Repair shall include new lath and stucco to match adjoining work in finish texture and color.

SECTION 9B – DRYWALL

1. **General:** When removal of existing wall or ceiling material is specified, all materials necessary to achieve a solid, sound surface for installation of new drywall shall be removed. When removal of existing wall material is specified on exterior walls prior to installation of new wallboard, exterior walls shall be insulated as required (see Division 7, Section 7D-3B). When removal of existing wall material is specified on walls where handrail brackets, grab bars, etc., are located, solid blocking shall be installed prior to installation of new drywall. Preparations for wallboard installation shall include all furring and shimming necessary to achieve a straight and plumb surface. Except for overlay installations, all new wallboard shall extend behind trim. Trim shall be tight to face of wallboard without damage or distortion to trim installation. Any drywall treatment, preparation, or installation specified in a given room shall include closets and pantries in or adjacent to this room unless otherwise specified. Fasteners of adequate length to penetrate framing members by a minimum of 3/4” shall be used. When overlay or new drywall is specified, unless otherwise specified, trim shall remain in place. When trim is to be removed and reinstalled, care shall be taken to avoid damage or scarring trim material. In the event a member is damaged, it shall be replaced with a like member. Trim shall be marked and identified for reinstallation in the same location. Reinstallation shall comply with requirements of Division 6, Section 6C. When trim is to remain, wallboard shall be cut to fit tightly against trim. When wallboard projects beyond trim, a transitional molding shall be installed to complement existing trim. When overlaying existing walls or ceilings, it is intended that the wall and ceiling materials will not be removed. However, if the Contractor elects to remove it, then it becomes his responsibility to comply with any additional requirements of the Building Code to include insulating exterior walls as required (see Appendix 4; Division 7, Section 7D; and Division 13, Section 13A). Drywall
contractor shall protect adjacent areas, furnishings, fixtures, electrical cover plates, finished hardware, heater covers, and grills from splattering, spillage, or damage during wallboard installation and from taping and texturing applications.

2. **Material:** Wallboard shall be ½” on walls and ceilings, with tapered edges unless otherwise specified. Wallboard installed in bathrooms shall be water-resistant. Type “X” fire-rated wallboard shall be installed where required by applicable codes. Nails or screws shall be treated to prevent rusting or spotting.

3. **Installation:** Care should be taken to stagger and minimize end joints. Wallboard shall be first applied to ceiling, then to walls. When both sides of partitions are to receive wallboard, joints on opposite sides shall be staggered. Wallboard shall be carefully fitted and sized prior to fastening in place. Edges and ends of wallboard shall occur on framing members, except those edges and ends which are perpendicular to the framing members. Electrical boxes and mechanical openings shall be flush with finished wallboard surface. Exposed exterior corners shall be protected with metal corner bead. Wallboard joints and inside corners shall be covered with a tape and compound designed for this specific purpose. Drywall compound shall be applied in accordance with the manufacturer’s recommendations to include maintaining the minimum temperature during curing. Drywall application shall include the filling of all holes, gouges, and imperfections with drywall compound. Drywall work shall provide a true, even, smooth plane that when finished reveals no joints, fastener heads, or holes under normal lighting and viewing conditions. Texture shall be uniformly applied to the entire surface.

4. **Repair:** Repairing damaged areas shall include removing damaged material to framing on two opposite sides of damaged area and replacing with like material securely fastened to framing. Tape and finish to match adjacent surfaces and finishes with no visible signs of repair.

**SECTION 9C - PAINTING**

1. **General:**
   
   A. **Material:** Paint materials shall be standard quality brands and fully suitable for the intended purpose. Paint materials shall be delivered to site in manufacturer’s sealed containers with original labels. The printed instructions shall clearly identify the suitability of the material for the type of exposure, surface to be covered, and type of service to which paint will be subject. Special consideration shall be given to ensure that the new finish will adhere to and be compatible with the existing surface. The Contractor shall furnish the Owner with color samples and the color selected by the Owner shall be initialed by both parties and a copy provided to the MHDC. No lead-based paint shall be used.
   
   B. **Preparation:** All surfaces must be repaired, clean, and in a paintable condition prior to the start of any work. All new materials will be primed and have two finish coats applied. Painting contractor shall apply paint or finishes only to surfaces prepared in accordance with this section. Painting or finishing of any
surface by the painting contractor shall be considered acceptance that the surface preparation will provide for a first class job. Painting contractor shall protect vegetation, adjacent areas, and furnishings from splattering, spillage, or damage during painting. Contractor shall be responsible for paint removal or repair of damage to the Owner’s satisfaction. Finish hardware, electrical cover plates, heater covers, and grills shall be removed prior to painting surrounding surfaces or otherwise protected. Painting contractor shall, after conferring with Owner, remove all abandoned hardware, including hooks, screws, nails, anchors, wire, etc. and set nails and fill holes. Painting contractor shall ensure that all surfaces to be finished are free of peeling, blistered, or crazed paint; foreign material; minor holes, cracks, or irregularities; and must be clean, smooth, and dry. Repair and patchwork shall be made with material appropriate for the specific application to achieve a sound repair. When preparing masonry for paint, remove any surface effervescence with a product designed for this purpose. Any area to be painted showing signs of mold or mildew shall be treated with a good fungicide and all areas shall be thoroughly dry before painting. Upon completion, the entire area shall be cleaned and left in a neat condition.

C. Application: Each coat of paint shall be well brushed or rolled on, worked out evenly and allowed to dry before subsequent coat is applied. Finish work shall be uniform in color; smooth and free from defects; and smooth and free of brush marks, lap marks, bleeding, ghosting, and shadowing. Edges where paint adjoins other materials or colors shall be sharp and clean. New and previously-unpainted hardware, hardware accessories, electrical fixtures, switches, and receptacle and cover plates are not to be painted. Items of this nature previously painted shall be painted to match surrounding finish except when items are plated metal, in which case, old paint shall be removed. When doors are finished, top, bottom, and side edges shall be included. When windows are finished, bottom of lower sash rail and meeting faces of the meeting rails shall be included. The painting contractor shall verify in writing with the Owner which windows are not operable before painting and will not be responsible for making those windows operable. Failure to do so may require the painting contractor to make all windows operable. Windows that are operable before painting will be operable after painting. Bare wood shall be primed and painted, except that to be stained or clear sealed.

2. Exterior:

A. General: Exterior painting shall be done only during favorable weather. Oil paint shall be applied when the temperature is above 40 degrees Fahrenheit, latex paint shall be applied when the temperature is above 50 degrees Fahrenheit and is expected to remain so for three hours after application. Temperature minimums shall be surface temperatures as well as air temperatures. Previously-painted windows, doors, and their trims are part of exterior painting, including those found behind storm windows or doors. Wood screen and storm window frames shall be included in exterior painting. If either is stored at the time, it is the Owner’s responsibility to make them available to the Contractor. Previously-painted foundations, decks, concrete porches, and stoops shall be
part of exterior painting. Natural finished items are not to be painted unless specifically noted. When new gutters and downspouts are specified, the existing fascia and specifically noted. When new gutters and downspouts are specified, the existing fascia and any new fascia shall be painted prior to installation of the new gutters. Exterior metal and plastic surfaces shall be painted, including railings, roof flashing, chimneys, chimney caps, and mechanical components.

B. **Material:** In addition to the requirements of Section 9C, 1, exterior paints shall have a minimum of 35% plus or minus 2% volume of solids for the paint.

C. **Preparation:** Sanding, wire brushing, scraping, and power washing are acceptable methods of cleaning. Joints and seams shall be caulked prior to painting to achieve a weather-tight and smooth finish. Loose or deteriorated putty, including points, for sash shall be replaced.

3. **Interior:**

   A. **General:** Finishes specified in a particular room shall extend into any new and existing closet, built in cabinets or pantry located in or adjacent to that room. Walls, ceilings, and previously painted doors, windows, trim, and shelving shall be included. Natural finished items are not to be painted unless specifically noted. Cabinet doors, and drawers shall be closeable and operable after painting.

   B. **Material:** In addition to the requirements of Section 9C, 1, interior paints shall have a minimum of 30% plus or minus 2% volume of solids for the paint. Finishes used in kitchens, baths, and utility areas shall be durable and washable.

   C. **Preparation:** It is not intended that wood surfaces scheduled for refinishing or painting be completely stripped down to bare wood. Rather, it is intended that scratches and other surface blemishes be treated so as to make them unnoticeable. When wallpaper exists on a surface that is to be painted, it shall be the responsibility of the general contractor to determine the appropriate preparation so that the final finish is in compliance with all requirements of this Section.

4. **Cabinets:** Peeling, blistered, or crazed paint shall be removed. Preparation of cabinet surfaces shall include filling of all voids, holes, cracks, surface irregularities, and unevenness of existing paints so as to be unnoticeable after final finish is applied. Special attention shall be given to the removal of grease, mildew, and other foreign matter unique to kitchen and bath locations. When cabinets are finished, interior, shelves, doors, and drawers shall be included. Wall cabinet tops, when there is no soffit, bottoms and exposed ends, including stove and refrigerator cavities, shall be included. When cabinet doors or drawers are finished, all surfaces inside and out shall be included. After refinishing all cabinet doors and drawers shall operate smoothly, easily, and close tight.

5. **Gutters, Downspouts, Flashing, Vents and Metal Railings:** New metals not previously painted shall be primed with a rust-preventing metal primer manufactured for the specific application. Previously-painted metals shall be spot primed where necessary. Finish shall inhibit rust and be manufactured for the specific application.
SECTION 9D - WALL COVERING (CERAMIC TILE AND WALLPAPER)

1. **General:** All surfaces to be covered shall be clean, smooth, and free of foreign material, holes, cracks, and irregularities and must be dry. Adjacent areas and furnishings shall be protected from splattering, spillage or damage during installation.

2. **Ceramic Wall Tile:**
   A. **Preparation:** Existing walls shall be treated with a water-resistant sealant designed specifically for this purpose.
   B. **Material:** Tile and grout shall be suitable for the area and application. Adhesives and other application materials shall be those recommended specifically by the manufacturer of the tile. Tile allowance shall include the retail cost of the tile only. Tile will be installed on properly-installed cement-based backer board.
   C. **Installation:** Where possible, lay out work so that no tile less than 1/2 size occurs. The adhesive shall be applied to the entire surface to be tiled with a notched spreader blade. Tile shall be set by “floating method”; surface of tiles shall be flush. In shower area height of last course of tile shall extend a minimum of one full tile above showerhead. Tile shall extend into window recesses (sill and sides) at same height as wall tile. Tile installations shall be trimmed with tile specifically designed for the application. Joints shall be uniform, shall align vertically and horizontally and be plumb and level. Tile joints shall be filled with white grout unless otherwise specified. Joints between tub and tile and between tile and any dissimilar material shall be sealed with a tub and tile sealant. Joints shall be sponged and tooled.
   D. **Repair:** When repairing an existing tile wall, remove all cracked, loose, chipped, or otherwise defective tile. Repair sub-surface wall material as necessary to provide a smooth and water-resistant surface for installation of replacement tile. New tile being installed next to existing tile shall match existing as closely as possible in size, color, texture and glaze. Existing tile may be cleaned and reused when feasible. When repairing and sealing grout, remove all loose and deteriorated grout and sealant prior to installing new. Installation shall conform to all requirements of this section.

3. **Wallpaper:**
   A. **Preparation:** Existing surfaces shall be prepared to ensure that the seams or any other features of any existing wall covering will not be visible through new covering. Sealant shall be applied as recommended specifically by the manufacturer of the wall covering. Surfaces shall be coated with sizing as recommended by the manufacturer of the wall covering. Special consideration shall be given to ensure the new covering will adhere to and not affect the stability of the existing surface.
   B. **Material:** The type of paper used shall be suitable for the area and application. Wall covering allowance shall include the retail cost of covering only.
C. **Installation:** Wall covering surface shall be smooth, tight, and free of bubbles. Paper shall be plumb with seam type recommended by the manufacturer. Abutting seams shall be tight and patterns shall align. Edges shall be fitted tightly against all trim. Edges where wall covering adjoins other material or finishes shall be sharp and clean. Wallpaper shall be installed behind all wall and ceiling accessories (grills, cover plates, fixtures, etc.).

D. **Repair:** Repair of wallpaper surfaces shall consist of adhering wallpaper with product specifically designed for this purpose.

**SECTION 9E - FLOOR COVERINGS AND FINISHES**

1. **General:** Flooring contractor shall install finish flooring materials only to surfaces prepared in accordance with the requirements of the finish material manufacturer. The placement of any finish flooring materials shall indicate the acceptance of the surface and compliance with all requirements of this section by the installer. When adhesives are used, they shall be designed for the specific application. Installation of floor coverings shall be accomplished by a skilled craftsman. Prior to installation over concrete, all cracks, depressions, and voids shall be filled or repaired. Where leveling is required, a product designed specifically for this purpose shall be used. Concrete surface shall be sealed with a sealant designed for this application prior to installation of floor covering. Floor surfaces to receive underlayment or finish floor covering shall be dry, smooth, and clean. Floor coverings and finishes specified in a particular room shall extend into any new and existing closet or pantry located in or adjacent to the room. Floor coverings shall be cut evenly and close fitting at walls and all projections and seams shall be held to a minimum. Avoid seams in high traffic areas. Floor coverings shall be installed so that patterns align in both directions. Fill strips shall not be less than 9" in width or less than 36" in length. The transition between rooms with different floor finishes shall occur at the center of the opening or the door when the door is in the closed position. When new finish floors are specified, installation shall include trimming bottoms of existing doors that are to remain to clear new finish floor. The Contractor shall be responsible for keeping the new floor covering clean and protected from stains and all other damage until acceptance by Owner or final inspection. Patching of damaged vinyl is not acceptable. The General Contractor shall ensure care instructions for products installed are provided to the Owner.

2. **Vinyl:**
   
   A. **Material:** Vinyl allowance shall include the retail cost of vinyl floor covering only.
   
   1) **Vinyl Sheet Goods:** Shall be of a reputable manufacturer and meet minimum FHA standard.
   
   2) **Base:** Rubber, vinyl, or wood.
   
   3) **Stair Nosing:** Aluminum, vinyl, or rubber.
B. **Installation:** Vinyl installations, except when over concrete, shall include underlayment. Existing base shoe shall be removed prior to installation of vinyl. Water closet shall be removed prior to installation of vinyl. When reinstalling water closet, a new bowl wax seal shall be installed. Seams shall be tight, straight, uniform, and welded watertight using manufacturer’s seam sealer. Vinyl shall be fitted tight and sealed at tub and around all floor penetrations to be watertight. Transition from one floor covering type to another shall be made using a molding product designed for the specific materials and conditions. The vinyl installation shall include all necessary trim items including pipe escutcheons for a complete and professional installation. Installation of vinyl floor covering on stairs shall include a nosing trim specifically designed for this purpose. Tread and risers shall be one piece with no exposed edges. Rubber and vinyl base shall be continuous between corners, and all interior and exterior corners shall be premolded. For wood baseboard or base shoe installation, see Division 6, Section 6C. After floor has set sufficiently to become seated, clean with a neutral cleaner recommended by manufacturer. Floors and rubber base shall be left clean, smooth, and free from air pockets, buckles, cracks, and exposed edges.

C. **Repair:** Vinyl repairs shall be made using manufacturer’s recommended products and procedures. Finish repair shall be smooth, even, and impervious to water. Any additional vinyl required for repair shall match all characteristics of existing vinyl and pattern shall align.

3. **Carpet:**

   A. **Material:** Carpet allowance shall include the retail cost of carpet only.

   1) Wool, acrylic, or modacrylic pile carpet shall be 25 ounces per square yard minimum.

   2) 100% nylon pile carpet shall be 20 ounces per square yard minimum.

   3) Pad shall be 1/2” pad, 5 pound, rebond minimum, unless otherwise specified.

   4) Bath and kitchen carpet shall be water resistant designed for this use and shall be installed over flooring impervious to water.

   B. **Installation:** Base shoe shall be removed prior to installation of carpet. Surface of base exposed after removal of base shoe shall be finished to match adjacent surface. Installation shall be in accordance with carpet industry practices and standards. Finished carpet installation shall be free of scallops and puckers. Fasten tack strips to the floor by the most appropriate method to give permanent holding qualities. Lay pad in the largest possible lengths and widths using the minimum number of sections and lay flat without bubbles or wrinkles. Bond pad to concrete and staple to wood floors. Lay out the pad so that seams do not fall directly under the carpet seams. Tape pad seams where necessary to ensure seams remain tight. Make carpet seams uniform, unnoticeable, and permanent by the method appropriate for the type of carpet and in accordance with industry practices and standards. Treat all joining edges, regardless of seaming method, with a seam adhesive. Seams must have a minimum breaking strength of 100 pounds per inch and must be capable of withstanding all carpet cleaning
processes. Products used in the seaming process shall be appropriate for the application. After installation, remove all debris, moldings, scraps, and other foreign matter. Remove any soiled spots or adhesive from the face of the carpet with the appropriate spot remover recommended by the carpet manufacturer. Remove all loose threads and vacuum carpeting.

4. **Underlayment:** Unless otherwise specified, 1/4” material (Luan plywood, AC plywood, waferboard, or fiber reinforced gypsum underlayment) designed and stamped for use as underlayment shall be installed.

5. **Wood Flooring (Repair and Refinishing):**
   
   A. **Repair:** When patching or replacing flooring, material and installation shall match existing. Where patch is more than two boards wide, the end joints shall be staggered a minimum of 4”. Sand patched area and feather into existing flooring. Stain and finish new sections of flooring to match existing.

   B. **Refinish:** Remove base shoe with care prior to sanding; save for reinstallation. Reinstall base shoe after flooring has been refinished. Reinstall base shoe, and if damaged, provide new base shoe and refinish to match existing removed (see Division 6, Section 6C). Re-nail all loose flooring, set nails, and fill all holes with a product specifically designed for this purpose. Floor surface shall be machine sanded with appropriate-grit paper to achieve a smooth uniform surface. When machine sanding is impossible, hand sand to achieve a smooth, even surface. A minimum amount of wood surface shall be removed. Apply wood filler to floor surface with a product designed for this purpose. Apply a minimum of two coats of polyurethane floor finish. When floors are to be stained, apply stain evenly.

**SECTION 9F - PLASTER REPAIR**

**General:** Properly prepare the area to receive patching plaster. Proper preparation shall include the removal of loose or damaged plaster cut out to clean, sharp edges to solid lath material. The areas to be patched shall be filled by one of the following methods.

1. **Wallboard Method:** Areas to be patched shall be filled with a thickness of wallboard that will allow the finish plaster coat to match the adjoining surface in plane, finish, and texture. The wallboard shall be securely fastened to a solid backing.

2. **Plastering Method:** Surfaces to be patched shall be dampened immediately before application of the new three-coat wet plaster; all surfaces shall be smooth and free of bulges and match the adjoining surface in plane, finish, and texture.
DIVISION 10 - SPECIALTIES

SECTION 10A - FOUNDATION AND ATTIC VENTS

1. **General**: When openings for vents are constructed, care shall be taken to avoid unnecessary damage to adjacent components.

2. **Foundation Vents**: Foundation vents shall have a means of closing and shall be screened with corrosion-resistant wire mesh. Vents shall not be placed in close proximity to existing or new plumbing, gas meters, or furnace intake vents. Vents shall be standard quality brands designed for the specific application.

3. **Attic Vents**: Attic vents specified shall be screened with corrosive resistant wire mesh and shall provide protection against entrance of rain or snow. Vents shall be standard quality brands designed for the specific application.

SECTION 10B - MEDICINE CABINETS AND BATH ACCESSORIES

1. **General**: Medicine cabinet and bath accessories shall be installed level and securely anchored using manufacturer's hardware at standard heights, unless otherwise requested by Owner. When installed over sink, medicine cabinet shall be centered above sink. Locations of accessories shall be coordinated with Owner. When “all” bath accessories are specified, the following shall be provided:

   A. Two towel bars; one 24”, one 30”
   B. One paper dispenser
   C. One shower rod (not required with glass enclosure)
   D. One soap dish
   E. When tilted extension mirror is specified, location shall be coordinated with Owner and MHDC.

2. **Repair**: When repair of medicine cabinet or bath accessory is specified, repair shall restore item to its original appearance and operation and be securely anchored.

SECTION 10C - HOUSE NUMBERS

When new house numbers are specified, they shall be a minimum of 5” in height, made of black- or brass-finished metal and be securely fastened with screws or nails supplied by the manufacturer.
SECTION 10D - SIGNAGE AND MAIL BOXES

All signage shall be legible, include all required information, and be in good repair. When a mail box is specified, it shall be U. S. Postal-approved and if post is provided, post may be wood or metal and shall include a platform for securing the mail box. Post shall be set in concrete and mail box shall be installed according to U. S. Postal Service requirements.

SECTION 10E - GRAB BARS

When grab bars are specified, all mounting holes shall be used and each screw shall be securely anchored in solid backing. If solid backing does not exist, installation shall include the removal of existing wall or ceiling covering, installation of solid backing securely anchored to wall or ceiling framing, and the replacement of wall or ceiling finishes to original condition. Heights and locations shall be coordinated with the Owner and the MHDC. Horizontal bars shall be installed level and all vertical bars shall be plumb unless otherwise specified.
DIVISION 11 - EQUIPMENT

SECTION 11A - APPLIANCES

1. **General**: Appliances shall be delivered to site in manufacturer’s containers and protected during construction. The Contractor shall be responsible for furnishing appliances in proper operating condition and without any defects or damages including the finish. The Contractor shall provide to the Owner operation instructions, guarantees, and warranty certificates for the furnished appliances. The energy-rating label shall remain on all appliances. When relocation of existing appliances is specified, installation requirements of this Section shall be adhered to except that the requirements for all features to operate faultlessly shall apply only to those features operating prior to relocation. The Contractor shall reconnect existing appliances temporarily removed during construction.

2. **Installation**: The Contractor shall be responsible for constructing openings for built-in appliances. The installation of appliances shall include all mechanical, electrical, and plumbing service connections necessary for all features of the appliance to function properly. When new connections are required, they shall be installed behind the appliance and out of sight. Existing connections may be used if applicable code requirements are met (see Divisions 15 and 16). The Contractor shall check and make all necessary adjustments to ensure that installed appliances and features operate faultlessly. Range, refrigerator, and dishwasher shall be installed level. Installation of garbage disposal shall include wall switch above counter top backsplash.

3. **Reconditioning Range, Refrigerator, and Dishwasher**:
   A. Reconditioning of appliances shall include assuring the proper operation of all controls, motors, and the functions of all accessories and components. Unit shall be cleaned.
   B. Cleaning of appliances shall include the removal of all grease, oil, dirt, dust, and debris from all finishes, elements, and components of the appliance.

4. **Appliance Refinishing**: Refinishing kitchen appliances shall be accomplished by a subcontractor recognized as a professional in this type of refinishing and using products designed specifically for this application.
DIVISION 12 - FURNISHINGS

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DIVISION 13 - SPECIAL CONSTRUCTION

SECTION 13A - HAZARDOUS MATERIALS (LEAD-BASED PAINT AND ASBESTOS-CONTAINING MATERIALS)

1. **Lead-Based Paint**: The requirements of State and federal regulations must be complied with when performing any work involving lead-based paint, including but not limited to the following activities.

   A. **Disclosure**: A seller or lessor of target housing shall disclose to the purchaser or lessee the presence of any known lead-based paint and/or lead-based paint hazards.

   B. **Acquisition and Federal Rehab Assistance**: In projects that are part of federally-assisted acquisition and rehabilitation, the grantee or PJ shall provide the lead hazard information pamphlet in accordance with 24 CFR Part 35. Lead-based paint requirements for rehabilitation fall into three categories that depend on the amount of federal assistance provided. The three categories are: (1) assistance of up to and including $5,000 per unit; (2) assistance of more than $5,000 up to and including $25,000 per unit; and (3) assistance of more than $25,000 per unit. The type of lead-based evaluation and hazard reduction requirements is dependent on the amount of federal assistance provided per unit.

   C. **Lead-Safe Work Practices Qualified Bidders**: Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. To protect against this risk, the EPA requires all contractors or firms performing renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes, child care facilities, and schools be certified by EPA and that they use certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices. Individuals can become certified renovators by taking an eight-hour training course from an EPA-approved training provider. Only these General Contractors who have completed a State-approved LEAD-SAFE RENOVATOR TRAINING PROGRAM or are licensed by the State Health Department as LEAD ABATEMENT CONTRACTORS are recommended to bid on HDF rehabilitation projects.

   D. **Lead-Based Paint Removal/Abatement Qualified Bidders**: Only General Contractors licensed by the State Health Department as LEAD ABATEMENT CONTRACTORS and that have been approved by the MHDC.

      1) The lead abatement contractor will be responsible for ensuring his/her supervisors and workers attend appropriate training and hold the appropriate State licenses.

      It is the responsibility of the General Contractor to ensure that proof of the aforementioned training and licensing is provided to the MHDC for the
Owner and his/her workers.

2) When lead-based paint is to be removed from building component surfaces, the component shall remain in place when accomplishing the removal.

3) When lead-based paint is to be removed from building component surfaces, the component shall remain in place when accomplishing the removal.

E. The MHDC requires that all units constructed prior to 1978 must be tested for lead-based paint that utilizes federal funding for rehabilitation.

2. **Asbestos-Containing Materials:** Asbestos-containing materials shall be handled and disposed of in accordance with State and Federal Regulations.

   A. The National Emission Standards for Hazardous Air Pollutants (NESHAP) regulations under the Clean Air Act specify work practices to be followed during demolition and renovation of all structures.

   B. The Missouri Department of Natural Resources – Division of Environmental Quality requires an asbestos inspection prior to any proposed renovation and demolition activities. The Missouri Department of Natural Resources – Division of Environmental Quality regulates the abatement and disposal of asbestos-containing materials, renovation operations, and demolition activities in Missouri (per 10 CSR 10-6-241 and 10 CSR 10-6-6.250).

**SECTION 13B - AIR QUALITY**

The site and dwelling units must be free of air pollutant levels that threaten the occupants’ health. The dwelling unit must be free from dangerous levels of carbon monoxide, sewer gas, fuel gas, dust, mold, and other harmful pollutants. Adequate air circulation is required in the dwelling unit.

**SECTION 13C - PEST CONTROL (ROACHES, TERMITES, AND VERMIN)**

1. **Roaches:** When roach treatment is specified, it shall be accomplished by a professional exterminator company licensed to perform this type of service. Type and kind of treatment shall be determined by the professional exterminator. The Contractor shall be responsible for the initial treatment and any recommended follow-up shall be the responsibility of the Owner.

2. **Termites:** When termite treatment is specified, it shall be accomplished by a professional exterminator company licensed to perform this type of service. Type and kind of treatment shall be determined by the professional exterminator. The Contractor shall be responsible for the initial treatment and any recommended follow-up shall be the responsibility of the Owner.
It shall be the responsibility of the Contractor to repair or replace any damaged components caused by the treatment for termites.

3. **Vermin:** Any unit must be free of rodents and heavy accumulations of trash, garbage, or other debris that may harbor vermin. The unit must contain adequate barriers to prevent infestation.

**SECTION 13D - FIRE ALARM SYSTEM, CARBON MONOXIDE, AND EMERGENCY POWER**

When fire alarm and smoke detectors are specified, they must be installed according to the Building Code. (See Division 16, Section 16B and 16C). If a hearing-impaired person is present, the smoke detectors must have an alarm for hearing-impaired persons as specified in NFPA 74. If fuel-burning appliances are provided in a dwelling unit, carbon monoxide detectors are required to be installed based on the manufacturer's recommendations. When fire sprinklers, emergency lighting, and exit signs are specified, they must be installed according to the appropriate building code. If emergency power is provided, it must be sized accordingly, operate all necessary equipment, and be installed according to the building code.

**SECTION 13E - FIRE PROTECTION SYSTEM**

New one- and two-family dwellings over one level in height, new one- and two-family dwellings containing a basement, and new one- and two-family dwellings containing a crawl space with a fuel-burning appliance below the first floor shall provide one of the following methods for fire protection of floors: (1) a ½" gypsum wallboard membrane, 5/8" wood structural panel membrane, or equivalent on the underside of the floor framing member; (2) wood floor assemblies using dimension lumber or structural composite lumber equal or greater than 2" x 10" nominal dimension, or other approved floor assemblies demonstrating equivalent fire performance; or (3) an automatic fire sprinkler system as set forth in section R313.2 of the International Residential Code for One- and Two-Family Dwellings. All new windows installed must meet the fire egress requirements noted in the building code.

**SECTION 13F - STORED FLAMMABLE MATERIALS**

Flammable materials, including paint, solvent fluids, paper, gas, etc., shall not be stored or accumulated in an unsafe or unapproved manner in any dwelling unit or on site.
SECTION 13G – ACCESSIBILITY

1. **Section 504 (24 CFR 8):** The requirements of the federal regulations must be complied with when performing any work involving the new construction or alterations of existing multifamily housing.
   
   A. New multifamily housing consisting of five or more units must be designed and constructed to be readily usable by persons with disabilities.
      
      1) A minimum of 5% of the dwelling units in the project must be accessible to individuals with mobility impairments. An additional 2% of the dwelling units must be accessible to individual with sensory impairments.
      
      2) The construction standard for all accessibility requirements is the Uniform Federal Accessibility Standard. Rehabilitation indicates that if alterations are undertaken to a housing project that has 15 or more units, and the rehabilitation costs will be 75% or more of the replacement cost of the completed project, then such projects are considered to have undergone “substantial alterations” are subject to the accessibility requirements noted in (1) for new construction above.

   The construction standard for all accessibility requirements is the Uniform Federal Accessibility Standard.

2. **Americans with Disabilities Act (24 CFR 36):** The requirements of the federal regulations must be complied with when performing any work involving the new construction or alterations of existing multifamily housing.
   
   A. When public areas are altered in multifamily projects constructed on or before January 26, 1993, they must be altered in accordance with the 2010 ADA standards.
   
   B. Public areas must be designed and constructed in accordance with the 2010 ADA standards in multifamily projects constructed after January 26, 1993.

3. **Fair Housing Act (24 CFR 100.205):** The requirements of the federal regulations must be complied with when performing any work involving the new construction or alterations of existing multifamily housing.

   All multifamily housing projects constructed after March 13, 1991, must comply with the seven design standards noted below:

   A. an accessible entrance on an accessible route;
   
   B. accessible public and common use areas;
   
   C. usable doors;
   
   D. accessible routes into and through the dwelling unit;
   
   E. accessible light switches, electrical outlets, and environmental controls;
F. reinforced bathroom walls for grab bars, and
G. usable kitchens and bathrooms.

SECTION 13H - DISASTER MITIGATION
These standards require housing to be improved to mitigate any potential impacts from potential disasters, such as earthquakes, floods, and wildfires. Improved housing must comply with State or local codes, ordinances, and any other HUD requirements. Whenever possible, the design should place all building improvements, ingress and egress outside of the floodplain and include construction design for flood mitigation features. Any potential wind or storm damage to units is typically covered by homeowner’s insurance. Any other potential disaster issues will be mitigated as necessary.

SECTION 13I - MANUFACTURED HOUSING
2. All manufactured housing must be installed on a permanent concrete foundation.
3. All manufactured housing must be properly tied down.
4. All road transport accessories, such as wheel and hitching devices, must be removed.
DIVISION 14 - CONVEYING SYSTEMS

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DIVISION 15 - MECHANICAL

SECTION 15A - GENERAL REQUIREMENTS
Equipment shall be designed for the intended applications. Equipment and items installed under this section shall operate safely without leakage, undue noise, vibration, or corrosion. Equipment shall bear a permanent and legible factory-applied nameplate to permit identification of manufacturer, model number, and type of unit. In addition, all units shall have the energy guide label approved by the Federal Trade Commission. A furnace, boiler, or water heater supported from the ground shall rest on a 4” concrete slab extending not less than 3” above the adjoining ground level. Cutting, drilling, and refinishing necessary for the proper execution of all work under this division shall be the responsibility of the Contractor. When damage to framing or structural members occurs as a result of the work, the damaged members shall be reinforced to achieve the strength and load bearing capacity of the original member. Match existing materials in size, style, and finish, including decorative and ornamental moldings. Repairs shall include all materials and methods necessary to achieve uniformity between new and existing members. Repairs shall meet all building code requirements. When a mechanical pit is specified, it shall include a concrete floor with concrete block walls constructed in accordance with drawings. If the walls exceed 44” in height, there shall be a ladder installed as part of this installation. When work under this Section results in abandoned utilities or mechanical components, see Division 2, Sections 2I and 2J.

SECTION 15B - PLUMBING

1. General:
   A. Newly-installed piping shall be concealed in walls, ceilings, and floors unless passing through spaces not intended to be finished. In unfinished basements, piping locations shall be coordinated with the Owner to ensure piping will be concealed by future construction.
   B. Whenever possible, water pipes shall not be installed in outside walls, ventilated attics, or locations where freezing may occur. When it is necessary to install water pipes in these areas, they must be protected from freezing.
   C. Copper pipe connected to galvanized pipe shall be installed with dielectric connectors.
   D. Sill cocks shall be frost-free, anti-siphon, and installed a minimum of 10” above finish grade unless otherwise approved by the Owner. Installation in new location shall include water supply line.
   E. When a plumbing line is repaired, it shall be made fully functional using like materials.
Damage, voids, and holes created as a result of work required under this Section shall be professionally repaired and refinished to eliminate all evidence of said work.

F. Whenever possible, replace galvanized water piping still in service.

2. **Service Lines (Sewer, Water and Gas):**

A. **Excavation:** Excavation requirements shall apply to the installation of all service lines. Contractor shall be responsible for the location of all underground services to the property. Excavation shall conform to all local, State, and federal requirements. Any damage or loss resulting from excavating activities shall be corrected at the expense of the Contractor. This includes, but is not limited to, sidewalks, driveways, fencing, and retaining walls. Excavation of trenches shall not undermine or disturb the stability of the building foundation. Excavated trenches shall run in a straight line and provide continuous support for piping along its full length. Trenches shall be back filled evenly using acceptable fill material and thoroughly compacted (see Division 2, Section 2M).

B. **New Sewer Line:** When a new sewer line is specified, it shall be installed from the sewer main to inside the structure foundation. Foundation opening around the pipe shall be sealed to be watertight. Installation shall include exterior clean out and the location to be approved by Owner. When a new sewer line is specified and a grease trap is an active part of the sewer system, the grease trap will be bypassed. When a grease trap is to be bypassed, the cover shall be removed and the grease trap shall be cleaned and filled with sand. Every sewer line abandoned as a result of work by the Contractor shall be plugged or capped outside the foundation wall. Foundation openings abandoned as a result of the Contractor’s work shall be plugged and sealed to be watertight.

C. **Sewer Line Repair:** When repair of a sewer line is specified, the location of blockage or damage shall be determined by the Contractor. Information related to prior efforts to clear the line and likely location of blockage or damage may be available from Owner. Blockage or damage shall be removed by whatever means necessary. If this requires excavation and repair of sewer line, work shall comply with all requirements of this section.

D. **Sewer Line Cleaning:** When the sewer line is to be cleaned, it shall be cleaned from the blockage to the main.

E. **New Water Service Line:** When a new water service line is specified, it shall be installed from the water main to meter located inside dwelling. Existing exterior meters shall be relocated to interior of dwelling with exterior remote counter. Location of both shall be coordinated with Owner. Work shall include the reinstatement of curb stop valve and box. Water service lines shall be of a design and size to meet applicable code requirements.

F. **Water Service Line Repair:** Repair of line and components shall be accomplished to achieve strengths and durability necessary to prevent leakage.
and maintain existing water flow. Work shall comply with applicable requirements of this Section.

G. Water Meter Relocation: When a water meter is to be relocated, the new location shall be coordinated with Owner.

H. New Gas Service Line (when no service exists): When a new gas service line is specified, it shall be installed from gas main to meter. Contractor shall be responsible for installation from meter to property line and for coordinating the installation from property line to gas main with the utility company. Location of gas meter shall be coordinated with Owner.

I. Gas Service Line Replacement: When an existing gas service line is abandoned, installation requirements of Section 15B, Paragraph 2H, F shall apply. When existing gas service line is to be used as a conduit for the replacement line, the replacement line shall be installed from the gas main to meter. Meter may remain in existing location, except that meters located within structure shall be relocated to exterior. New location shall be coordinated with Owner.

J. Gas Meter Relocation: When a gas meter is to be relocated, new location shall be coordinated with Owner.

3. Building Lines (Drains/Vents, Water, Gas):

   A. Drains/Vents: When a new fixture drain line is specified, it shall be from fixture to rough plumbing connection. When drain line is exposed, it shall be chrome finished. When replacement of all drain lines is specified, new lines shall be installed from inside of foundation to all fixtures and shall include fixture traps. When replacement of the entire drain/vent system is specified, replacement shall include all new drains from inside of foundation to all fixtures, including fixture traps and vents from all fixture drains through roof. When installing or replacing a portion of the drain/vent system is specified, new material shall be connected to existing with approved methods. When repair of drain/vent line is specified, repair shall achieve strength, durability, and flow of the original line.

   B. Water Lines: When replacement of all water supply lines is specified, new lines shall be installed from inside foundation wall, or from meter when located inside dwelling, to all existing and proposed fixtures, faucets, and mechanical equipment requiring water supply. For fixtures with shut-off valves, new valves and supply lines from valves to faucet shall be installed. New shut-off valves shall be installed symmetrically at the center line of the fixture. New water supply lines may be copper or plastic and must comply with the International Plumbing Code. When new fixture supply lines are specified, installation shall be from fixture to shut-off valve. When new fixture supply lines are specified without shut-off valves, installation shall be from the fixture to rough connection. When repair of a water supply line is specified, repair shall achieve strength, durability, and flow of original line.
C. **Gas Lines:** When replacement of existing or installation of new gas supply line is specified, new line shall be installed from nearest properly-sized supply line to appliance or equipment. Shut-off and flexible connector shall not be visible upon final installation of dryer or stove in finished areas. When repair of a gas supply line is specified, repair shall achieve strength, durability, and flow of original line.

4. **Fixtures:**

A. **General:** Plumbing fixtures shall be delivered to site in manufacturer’s containers and protected during construction. Fixtures and plumbing accessories shall be new and installed according to all applicable plumbing codes. Fixtures installed in a new location shall include supply lines, drains, and vents. Sinks installed in cabinets shall have chrome-finished or copper supply lines; and new chrome-finished brass shut off valves. Escutcheons shall be installed where plumbing lines pass through walls or floors of cabinets. Fixtures with exposed supply lines shall have chrome-finished risers and new chrome-finished brass shut-off valves. Valves shall be installed at floor or wall with escutcheons so that only valves and risers are exposed. Shut-off valves are not required on claw foot tub installations. Drains and supply lines for claw foot tubs shall be chrome-finished above floor line. Fixtures with exposed drain lines shall have chrome-finished P-traps and drain pipes. When existing fixtures with lead traps or drains are replaced, lead shall be replaced with PVC or ABS plastic. When a fixture component is to be replaced, it shall be of like-quality and design of original, unless otherwise specified, and shall be installed and adjusted to operate properly. When a faucet is to be repaired, the repair shall return the faucet to its original operation.

B. **Water Closets:** When a new water closet is specified, it shall consist of bowl, tank, and cover constructed of vitreous china with seat and lid properly sized to fit water closet. It shall be installed with new wax ring sleeve and securely fastened with bolts and caps specifically designed for this application.

C. **Sinks:** New kitchen sinks shall be stainless steel, porcelain enamel over steel, or porcelain over cast iron with a minimum depth of 8” and basket strainer(s). When a kitchen sink and faucet installation is specified, it shall include sink, sink basket strainer(s), P-trap, chrome faucet with spray (unless otherwise specified), and supply lines. New bath sinks shall be vitreous china, cultured marble, onyx, and porcelain enamel over steel or porcelain over cast iron, with waste pop-up and pop-up lever. When a bath sink and faucet installation is specified, it shall include sink, faucet with pop-up, P-trap, chrome faucet, and supply lines. Sinks are to be secured to countertop with appropriate sink fasteners and shall not be installed on post formed edge of countertops. Perimeter of sink rim shall be sealed with plumber’s putty and all excess putty removed. Before installation of wall-hung sinks, the Contractor shall ensure that a minimum of 2” x 6” blocking is installed in the wall. Brackets specifically designed for the support of the sink shall be installed. When the sink design provides for support leg installation, chrome-finished support legs specifically designed for this application shall be installed.

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D. **Tubs:** New tubs shall be 14” minimum in height, porcelain enamel over steel, porcelain over cast iron, or fiberglass, with complete bathtub waste assembly and P-trap. Tubs shall have a slip-resistant surface unless otherwise specified. Tub shall be set level and supported at floor and wall. When a tub faucet is specified, it shall consist of valve(s) and spigots. When a combination tub/shower faucet is specified, it shall consist of value(s), spigot, and shower head. Valves, spigots, and shower heads shall be chrome unless otherwise specified.

E. **Showers:** New shower bases shall be fiberglass, plastic, or concrete with Coloroy membrane liner and ceramic finish. Complete shower base shall include waste assembly and P-trap. When a shower faucet is specified, it shall consist of valve(s) and shower head. Shower head shall be chrome finished unless otherwise specified. Shower wall finishes shall be as specified and installed according to the manufacturer’s installation instruction. Shower bases shall be set level.

F. **Washer Drip Pan:** New washer drip pan installation shall consist of a drip pan designed for this application, flush mounted in wall with finish trim, supply valves, and all piping and connections to building supply, drain, and vent systems.

5. **Water Heaters:**

   A. **General:** Water heaters shall be American Gas Association certified or UL listed and have a five-year limited warranty tank.

   B. **Gas Fired:** New gas-fired water heater in a new location shall include all venting flues, gas supply lines and connections, water lines and connections, gas and water shut off valves, T&P valve with drip leg, and combustion air supply. When a new gas-fired water heater is specified to replace an existing water heater in same location, it shall include gas and water connections and T&P valve with drip leg. Installation shall include the inspection of all existing venting flues, gas and water piping and valves, and combustion air supply. If necessary to meet applicable codes, the replacement or repair of these items shall be included. When a new gas line connection from water heater to shut off is specified, it may be rigid or approved flexible gas line.

   C. **Electric:** When a new electric water heater is specified in a new location, it shall include water line connections and valves, wiring and connections, and T&P valve with drip leg. When a new electric water heater is specified to replace an existing water heater in same location, it shall include water line connections, electrical connections, and T&P valve with drip leg. Installation shall include the inspection of all existing related wiring, water piping, and valves. If necessary to meet applicable codes, the replacement or repair of these items shall be included.
SECTION 15C - PLUMBING FIXTURE REFINISHING

Refinishing of plumbing fixtures shall be accomplished by a subcontractor recognized as a professional in this type of refinishing and using products designed specifically for this application.

SECTION 15D - PLUMBING

1. **Barrier-Free Water Closet**: For installation, see Division 15, Sections 15A and 15B.

2. **Barrier-Free Lavatory**: For installation, see Division 15, Sections 15A and 15B.

3. **Job-Built Barrier-Free Showers**: See Work Write-Up and Division 15, Sections 15A and 15B.
   
   A. When a barrier-free shower is specified, it shall include:
      
      1) Installation of a roll-in shower base to include relocating the existing floor drain or installation of new floor drain and vent as applicable.
      
      2) When a pre-manufactured base is specified, it shall be manufactured by a recognized firm and be designed for the specific application. Base shall include pre-manufactured transition ramp designed for this application and constructed to be compatible with shower base.
      
      3) When a poured-in-place concrete base is specified, it shall consist of a waterproof membrane specifically designed for this application, formed and poured concrete base with proper drainage, and ceramic tile finish. Base shall include transition ramp constructed as specified.
      
      4) Converting existing faucet to shower operation only or installation of new faucet if none exists.
      
      5) Replacement of existing shower head with new shower head or hand-held personal shower system; or installation of standard shower riser, if none exists, with shower head or hand-held personal shower system.
      
      6) Installation of additional matching tile so that shower walls are uniform and complete or installation of new tile in total shower area.
      
      7) Installation of chrome plated metal shower curtain rod if none exists.

   B. When wall construction is specified, it shall be included and consist of all framing, drywall and finishes.

4. **Pre-Manufactured Barrier-Free Shower Enclosure**: Shower enclosure per manufacturer’s specifications.

5. **Hand-Held Personal Shower System**: When a hand-held personal shower system is specified, it shall include a diverter valve, hand-held personal shower head with wall holder, and a flexible hose with a minimum length of 108”. This shall be a complete system manufactured for this application.
SECTION 15E - HEATING

1. Forced Air and Hot Water:

A. General: Heating systems shall be capable of maintaining a minimum temperature of 70 degrees Fahrenheit when the outside temperature is minus 10 degrees at a point 3' above the floor in the center of all habitable rooms and other spaces. Heating systems shall be designed, installed, and balanced or adjusted to provide for the distribution of heat to all habitable rooms and other spaces in accordance with the calculated heat loss of the spaces to be heated. New units shall be sized and have ratings to ensure proper heating of all habitable rooms within the dwelling. Heat loss calculations used for this purpose shall be available upon request. When a new heating system is to be installed, Contractor shall submit a drawing showing the location of all heating system components to include the location of furnace/boiler, flue, registers/radiators, and thermostat. Design shall be submitted and approved by Owner prior to commencement of installation. If in following the requirements of this Section an existing chimney or flue is to be used, it shall be cleaned as part of the installation and, if necessary, brought into compliance with applicable codes. Supply and return piping for hot water systems and all supply duct work for warm air systems located in attic, ventilated crawl space, and other unconditioned spaces shall be insulated with material having thermal characteristics equivalent to 2' blanket insulation. Duct work and flues passing through finished areas must be enclosed. The enclosure location shall be approved by the Owner and finished to match the adjoining surfaces. New system installations shall be complete and shall include a minimum 90% energy-efficient furnace or boiler; all venting flues, proper returns, gas connections, supply lines, valves, controls, electrical connections, thermostat, and combustion air to provide perimeter-type heating through rigid metal ducting or piping with appropriate registers or radiators. Furnaces and boilers that require drainage of evaporative water where floor drain is not available shall be equipped with a system to discharge water specifically designed for this application.

B. Forced Air: Whenever existing ductwork is to be reused, it shall be cleaned throughout as part of new installation. Sheet metal work shall be accurately formed, fitted snugly, and properly secured. Runs, including those under base cabinets, shall be rigid metal ducting with properly-sized registers. Registers shall be installed in the floor unless otherwise specified. Supply registers shall be equipped with shut-off dampers.

C. Hot Water: Piping shall not be installed or located where freezing may occur. Piping shall be copper. If conditions warrant, plastic piping may be used with written approval from the Owner and the MHDC. Number of zones and zone layout shall be approved by Owner.
2. **Electric Units:**
   A. When a separate electric heating unit is specified, it shall be permanently installed and thermostatically controlled. Its design and location shall be approved by the Owner. Installation shall include all circuits, wiring, and connections.
   B. Electric heating unit shall be sized to meet the requirements of Section 15E, Paragraph 1A for the room where unit is installed.

3. **Service and Repair:**
   A. When servicing of a furnace or boiler is specified, it shall include the following as applicable:
      1) Checking and adjusting the thermostat, fan control, limit control, zone valves, and belts.
      2) Replacing the filter(s).
      3) Light cleaning and lubricating of the motor(s), pump(s), etc.
      4) Bleeding the air from hot water systems.
      5) Checking flue, gas supply lines, gas valves, and heat exchangers for leaks.
      6) Bringing any necessary repairs to the attention of the Owner and MHDC.
   B. When a component of a heating system is replaced, it shall be of like quality and design of original and shall be installed and adjusted to operate properly.
   C. When repairs are made to the heating system, the repairs shall ensure the efficiency and integrity of the system is returned as originally installed.
   D. After servicing, the mechanical contractor shall leave a certificate on the furnace or boiler indicating his company name, the work or repair completed, and the date completed.

**SECTION 15F - VENTILATION (RANGE HOODS, BATH FANS, AND DRYER VENTS)**

1. **Range Hoods:** When a ducted range hood is specified, it shall include ductwork designed for the shortest practical run to the exterior and all necessary hardware and electrical connections. Range hood venting through cabinets shall be enclosed with like material purchased from cabinet manufacturer. When a ductless range hood is specified, it shall include all necessary hardware and electrical connections.

2. **Bath Fans:** When a bath fan is specified, it shall be installed with a separate wall switch, venting duct with damper, all necessary hardware, accessories, and electrical connections. Venting duct shall extend to the exterior and be protected against the elements.
3. **Dryer Vents**: When a dryer vent is specified, it shall consist of a venting duct to the exterior (maximum length of 8'0") with damper and weather cap designed for this application.

4. **Replacement of Components**: When a component of a range hood or bath fan is replaced, it shall be of like quality and design of original and shall be installed to operate properly.
DIVISION 16 - ELECTRICAL

SECTION 16A - GENERAL
Electrical wiring and devices installed shall be UL approved. Wiring shall be copper. Wiring installation shall be concealed in walls, ceilings, and floors. Materials and devices used shall be clearly marked to permit identification of manufacturer, model, and type. Cutting or drilling of walls, floors, ceilings, and partitions for the installation of electrical work and the closing and refinishing of openings cut for access shall be the responsibility of the Contractor. Finishes shall conform to the conditions of the surrounding areas. When damage to structural members occurs as a result of the work, the damaged members shall be reinforced to achieve the structural integrity of the original member. Existing electrical wiring and devices throughout the building which will not be used shall be disconnected and removed in all spaces that are accessible (see Division 2, Section 2.J). No switches shall be installed behind a door. New devices, equipment, and fixtures shall be designed for their specific applications. New light fixtures shall include new bulbs in all sockets, size and style as recommended by manufacturer. When a doorbell is specified, it shall consist of all necessary wiring (concealed), push button located convenient to entry, transformer, and bell tones per the Scope of Work Summary. Location of bell tone shall be coordinated with Owner. Underground electrical installations shall include restoring excavation and surrounding area to the original condition. Where more than one living unit is supplied from a single service entrance panel, the disconnect- and circuit-protecting devices for each unit shall be clearly identified. The Contractor shall provide to the Owner, operation instructions, guarantees, warranties, and certificates for furnished devices when provided by the manufacturer.

SECTION 16B - TOTAL REWIRE
When a total rewire is specified, it shall include the following:

1. **New 200 Amp Service:** New service shall include mast and wiring, meter base, and meter. If the mast penetrates the roof, a new roof jack shall be installed. Service shall include a new drop from pole to mast.

2. **New 200 Amp Distribution Panel:** New distribution panel shall include new breakers and breakers shall be identified and labeled in the service panel to indicate what they service. Location shall be coordinated with Owner, local jurisdiction, and power company.

3. **Circuit Rewiring:** Circuit rewiring shall include:
   A. New wiring from the distribution panel to all existing openings and all electrically-operated interior and exterior devices and fixtures permanently wired into the structure’s electrical system. Outlets servicing major appliances shall be relocated if necessary to ensure outlet is behind appliance and out of sight after appliances are installed. When any existing opening or device is
located in violation of any applicable codes, it shall not be rewired. When any
device or fixture is in an unsafe condition, it shall not be reconnected. At the
time such determination is made, it shall be brought to the attention of the Owner.
B. Any additional openings, devices (including smoke detectors), and wiring
required to meet all applicable codes (see Division 16, Sections 16 A and 16C).
C. Any additional openings, devices, and requirements specifically specified (see
Division 16, Sections 16A and 16C).
D. New switches, outlets, and trim for all existing and added openings. Any
existing decorative or custom trim plates shall be replaced only after coordination
with Owner.
E. Fixtures specified by the Work Write-Up. Fixture allowance shall be retail cost
only.
F. Where work requiring a permit occurs that have attached garages or in units with
fuel- burning appliances, carbon monoxide alarms shall be provided outside of
each separate sleeping area in the immediate vicinity of the bedrooms.

SECTION 16C - ADDITIONS TO EXISTING SYSTEM
When additional outlets, switches, or fixtures are specified, the boxes shall be securely
anchored to support devices or fixtures to be installed and shall be installed flush with
finish surfaces. Openings shall be cut so that they are concealed by standard size trim
plates. When additional outlets, switches, or fixtures are specified, installation shall include
boxes, wiring from service feeders to boxes, grounding-type outlets and switches with trim
plates, and fixtures. Devices and trim plates shall match existing in style and color. Height
and alignment (horizontal or vertical) shall be consistent with similar existing devices.
Location of openings shall be coordinated with Owner. Fixtures installed over sinks shall be
located on center line of sinks. When an additional 220-volt outlet is specified, installation
shall include box, wiring feeder from distribution panel to box, proper-size breaker, proper
outlet for intended appliance, and trim plate. When smoke detectors are specified as
required by the state building code, they shall be hard-wired into the electrical system.
Hardwired smoke detectors are required in each bedroom, outside of each sleeping area
in the immediate vicinity of each bedroom, and on each level on the unit. Smoke detectors
must also be interconnected.

SECTION 16D - REPLACEMENT OF EXISTING ELECTRICAL COMPONENTS
When replacement of a switch, outlet, or light fixture is specified, it shall consist of replacing
the existing with new, installing in existing box, and attaching to the existing wiring. It
shall also include the replacement of missing or broken trim plates. Replacement
components shall match style and color of original components.
SECTION 16E - SECURING ELECTRICAL COMPONENTS

Securing of an electrical component shall consist of anchoring the device so that it is properly secured to meet the requirements of the intended use. Rewiring an existing fixture shall consist of replacing all existing wiring and damaged or broken bulb receptacles. Materials used shall match original in style and installation. Electrical system repairs shall consist of identifying and repairing or replacing the problem component(s) so that the system functions properly.

SECTION 16F - DETACHED GARAGE

When the rewire of a detached garage is specified, the main structure distribution panel shall be used and the requirements of Division 16, Section 16B-3 shall apply.
APPENDIX 1 - 2012 INTERNATIONAL ENERGY CONSERVATION CODE

Residential buildings include one- and two-family dwellings, townhouses, and multifamily housing three stories or less in height. All residential buildings must demonstrate compliance with the 2012 International Energy Conservation Code.

There are a couple of ways to ensure compliance with the 2012 International Energy Conservation Code. The two approaches include a prescriptive package method that lists the minimum R-value or U-factor requirement for each building component such as walls, roofs, and windows. The other method is the performance approach. This approach sets criteria using simulated energy performance analysis that includes heating, cooling, and water heating energy. This approach allows the design to be compared to a baseline or reference design to verify efficiency and annual energy use. The performance approach allows more flexibility but requires significantly more time and effort. The prescriptive package approach is fast and easy to use, but can be restrictive because it is typically based on worst-case scenario. All units in Missouri will be located in either zone 4 or 5. The zone the unit is constructed in dictates the level of energy efficiency required.

All energy efficiency requirements are noted in Chapter 4 of the 2012 International Energy Conservation Code. As noted above the easiest and fastest compliance tool for compliance is the prescriptive package approach. Listed below are the minimum energy efficiency requirements for all units constructed in Missouri.

- A permanent certificate shall be completed and posted on or in the electrical distribution panel box completed by the builder or registered design professional. The certificate must list the R-values, U-factors, SHGC of fenestration for all insulation and windows installed, and efficiencies of the HVAC system and water heating equipment.
- All joints and seams in the building thermal envelope must be thoroughly sealed to limit air infiltration and the building has been tested or visually inspected.
- All recessed lighting must be labeled and sealed.
- At least one thermostat must be provided for each separate HVAC system. A programmable thermostat is required for forced air furnaces.
- All ducts, air handlers, and filter boxes must be sealed. Testing is required for ducts installed in unconditioned space.
- All mechanical system piping carrying fluids above 105°F must be insulated to a minimum of R-3.
- HVAC systems must be properly sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies.
- R-49 ceiling or attic insulation for zone 4 and 5.
- R-19 floor insulation for zone 4 and R-30 floor insulation for zone 5.
- Mass walls are above grade concrete, masonry, brick, or log and require R-8 continuous insulation on the interior or exterior of the unit or R-13 cavity insulation on the interior for zone 4. R-13 continuous insulation on the interior or exterior of the unit or R-17 cavity insulation on the interior is required for zone 5.
- Basement or crawl space masonry walls require R-10 continuous insulation on the interior or exterior of the unit or R-13 cavity insulation on the interior for zone 4. R-15 continuous insulation on the interior or exterior of the unit or R-19 cavity insulation on the interior is required for zone 5.
- Floor slabs require R-10 insulation for a depth of 2 feet.
- Windows must be insulated with a minimum .35 fenestration U-factor for zone 4. A minimum .32 fenestration U-factor is required for zone 5.
- Skylights must contain a minimum .55 fenestration U-factor.
- Exterior wall insulation values are dependent on zones. R-20 or 13+5 for zone 4 and zone 5, R-13 cavity insulation and R-5 continuous insulated sheathing on exterior wall.
- Energy Star-rated appliances (dishwasher, refrigerator) and other building materials recommended. Other Energy Star-rated building materials include: air-source heat pumps, central air conditioners, gas and oil furnaces, high-efficiency hot water heaters, Energy Star-rated light fixtures (LED), and Energy Star-rated doors and windows.
### Climate Zone 4 (Except Marine)

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<th>Component</th>
<th>R-value</th>
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<tbody>
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<tr>
<td>Wood Frame Wall R-value</td>
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<td>Slab R-value, Depth</td>
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<td>Glazed fenestration SHGC b, c</td>
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### Climate Zone 5 & 4 Marine

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<tr>
<td>Glazed fenestration SHGC b, c</td>
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For Sl: 1 foot = 304.8 mm.

a. R-values are minimums. U-factors and SHGC are maximums. When insulation is installed in a cavity which is less than the label or design thickness of the insulation, the installed R-value of the insulation shall not be less than the R-value specified in the table.

b. The fenestration U-factor column excludes skylights. The SHGC column applies to all glazed fenestration. Exception: Skylights may be excluded from glazed fenestration SHGC requirements in Climate Zones 1 through 3 where the SHGC for such skylights does not exceed 0.50.

c. “13/19” means R-5 continuous insulation on the interior of the required R-13 cavity insulation on the interior of the required R-13 cavity insulation on the exterior of the required R-13 cavity insulation on the exterior of the required R-13 cavity insulation on the exterior of the required R-13 cavity insulation on the exterior of the required R-13 cavity insulation on the exterior of the required R-13 cavity insulation on the exterior of the required R-13 cavity insulation on the exterior.

d. R-5 shall be added to the required slab edge R-values for heated slabs. Insulation depth shall be the depth of the footing or 2 feet, whichever is less in Climate Zones 1 through 3 for heated slabs.

e. There are no SHGC requirements in the Marine Zone.

f. Bare wall insulation is not required in warm humid locations as defined by Figure R301.1 and Table R301.1.

g. Insulation sufficient to fill the framing cavity, R-19 minimum.

h. First value is cavity insulation, second is continuous insulation or insulated siding, so “13+5” means R-13 cavity insulation plus R-5 continuous insulation or insulated siding.

i. The second R-value applies when more than half the insulation is on the interior of the mass wall.
APPENDIX 2 – NATIONAL PROGRAM REQUIREMENTS FOR ENERGY STAR CERTIFIED HOMES
APPENDIX 3 – SAMPLE MHDC SITE OBSERVATION REPORT

NOTE: The following is an EXAMPLE document listing items to be included in the field report submitted to MHDC from the Architect of Record.

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<td># of Bldgs.:</td>
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ATTENDEE:

PROGRESS SUMMARY:
Construction in Conformance with Schedule: ___Yes ___No
Comments:

PAY REQUESTS:

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Annual Action Plan
2021

OMB Control No: 2506-0117 (exp. 09/30/2021)
CHANGE ORDERS:

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POTENTIAL CHANGE ORDER ITEMS DISCUSSED:

ACCEPTED TIME REVIEWS:

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Revised Completion Date

POTENTIAL CONCERNS & ISSUES:
(Include photos, name of attendee you informed of the concerns, the party responsible for remedies, what the remedy will be, and a target date for resolve)

ATTACHMENTS: Photos

SUBMITTED BY:

By: ____________________________
   (Signature)
Printed Name:
Title:
Report Submittal Date:

133
Grantee SF-424's and Certification(s)

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<td>Business &amp; Community Solutions</td>
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<tr>
<td>Prefix:</td>
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<tr>
<td>Mr.</td>
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<td>First Name:</td>
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<td>Mary</td>
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<tr>
<td><a href="mailto:mary.rajek@dco.mo.gov">mary.rajek@dco.mo.gov</a></td>
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</table>
Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:
   A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:
   U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:
    14.226

CFDA Title:
    State Community Development Block Grant

* 12. Funding Opportunity Number:
    H-21-DC-29-0001

* Title:
    State Community Development Block Grant FY2021 Annual Allocation

13. Competition Identification Number:
    
    Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):
    
    Add Attachment  Delete Attachment  View Attachment

* 15. Descriptive Title of Applicant's Project:
    The above referenced funds are administered by the State of Missouri for the non-entitlement areas of the state for various community and economic development projects.

Attach supporting documents as specified in agency instructions.
### Application for Federal Assistance SF-424

#### 16. Congressional Districts Of:
- Applicant: [ ] All
- Program/Project: [ ] All

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

#### 17. Proposed Project:
- Start Date: 06/01/2021
- End Date: 05/31/2022

#### 18. Estimated Funding ($):

<table>
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<th>Item</th>
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#### 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

#### 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:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Robert</td>
<td>Dixon</td>
<td>Director, NO Dept. of Economic Development</td>
</tr>
</tbody>
</table>

**Telephone Number:** 676-351-4738  
**Fax Number:**

**Email:** rob.dixon@ned.no.gov

**Signature of Authorized Representative:**

- Date Signed: 7/16/21
STATE CERTIFICATIONS

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

Affirmatively Further Fair Housing -- The State will affirmatively further fair housing.

Uniform Relocation Act and 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, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying -- To the best of the State'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 paragraphs 1 and 2 of this 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 State -- The submission of the consolidated plan is authorized under State law and the State possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the State's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

Signature of Authorized Official 7.16.21
Date

Director, MO Dept of Economic Development
Title
ASSURANCES - CONSTRUCTION PROGRAMS

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. §§4726-4763) 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) §§623 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 d-3 and 290 e), 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.


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).


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

APPLICANT ORGANIZATION
Missouri Department of Economic Development

TITLE
Director, MO Dept. of Economic Development

DATE SUBMITTED
7.16.21

SF-424D (Rev. 7-97) Back
# Application for Federal Assistance SF-424

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</table>
Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:
   A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

10. Name of Federal Agency:
    U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:
    14.239
    CFDA Title:
    HOME Investment Partnership

12. Funding Opportunity Number:
    HU1-2023H0100
    * Title:
    HOME Investment Partnership

13. Competition Identification Number:
    
    Title:

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

* 15. Descriptive Title of Applicant's Project:
    The above referenced funds are administered by the State of Missouri for the non-entitlement areas of the state for various community and economic development projects.
### Application for Federal Assistance SF-424

#### 16. Congressional Districts Of:

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<th>b. Program/Project</th>
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<td>KD=All</td>
<td>KD=All</td>
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Attach an additional list of Program/Project Congressional Districts if needed.

#### 17. Proposed Project:

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<th>a. Start Date</th>
<th>b. End Date</th>
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#### 18. Estimated Funding ($):

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<th>12,218,847.00</th>
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<td>c. State</td>
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<td>d. Local</td>
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<td>f. Program Income</td>
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<tr>
<td>g. TOTAL</td>
<td>18,778,847.00</td>
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#### 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 __________.
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- [X] 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:

<table>
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<tr>
<th>Prefix:</th>
<th>First Name: Robert</th>
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<tr>
<td>Mr.</td>
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<tr>
<td>Middle Name:</td>
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<th>* Telephone Number: 673-361-4738</th>
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<th>* Email: <a href="mailto:rob.dixon@ded.no.gov">rob.dixon@ded.no.gov</a></th>
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<table>
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<tr>
<th>* Signature of Authorized Representative:</th>
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</table>

<table>
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<th>* Date Signed: 7.16.21</th>
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Uniform Relocation Act and 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, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying -- To the best of the State'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 paragraphs 1 and 2 of this 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 State -- The submission of the consolidated plan is authorized under State law and the State possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the State's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

Director, MO Dept of Economic Development
Title

Signature of Authorized Official 7.16.21
Date
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. §§4726-4763) 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) §§623 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 d-3 and 290 e-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.


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).


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 Victim 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
[Signature]

APPLICANT ORGANIZATION
Missouri Department of Economic Development

TITLE
Director, MO Dept. of Economic Development

DATE SUBMITTED
7.16.21

SF-424D (Rev. 7-97) Back
### Application for Federal Assistance SF-424

<table>
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<tr>
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<tr>
<td>2. Type of Application</td>
<td>Application</td>
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<td>5b. Federal Award Identifier</td>
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</tr>
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<td>Street1</td>
<td>301 West High</td>
</tr>
<tr>
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<tr>
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<tr>
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<td>Economic Development</td>
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<tr>
<td>Division Name</td>
<td>Business &amp; Community Solutions</td>
</tr>
<tr>
<td>f. Name and contact information of person to be contacted on matters involving this application</td>
<td></td>
</tr>
<tr>
<td>Prefix</td>
<td>Mr.</td>
</tr>
<tr>
<td>First Name</td>
<td>Samy</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
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<tr>
<td>Last Name</td>
<td>Rajek</td>
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<tr>
<td>Suffix</td>
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<tr>
<td>Title</td>
<td>CDBG Program Manager</td>
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<tr>
<td>Organizational Affiliation</td>
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</tr>
<tr>
<td>Telephone Number</td>
<td>573-751-3600</td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:sary.rajek@ded.mo.gov">sary.rajek@ded.mo.gov</a></td>
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</tbody>
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**Application for Federal Assistance SF-424**

**9. Type of Applicant 1: Select Applicant Type:**
- [ ] State Government

**10. Name of Federal Agency:**
- U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**
- 14.275
- CFDA Title:
  - Housing Trust Fund

**12. Funding Opportunity Number:**
- F-21-63280100
- * Title:
  - Housing Trust Fund

**13. Competition Identification Number:**

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

**15. Descriptive Title of Applicant’s Project:**

The above referenced funds are administered by the State of Missouri to help provide affordable rental housing to individuals who are low-income, have special needs, or are seniors.

Attach supporting documents as specified in agency instructions.
Application for Federal Assistance SF-424

16. Congressional Districts Of:
   * a. Applicant
      [ ] 0=all
   * b. Program/Project
      [ ] 0=all

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

17. Proposed Project:
   * a. Start Date: 06/01/2021
   * b. End Date: 05/31/2022

18. Estimated Funding ($):
   * a. Federal
      15,516,095.00
   * b. Applicant
      0.00
   * c. State
      0.00
   * d. Local
      0.00
   * e. Other
      0.00
   * f. Program Income
      0.00
   * g. TOTAL
      15,516,095.00

* 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.
   [x] 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
   [x] 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)

   [x] 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: Mr.  * First Name: Robert
   Middle Name: M.
   Last Name: Dixon
   Suffix:  
   Title: Director, NO Dept. of Economic Development
   * Telephone Number: 673-751-4738  Fax Number: 
   * Email: rob.dixon@ded.no.gov

   * Signature of Authorized Representative: 
   * Date Signed: 4/22/2021
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.

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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.

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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.

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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.
### Application for Federal Assistance SF-424

**1. Type of Submission:**
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

**2. Type of Application:**
- [x] New
- [ ] Continuation
- [ ] Revision
- [ ] Other (Specify):

**3. Date Received:** 02/25/2021

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**a. Legal Name:** State of Missouri

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 48-6008987

**c. Organizational DUNS:** 1290148680000

**d. Address:**
- **Street:** 301 West High
- **City:** Jefferson City
- **State:** MO; Missouri
- **Zip/Postal Code:** 30102-119

**e. Organizational Unit:**
- **Department Name:** Dept. of Economic Development
- **Division Name:** Business & Community Solutions

**f. Name and contact information of person to be contacted on matters involving this application:**
- **Prefix:**
- **First Name:** Mary
- **Middle Name:**
- **Last Name:** Rajek
- **Suffix:**
- **Title:** TDES Program Manager
- **Organizational Affiliation:**
- **Telephone Number:** 573-751-3600
- **Fax Number:**
- **Email:** mary.rajek@ded.mo.gov
### Application for Federal Assistance SF-424

**9. Type of Applicant 1: Select Applicant Type:**
- [ ] State Government

**Type of Applicant 2:**

**Type of Applicant 3:**

**Other (specify):**

**10. Name of Federal Agency:**
- U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**
- 14.241

**CFDA Title:**
- Housing Opportunities for Persons with AIDS

**12. Funding Opportunity Number:**
- NHX21-F009

**Title:**
- Housing Opportunities for Persons with AIDS

**13. Competition Identification Number:**

**Title:**

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

**15. Descriptive Title of Applicant’s Project:**

The above referenced funds are administered by the State of Missouri to help provide individuals and families, affected by AIDS, stable housing resources.

Attach supporting documents as specified in agency instructions.
Application for Federal Assistance SF-424

16. Congressional Districts Of:
* a. Applicant: [ ] all  [ ] not all
* b. Program/Project: [ ] all  [ ] not all

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

17. Proposed Project:
* a. Start Date: 06/01/2021  
* b. End Date: 05/31/2022

18. Estimated Funding ($):
* a. Federal: 983,645.00
* b. Applicant:  
* c. State:  
* d. Local:  
* e. Other:  
* f. Program Income:  
* g. TOTAL: 983,645.00

* 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.
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* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)
   [ ] Yes  [x] No
   [ ] If "Yes", provide explanation and attach

21. "By signing this application, I certify (1) to the statements contained in the list of certifications and assurances 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: Dr.
* First Name: Robert
Middle Name:  
* Last Name: Dixon
Suffix:  
* Title: Director, NO Dept. of Economic Development

* Telephone Number: 678-765-4722  
Fax Number:  
* Email: rob.dixon@ded.no.gov

* Signature of Authorized Representative:  
* Date Signed: 4/22/2021

Annual Action Plan
2021

OMB Control No: 2506-0117 (exp. 09/30/2021)
ASSURANCES - CONSTRUCTION PROGRAMS

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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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.

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8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4726-4763) 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 (29 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) §§623 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee), 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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Standard Form 424D (Rev. 7-97)
Prescribed by OMB Circular A-102

Annual Action Plan
2021

OMB Control No: 2506-0117 (exp. 09/30/2021)
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.


14. Will comply with flood insurance purchase requirements of Section 102(l)(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).


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 Victim 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

APPLICANT ORGANIZATION
Missouri Department of Economic Development

DATE SUBMITTED
4/22/2021
Housing Opportunities for Persons With AIDS Certifications

The State HOPWA grantee certifies that:

**Activities**  -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building**  -- Any building or structure assisted under the program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years, in the case of any building or structure purchased, leased, rehabilitated, renovated, or converted with HOPWA assistance,

2. For a period of not less than 3 years, in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature of Authorized Official  
Date  

Director, MO Dept of Economic Development  
Title
# Application for Federal Assistance SF-424

<table>
<thead>
<tr>
<th><strong>A. Type of Submission:</strong></th>
<th><strong>B. Type of Application:</strong></th>
<th><strong>C. Other (Specify):</strong></th>
</tr>
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<tbody>
<tr>
<td>Preapplication</td>
<td>New</td>
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<tr>
<td>Application</td>
<td>Continuation</td>
<td>Revision</td>
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<tr>
<td>Changed/Corrected Application</td>
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</table>

**2. Date Received:** 02/25/2021

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**6. Date Received by State:**

**7. State Application Identifier:**

## 8. APPLICANT INFORMATION:

**a. Legal Name:**

**State of Missouri**

**b. Employer/Taxpayer Identification Number (EIN/TIN):**

**44-0000000**

**c. Organizational DUNS:**

**000000000**

**d. Address:**

- **Street:** 101 West High
- **City:** Jefferson City
- **State:** MO: Missouri
- **Zip/Postal Code:** 65106-119

**e. Organizational Unit:**

**Department Name:** Dept. of Economic Development

**Division Name:** Business & Community Solutions

**f. Name and contact information of person to be contacted on matters involving this application:**

<table>
<thead>
<tr>
<th><strong>Prefix:</strong></th>
<th><strong>First Name:</strong></th>
<th><strong>Middle Name:</strong></th>
<th><strong>Last Name:</strong></th>
<th><strong>Suffix:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mary</td>
<td></td>
<td>Rajek</td>
<td></td>
</tr>
</tbody>
</table>

**Title:** CDBG Program Manager

**Organizational Affiliation:**

<table>
<thead>
<tr>
<th><strong>Telephone Number:</strong></th>
<th><strong>Fax Number:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>573-751-3600</td>
<td></td>
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</tbody>
</table>

**Email:** mary.rajek@ded.mo.gov

---

**OMB Control No:** 2506-0117 (exp. 09/30/2021)
### Application for Federal Assistance SF-424

**Type of Applicant 1:**
- State Government

**Type of Applicant 2:**

**Type of Applicant 3:**

* Other (specify):

**Name of Federal Agency:**
- U.S. Department of Housing and Urban Development

**Catalog of Federal Domestc Assistance Number:**
- 14.231

**CFDA Title:**
- Emergency Solutions Grant

**Funding Opportunity Number:**
- E-21-OC-29-0001

* Title:
- Emergency Solutions Grant

**Competition Identification Number:**

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

* Descriptive Title of Applicant’s Project:

The above referenced funds are administered by the State of Missouri to help provide assistance and housing to homeless individuals and families.
### Application for Federal Assistance SF-424

**16. Congressional Districts Of:**
- *a. Applicant*  NO-all
- *b. Program/Project* NO-all

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

**17. Proposed Project:**
- *a. Start Date:* 06/01/2021
- *b. End Date:* 05/31/2022

**18. Estimated Funding ($)**:
- *a. Federal* 2,784,663.00
- *b. Applicant*
- *c. State*
- *d. Local*
- *e. Other*
- *f. Program Income*
- *g. TOTAL* 2,784,663.00

**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.
- [x] 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
- [x] No

If "Yes", provide explanation and attach

**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:** Mr.
- **First Name:** Robert
- **Middle Name:** h
- **Last Name:** Dixon
- **Suffix:**
- **Title:** Director, NO Dept. of Economic Development
- **Telephone Number:** 678-751-4720
- **Fax Number:**
- **Email:** rob.dixon@ded.no.gov
- **Signature of Authorized Representative:**
- **Date Signed:** 4/22/2021
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. §§4726-4763) 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).

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Previous Edition Usable Authorized for Local Reproduction Standard Form 424D (Rev. 7-97) Prescribed by OMB Circular A-102
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

APPLICANT ORGANIZATION
Missouri Department of Economic Development

TITLE
Director, MU Dept. of Economic Development

DATE SUBMITTED
4/22/2021
Emergency Solutions Grant Certifications

Each State that seeks funding under the Emergency Solutions Grants Program must provide the following certifications:

Matching Funds – The State will obtain any matching amounts required under 24 CFR 576.201 in a manner so that its subrecipients that are least capable of providing matching amounts receive the benefit of the exception under 24 CFR 576.201(a)(2).

Discharge Policy – The State 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.

Confidentiality – The State will develop and implement 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.

The State will ensure that its subrecipients comply with the following criteria:

Major rehabilitation/conversion/renovation – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the building will be maintained 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 building will be maintained 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 building will be maintained 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 – If ESG funds are used for shelter operations or essential services related to street outreach or emergency shelter, the subrecipient 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 applicant serves the same type of persons (e.g., families with children, unaccompanied youth, veterans, 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 subrecipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.
**Homeless Persons Involvement** – To the maximum extent practicable, the subrecipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted ESG.

**Consolidated Plan** – All activities the subrecipient undertakes with assistance under ESG are consistent with the State’s current HUD-approved consolidated plan.

---

Signature of Authorized Official: [Signature]

Date: 5.6.2021

Director, MO Dept of Economic Development

Title