



Maple Court Townhomes

Request for Proposals

For

Capital Needs Assessment

August 26, 2019

SECTION 1 – ADMINISTRATIVE INFORMATION

1.1 INTRODUCTION

This Request for Proposals is for a capital needs assessment (CNA) of Maple Court Townhomes. Maple Court Townhomes consists of 34 units of multifamily housing spread throughout six buildings located at 10 ½ St and 17 Ave N in the Henry R. Peterson Addition of the City of Moorhead. The Capital Needs Assessment (CNA) is a qualified professional’s opinion of a property’s current physical condition. It identifies deferred maintenance, physical needs, remaining useful life of key components, building material deficiencies and material building code violations that affect the property use, structural and mechanical integrity, and the future physical and financial needs.

The purpose of a Capital Needs Assessment (CNA) is to determine a property’s physical capital needs over the next 20 years based upon the observed current physical conditions of a property. The team selected will work closely with the Community Development Program Administrator to ensure the final report is accurate and complete.

This Request for Proposals (“RFP”) does not commit the City of Moorhead to enter into any agreement, to pay any expenses incurred in preparation of any response to this RFP, or to procure or contract for any supplies, goods or services. The City of Moorhead reserves the right, without liability to the City of Moorhead, to cancel this RFP and to reject any proposal that does not comply with this RFP or applicable administrative rules, and to reject any and all responses received as a result of this RFP upon a finding that it is in the public interest to do so.

1.2 SCOPE OF WORK

The City of Moorhead is requesting proposals from professional services firms for comprehensive Capital Needs Assessment services. Required services shall include, but are not limited to:

1. Complete Physical Needs Assessment (PNA)

- a. Prepared by an Architect or Qualified Rehab Specialist.
- b. Completed Minnesota Housing Finance Agency Physical Needs Assessment Template (attachment 1). The inspection shall be conducted to identify deficiencies under the applicable state and local codes, ordinances, [Minnesota Housing’s Rental Housing Minimum Property Maintenance Standards](#) (attachment 2), and The Minimum Essential Physical Needs described in Chapter 3 of [Minnesota Housing’s Rental Housing Design/Construction Standards](#) (attachment 3).

2. Complete Capital Needs Assessment

- a. CNA Providers (and provider personnel) shall be professionally experienced in preparing and providing CNAs for multifamily housing properties that are similar in scope and operation to those typically financed by Minnesota Housing. This shall include the evaluation of site and building systems, health and safety conditions, physical and structural conditions, environmental and accessibility conditions, and estimating costs for repairing, replacing and improving site and building components.
- b. The CNA Provider cannot have an identity of interest or business association with the Contractor, Owner, Developer, or Appraiser of the property being evaluated as described in 4(a)(iii)(2)(a).
- c. The CNA Provider must complete a 20-year Capital Expenditure Spreadsheet (attachment 4) showing life expectancy with a 3% annual inflation.

3. CNA Report

- a. Executive Summary
 - i. Brief narrative describing a summary of the report
- b. Project Information Summary
 - i. Date of report
 - ii. Name and location of development including each building
 - iii. Name and contact information of current property Owner
 - iv. Name and contact information of Developer/ Client
 - v. Name and address of CNA Provider (Firm and Individual(s))
 - vi. List name(s) of individual(s) who prepared the report
- c. Tabulation Schedule
 - i. Lot Area in square feet and acres
 - ii. Buildings Coverage (foot print) in square feet and acres.
 - iii. Number of parking spaces (garage stalls). Regular and Accessible
 - iv. Gross Building square feet
 - v. Number, type, gross square feet, floor level of all dwelling units. Summarize by type and floor level
 - vi. Identify and summarize common use space and other amenities including gross square feet
 - vii. Gross Square Feet shall be established per the AIA D101-1995 Methods of Calculating Area and Volume of Buildings
- d. Building Construction & Materials
 - i. Identify type of building; single family home, duplex, townhouse, walk-up, elevatored (low, mid, or high rise)
 - ii. Identify type of construction, total number of stories, and building height
- e. Physical Needs Assessment (see RHD/CS Chapter 3, Section A)
 - i. Completed Minnesota Housing's "Physical Needs Assessment Template"
- f. Site Information
 - i. Vicinity Map
 - ii. Provide an aerial site map or survey showing property lines, neighboring streets and properties, and other information deemed necessary
- g. Dwelling Unit (DU) Inspections
 - i. Number of Inspections: 34, each individual dwelling unit must be inspected
 - ii. DU inspections shall include items noted in Minnesota Housing's RHD/CS Chapter 3, General Occupancy Rental Housing Minimum Rehabilitation Standards
- h. Management & Maintenance Staff Interviews
 - i. Interview current management and maintenance staff to:
 - 1. Understand a five-year history of capital and major repair expenditures
 - 2. Identify known future capital improvement needs or other deferred maintenance needs
- i. Capital Needs Scope of Work
 - i. Provide an itemized description of capital improvements needed over a 20 year term including cost estimate in today's current dollars (inflation will be calculated in the 20 year Capital Expenditure Spread Sheet).
 - ii. Sub categorize the Scope of Work into the following:
 - 1. Site and Garages
 - 2. Building Envelope
 - 3. Common Areas

- 4. Mechanical, Electrical & Plumbing (MEP) Systems
 - 5. Dwelling Units
 - j. Overall Assessment Narrative
 - i. The narrative portion shall include a more detailed description of the development and overall property conditions
 - k. Life Expectancy
 - i. Provide a life expectancy analysis of key building systems and assemblies. Note for each item material/ assembly type, estimated age, expected useful life (EUL), & effective remaining life (ERL)
 - ii. Include at a minimum the following:
 - 1. Roofing, Siding/Walls, windows, exterior doors, plumbing fixtures, HVAC systems, kitchen cabinets, and kitchen appliances
 - iii. Identity source and/or method for establishing Expected Useful Life (EUL) timetables
 - iv. A spread sheet from another CNA format or one generated by the provider may be used if it adequately provides the information being requested
 - l. 20 Year Capital Expenditures
 - i. Tabulate and include Minnesota Housing's 20 Year Capital Expenditures Template
 - ii. Photographs
 - 1. Include photos necessary to document and support findings
 - 2. General building exterior
 - 3. Site conditions
 - 4. Typical dwelling unit kitchens and bathrooms
 - 5. Typical common corridor and entry
- 4. Submittals**
- a. To assure CNA reports can be disseminated as needed for review and final submission, the following submittal requirements shall apply:
 - i. Format. The CNA report shall be formatted to a standard 8 ½"x11" letter size page. 11"x17" and 8 ½" x 14" (legal) page inserts may be included, if when folded, fit into the 8 ½"x11" document
 - ii. Draft Copies. Although not required, a draft version of the CNA Report may be submitted to the City of Moorhead for review and comment prior to final submittal
 - iii. Final Report Certification
 - 1. The final CNA Report must be signed, dated, and certified by the CNA Provider (Firm and Individual) responsible for preparing the report.
 - 2. Identity of Interest. The CNA provider must include and certify within the final report the following:
 - a. "I certify that neither (*insert firm name*), nor any partner, director, stockholder, officer, employee, or agent associated with the Firm, nor any person or entity, having a financial interest in the affairs of the Firm: 1)has or will ever have an affiliation with any other person or entity providing services for the development including but not limited to Contractor, Owner, Developer, or Appraiser; 2) has not received nor will receive any benefit from the acquisition of the subject property in this report, including but not limited to profit from the sale of

the land, rebates, commissions or fees, except as hereunder disclosed (insert if applicable)”

- iv. iv. Deliverables. Deliver 4 hard copies of the final report and an electronic copy in a PDF format to the City of Moorhead

1.2.1 Method of Collection

A. General

The Consultant shall inspect all identified facilities to produce an accurate analysis that identifies all components and elements requiring maintenance, repair, or major capital investment. The Inspection team will include an architect and engineer. The Consultant will thoroughly examine building systems using non-destructive on-site observations to compile a complete picture of current conditions. The Consultant will use processes that eliminate variability and produce accurate facility information.

B. Inspector Training

Consultant will ensure that the inspection staff has the appropriate training and equipment to record consistent and accurate data.

C. Property Management Interviews

In order to understand the characteristics of each property beyond what is recorded in existing plans, documents, or other materials, the Consultant will interview knowledgeable property staff (DW Jones) to include management staff, maintenance staff, and/or tenants for each building, in order to benefit from their input and perspective. These interviews will be building-specific and are to be reflected in the final reports.

D. Inspection Schedule

The Consultant will coordinate with the DW Jones Property Manager, Jerecho Worth. He can be reached via email at jerechow@DWJonesManagement.com or by phone at 218.547.3307, Ext. 6711 to schedule on-site inspections.

E. Inspections

The method of the inspection process shall allow for a comprehensive inspection of observable systems, while using input from knowledgeable DW Jones staff to complement the assessment of current conditions with details of the facilities' background.

1.3 INSURANCE, PROFESSIONAL REGISTRATION REQUIREMENTS

Due upon signing an agreement:

- General Liability – \$1M/\$2M
- Auto Insurance – \$1M/\$2M
- Worker’s Compensation
- Professional Liability – \$1M/\$2M
- The Consultant and all firms providing professional services shall be currently licensed to practice in each firm’s area of professional expertise in the State of Minnesota or North Dakota, and shall comply with all necessary licensure requirements.

Proposer shall include in its proposal all insurance costs required to complete project.

1.4 SCHEDULE

Advertisement of Request for Proposals	August 26, 2019
Questions Due	Sept 10, 2019 @ 4:00 pm
Proposals Due	Sept 17, 2019 @ 1:00 pm
Candidate Interviews (if needed), week of.....	Sept 23, 2019
Contract Authorization.....	Oct 14, 2019

Project Milestones

Notice to Proceed	Oct 15, 2019
Report Submission to City of Moorhead	Dec 15, 2019

1.5 QUESTIONS

Prospective Proposers must submit questions or requests for clarification or change via email to the Community Development Program Administrator joshua.huffman@cityofmoorhead.com. Questions and requests for clarification or change received by the date specified in Section 1.4 will be answered via addenda. Any changes to the RFP resulting from such questions will be made only via addenda to the RFP. Responses from the City not contained in an official addendum to the solicitation will not be binding on the City. The final addenda, if any, will be released no later than the date specified in Section 1.4. Proposers are encouraged to check on the status of all addenda prior to submission of their proposal.

Technical questions regarding the Physical Needs Assessment or the Capital Needs Assessment can be directed to Minnesota Housing Finance Agency’s staff architect, Jerry Narlock, at gerald.narlock@state.mn.us.

1.6 ADDENDA

This solicitation will only be modified by documents issued as addenda by the City. No other direction or comments received by Proposers, written or oral, will serve to change the solicitation document.

1.7 INCURRED COSTS

The City of Moorhead is not liable for any costs incurred by the design team in the preparation or presentation of their proposals. **No billable work can proceed prior to negotiation and execution of Agreement and the Consultant’s receipt of a Notice to Proceed.**

1.8 PUBLIC RECORDS

The City of Moorhead will keep this RFP and each proposal received in response to it, together with all documents pertaining to the award of any contract, as part of the file or record that is open to public inspection.

1.9 PROPOSAL SUBMISSION

To be considered for selection, written Proposals must arrive at the location shown below by the date and time specified in Section 1.4. Proposers who mail packages should allow ample delivery time to ensure timely arrival.

City of Moorhead
Governmental Affairs
Attn: Lisa Bode
Maple Court Capital Needs Assessment RFP
500 Center Ave
Moorhead, MN 56560

1.10 NON-RESPONSIVE PROPOSALS

Proposals that are incomplete, conditioned or qualified, are not in conformity with the law, contain a statement by the Proposer reserving the right to accept or reject an award, or include any other irregularity shall be rejected as non-responsive if the irregularity is material and may be rejected as non-responsive if the irregularity is not material.

1.11 PROPOSAL VALIDITY PERIOD

If an Agreement is to be awarded, it shall be made within 60 calendar days after the proposal submission deadline. Proposal shall be considered valid during this period.

1.12 TERMS FOR PROPOSING

By submitting a proposal, the Proposer certifies conformance to the applicable federal, state and local laws, acts, executive orders, statutes, administrative rules, regulations, ordinance and related court rulings concerning Affirmative Action toward Equal Employment Opportunities. All information and reports required by the Federal or Minnesota State or local Governments, having responsibility for the enforcement of the foregoing, shall be supplied to the Owner upon request for purposes of investigation to ascertain compliance with the foregoing.

END OF SECTION 1

SECTION 2 - PROPOSAL REQUIREMENTS

2.1 PROPOSAL SUBMISSION

To be considered for selection, written Proposals must arrive at the City of Moorhead City Hall by the date specified in Section 1.4.

2.1.1 Proposals must:

1. Include responses to the requested information in Section 2
2. Include name, address, email and phone number for the main proposal contact person
3. Include page numbers and firm name on each page
4. Respond with information in the same order and headings as in Section 2.2
5. Not exceed ten (10) double-sided 8 ½" x 11" pages in length for a total of twenty (20) pages. Page count includes *all* sheets submitted except for a blank page. If proposal exceeds the page limit, only the allowed number of pages will be considered starting with the first page
6. Be of a readable font size (such as Arial size 10)

2.1.2 Submission must include:

1. One (1) CD containing a PDF (Portable Document Format) version of the written proposal
2. Four (4) paper copies of the proposal
3. Items above submitted in a sealed envelope that includes consultant name and project name

2.2 EVALUATION CRITERIA

2.2.1 Firm Background and Experience – 20 Points

Describe your firm's history. Explain relevant experience particularly with working on projects of similar scope for public entities. Provide information identifying your firm's strengths and weaknesses along with special capabilities that may be appropriate to this Project that will assist in the evaluation.

2.2.2 Key Personnel – 20 Points

Provide the names of the Project Manager and other key personnel who will be dedicated to this project. Demonstrate their specific experience on projects of similar type, size and scope. Provide specific job experience as it relates to their experience with a CNA. Identify their length of employment with your firm and, if less than three years, recent prior firm(s), their responsibility on this Project, and their primary office locations.

2.2.3 Proposed Project Schedule – 15 Points

Prepare a proposed Project schedule that identifies milestones and duration for each proposed activity.

2.2.4 Safety and Logistics Plan - 10 Points

Provide a proposed safety and logistics plan. Outline proposed time allotment per building and time anticipated for research and compilation of study results.

2.2.5 Professional Fees – 60 Points

Provide a total base fee for this Project. The Proposer with the lowest base fee will receive full points, higher cost Proposers will receive proportionally lower points according to the formula: $[1 - (\text{Proposer's Fee} - \text{Low Proposer's Fee}) / \text{Proposer's Fee}] \times 60$ points.

2.2.6 Hourly Rates – 0 Points

Provide a complete rate schedule for the Proposer and all sub-consultants. These rates shall be used for any time and materials amendments to the Agreement and shall be locked for the duration of the project.

2.2.7 Past Experience – 10 Points

Provide three (3) professional references from similar projects, including at least one from a municipality, contact name and phone number. Information from references may be used for the evaluation of any of the above criteria. References shall only be checked and scored for interviewed firms.

2.2.8 Optional Interview – 40 Points

For short-listed firms, interviews may be conducted to allow the proposer to expand on each of the above categories.

END OF SECTION 2

SECTION 3 - EVALUATION AND SELECTION PROCESS

3.1 SELECTION PROCESS

Proposals will be evaluated by a qualified committee. Selection Committee member names will not be announced prior to interviews. The Selection Committee will numerically evaluate the responses to the RFP based on the Evaluation Criteria. A Notice of Intent to Award may be released naming the top scoring firm or the highest scoring firms may be selected for final consideration through interviews and further investigation of references.

3.2 EVALUATION CRITERIA

The evaluation criteria and maximum allowable points to be used in the evaluation process are as stated in Section 2:

Item	Criteria and Points	Evaluated By
2.2.1	Firm Background and Experience – 20 Points	Selection Committee
2.2.2	Key Personnel – 20 Points	Selection Committee
2.2.3	Proposed Project Schedule – 15 Points	Selection Committee
2.2.4	Safety and Logistics Plan - 10 Points	Selection Committee
2.2.5	Professional Fees – 60 Points	Calculation
2.2.6	Hourly Rates – 0 Points	Not Evaluated
2.2.7	Past Experience – 10 Points	Selection Committee
2.2.8	Optional Interview – 40 Points	Selection Committee

Total possible – 175 points

SECTION 4 – APPENDICES

- 4.1 Minnesota Housing Finance Agency Physical Needs Assessment Template**
- 4.2 Minnesota Housing's Rental Housing Minimum Property Standards**
- 4.3 Minnesota Housing's Rental Housing Design/Construction Standards**
- 4.4 20-year Capital Expenditure Spreadsheet**



Physical Needs Assessment Template (PNAT)

Instructions: This form/template must be completed by a licensed architect, professional engineer, qualified rehab specialist, qualified needs assessor, or entity that is **not** affiliated (no Identity of Interest) with the property’s ownership, development or management.

General Information							
Date:	M	D	Y	Minnesota Housing Development No. (D)	(if available)	Minnesota Housing Project No. (M)	(if available)
Project/Development Name:							
Address:				City:			
Needs Assessor/Prepared By/Inspected By:							
Name							
Organization							
Contact (phone, email, address) / /							

Unit Information/Tabulation				Housing Type
Unit Types	# of Units	SF Each (optional)	Total SF (optional)	<i>check all that apply</i>
E/O BR				<input type="checkbox"/> Single Family Detached <input type="checkbox"/> Duplex <input type="checkbox"/> Town Home <input type="checkbox"/> Low Rise <5 Stories <input type="checkbox"/> High Rise 5+ Stories <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Congregate <input type="checkbox"/> Cooperative <input type="checkbox"/> Independent Group Residence <input type="checkbox"/> Single Room Occupancy <input type="checkbox"/> Shared Housing <input type="checkbox"/> Workforce Housing <input type="checkbox"/> Supportive Housing <input type="checkbox"/> Other
1 BR				
2 BR				
3 BR				
4 BR				
5+ BR				
Unit Subtotal				
Common Area	 			
Other				
Common/Other Subtotal				
Total SF	 			
Number of Buildings:	Year Built:	Number of Current Accessible Units (Type A, Type B and Adaptable):		

Comments:

Parking Information/Tabulation					
Type of parking	# of Units	Attached	Detached	SF Each (optional)	Total SF (optional)
One stall garage		<input type="checkbox"/>	<input type="checkbox"/>		
Two stall garage		<input type="checkbox"/>	<input type="checkbox"/>		
Common garage spaces		<input type="checkbox"/>	<input type="checkbox"/>		
On-site surface spaces		<input type="checkbox"/>	<input type="checkbox"/>		
Off-site street spaces		<input type="checkbox"/>	<input type="checkbox"/>		
Total		<input type="checkbox"/>	<input type="checkbox"/>		
Of the total # of parking spaces, how many are Regular Accessible Spaces?			How many are Van Accessible Spaces?		
Comments: (parking receptacles, etc.)					

Building Information						
# of Stories (above grade)	Fire Sprinkler	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Basement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Construction Material Type	<input type="checkbox"/> Wood	<input type="checkbox"/> Masonry	<input type="checkbox"/> Steel	<input type="checkbox"/> Concrete	<input type="checkbox"/> Combo	<input type="checkbox"/> Other
Roof Type	<input type="checkbox"/> Flat	<input type="checkbox"/> <1":1'	<input type="checkbox"/> 1":1' -8':12'	<input type="checkbox"/> >8':12'	<input type="checkbox"/> Irregular	<input type="checkbox"/> Other
Roof Material	<input type="checkbox"/> Asphalt Shingles	<input type="checkbox"/> Other Shingles	<input type="checkbox"/> Single Membrane	<input type="checkbox"/> Built Up	<input type="checkbox"/> Metal	<input type="checkbox"/> Other
Dwelling Unit Air Conditioning	<input type="checkbox"/> Central/Packaged	<input type="checkbox"/> Tenant Provided	<input type="checkbox"/> Property Provided	<input type="checkbox"/> Window	<input type="checkbox"/> Sleeve	<input type="checkbox"/> Other
Combustion Equipment	Is gas furnace, boiler or water heating combustion equipment present?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, is all combustion equipment either power-vented or closed/sealed combustion type?				<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:						

Life Expectancy – Major Element/Assemblies Summary

This summary must reconcile with Minnesota Housing’s 20-Year Capital Expenditure (20YCE) Template. A default EUL is included and may be revised to reflect a more accurate EUL if determined by the needs assessor completing this form.

In lieu of completing this “Life Expectancy” section, the Minnesota Housing 20YCE Template may be completed and attached.

Check here if the 20YCE is attached.

Element	Type	Expected Useful Life (EUL) (in years) (Default Shown)	Estimated Age (EA) (in years) (Insert Age)	Effective Remaining Life (ERL) (in years) (EUL – EA = ERL)	Comments
Site – Asphalt/Concrete		(25)			
Site – Accessory Structures		(25)			
Roof		(20)			
Windows		(25)			
Exterior Wall Finish		(15-40)			
Doors – Exterior		(25)			
Doors – Exterior O.H.		(20)			
Doors – Interior		(30)			
Cabinets – Kitchen and Bath		(20)			
Flooring – Common Areas		(07)			
Flooring – Dwelling Units		(07)			
Kitchen Appliances		(15)			
Plumbing Fixtures		(20)			
Water Heater(s)		(10)			
HVAC Systems/ Boilers		(25)			
Water Main/ Sewer Lines		(50)			
Window/Wall Sleeve AC		(10)			
Lighting		(25)			
Fire Alarms/ CO/ NO ²		(25)			
Elevator(s)		(25)			
Other					

Indicate Condition: **P** = Pass; **F** = Fail; or **I** = Inconclusive

Inspectable Area #1

Site and Accessory Structures

Chapter 3, Section 3.05, Item A.2 (c) i – Rental Housing Design/ Construction Standards (RHD/CS)

Item #	Item	Condition			Comments
		P	F	I	
1.1	The site is well drained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	No standing water 12 hours after rain event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Surface drainage is directed away from building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Surface drainage goes to designated pond or municipal storm sewer system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Proper roof drainage provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Parking is adequately sized for the resident population and is properly striped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	Pavement (parking and walks) is free of raveling, severe cracking, tripping hazards and “potholes”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.8	Accessory Structures are in good condition and free of life safety/ code concerns, including detached garages, sheds, porches, decks, fences, retaining walls, trash enclosures, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.9	Accessible parking spaces properly identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.10	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspectable Area #2**Structural Integrity**

Chapter 3, Section 3.05, Item A.2 (c) ii – Rental Housing Design/ Construction Standards (RHD/CS)

Item #	Item	Condition			Comments
		P	F	I	
2.1	No signs of imminent structural failure or collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Decks or porches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Basement Columns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	Floors/Subfloors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.7	Roof Framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.8	Headers/Lintels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.9	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspectable Area #3**Building Envelope**

Chapter 3, Section 3.05, Item A.2 (c) iii – Rental Housing Design/ Construction Standards (RHD/CS)

Item #	Item	Condition			Comments
		P	F	I	
3.1	Weather/Water Tight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Soffits, Fascias, Parapets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Exterior Walls and Wall Finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Windows/Skylights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.7	Insulated Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.8	Attic Vented and Insulated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.9	Crawl Space Tempered w/ Vapor Barrier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.10	Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.11	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspectable Area #4**Common Area**

Chapter 3, Section 3.05, Item A.2 (c) iv – Rental Housing Design/ Construction Standards (RHD/CS)

Item #	Item	Condition			Comments
		P	F	I	
4.1	Attached/Underground Garages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Furniture/Fixtures/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Cabinetry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Interior Doors/Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5	Flooring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.6	Walls/Ceiling (Painting or Patch)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.7	Public Bath – Accessories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.8	Public Bath – Plumbing Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.9	Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.10	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspectable Area #5**Common Plumbing and Sanitation Systems**

Chapter 3, Section 3.05, Item A.2 (c) vi – Rental Housing Design/Construction Standards (RHD/CS)

Item #	Item	Condition			Comments
		P	F	I	
5.1	Appear to be code compliant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Are adequately sized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Are operable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4	Free of visible leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.5	Free of obsolete, inefficient, water wasting fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.6	Sanitary sewer lines open and clog free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.7	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspectable Area #6**Common Area Mechanical Systems**

Chapter 3, Section 3.05, Item A.2 (c) vii – Rental Housing Design/ Construction Standards (RHD/CS)

Item #	Item	Condition			Comments
		P	F	I	
6.1	Appear to be code compliant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Are adequately sized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	Controls and equipment are operable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Kitchen exhaust meets the current MN Overlay and Enterprise Green Communities Criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	All bathrooms have operable exhaust, which meets the current MN Overlay and Enterprise Green Communities Criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.6	Clothes dryer(s) are exhausted to the exterior with rigid ducts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.7	Common areas have AC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.8	Common ventilation system is working properly and not abandoned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.9	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspectable Area #7**Common Area Electrical Systems**

Chapter 3, Section 3.05, Item A.2 (c) viii – Rental Housing Design/ Construction Standards (RHD/CS)

Item #	Item	Condition			Comments
		P	F	I	
7.1	Appear to be code compliant with circuit breakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Receptacles, switches, lighting, are adequately sized and located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Smoke Alarm/Fire Alarm/CO/NO ² are up to code and fully operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspectable Area #8**Elevator (if present)**

Chapter 3, Section 3.05, Item A.2 (c) ix – Rental Housing Design/ Construction Standards (RHD/CS)

Item #	Item	Condition			Comments
		P	F	I	
8.1	Is an elevator provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Is it in compliance with the current MN Elevator Code?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Is every level of each building accessible by elevator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4	Is maximum travel length to an elevator less than 250 lineal feet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.5	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.6	How many elevators are there?				

Inspectable Area #9**Fire Protection**

Chapter 3, Section 3.05, Item A.2 (c) x – Rental Housing Design/ Construction Standards (RHD/CS)

Item #	Item	Condition			Comments
		P	F	I	
9.1	If sprinklers are on site, are they operable and code compliant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	Are required fire extinguishers present and in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspectable Area #10					
Environmental					
Chapter 3, Section 3.05, Item A.2 (c) xi – Rental Housing Design/ Construction Standards (RHD/CS)					
Item #	Item	Condition			Comments
		P	F	I	
10A. Contamination – Lead					
10A.1	Built before 1978?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10A.2	Built before 1978, but a visual assessment (conducted by PNA provider trained per HUD protocol) did not detect any deteriorated paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10B. Contamination – Mold/ Mildew					
10B.1	There are no visible signs of mold or mildew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10C. Radon					
10C.1	Has a radon test been conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10C.2	A radon test results indicated levels below the action level of 4 pCi/l	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10D. Asbestos Containing Material					
10D.1	A suspect asbestos containing material, or asbestos survey, or asbestos O&M available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Environmental					
10D.2	Are there any underground storage tanks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10D.3	Are there any response action plans or other site environmental issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10D.4	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspectable Area #11					
Accessibility					
Chapter 3, Section 3.05, Item A.2 (c) xii – Rental Housing Design/ Construction Standards (RHD/CS)					
Item #	Item	Condition			Comments
		P	F	I	
11.1	The site and all common areas are accessible as per applicable requirements, including accessible routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2	There are no resident requests for reasonable accommodations at common areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3	All dwelling units are accessible to the maximum extent feasible or, a separate Accessibility Analysis and Survey has been prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.4	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspectable Area #12					
Other Inspections					
(RHD/CS Chapter 3)					
Item #	Item	Condition			Comments
		P	F	I	
12.1	The local building inspector has been engaged and/or local code issues have been identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2	A building code analysis and/or ordinance review has been prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.3	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments				
Provide more information and detail for "F (Failure)" Conditions. Attach additional page(s) if needed.				

Inspect 25% of the Dwelling Units. Refer to Chapter 3, Section 3.05, Item A.2 of the Rental Housing Design/Construction Standards.

Inspectable Area #13(a). Dwelling Unit Inspection																					
General Info	Item #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Unit/Apartment #																				
	# of Bedrooms																				
	Accessible (Y/N)																				
	Floor Level																				
Indicate: P = Pass • F = Fail • I = Incomplete	Overall	Walls																			
		Ceilings																			
		Floors																			
		No Deteriorating Paint																			
	Living Room	Present																			
		Window																			
		2 outlets / 1 Light																			
	Kitchen	Present																			
		1 Outlet / 1 Light																			
		Stove																			
		Refrigerator																			
		Sink																			
		Counter / Cabinets																			
	Bed Room	1 Outlet / 1 Light																			
		Window																			
		Closet																			
	Bath Room	Present																			
		1 Outlet / 1 Light																			
		Toilet																			
		Lavatory																			
		Tub or Shower																			
		Ventilation to Exterior																			
	Mech. HVAC	Code Compliant																			
		Adequately Sized																			
		Dryer Vent to Exterior																			
		AC/AC Sleeve																			
	Plumbing Fixtures	Code Compliant																			
		Adequately Sized																			
		No Leaks or Clogs																			
		Working Order																			
Electrical	Smoke Detectors																				
	GFI/Arc-Fault																				
	CO Detectors																				
Comments/ Other:																					

Inspect 25% of the Dwelling Units. Refer to Chapter 3, Section 3.05, Item A.2 of the Rental Housing Design/Construction Standards.

Inspectable Area #13(b). Dwelling Unit Inspection (continuation)																						
General Info	Item #	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	
	Unit/Apartment #																					
	# of Bedrooms																					
	Accessible (Y/N)																					
	Floor Level																					
Indicate: P = Pass • F = Fail • I = Incomplete	Overall	Walls																				
		Ceilings																				
		Floors																				
		No Deteriorating Paint																				
	Living Room	Present																				
		Window																				
		2 outlets / 1 Light																				
	Kitchen	Present																				
		1 Outlet / 1 Light																				
		Stove																				
		Refrigerator																				
		Sink																				
		Counter / Cabinets																				
	Bed Room	1 Outlet / 1 Light																				
		Window																				
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	Bath Room	Present																				
		1 Outlet / 1 Light																				
		Toilet																				
		Lavatory																				
		Tub or Shower																				
	Mech. HVAC	Ventilation to Exterior																				
		Code Compliant																				
		Adequately Sized																				
		Dryer Vent to Exterior																				
	Plumbing Fixtures	AC/AC Sleeve																				
		Code Compliant																				
		Adequately Sized																				
		No Leaks or Clogs																				
	Electrical	Working Order																				
		Smoke Detectors																				
		GFI/Arc-Fault																				
		CO Detectors																				
	Comments/ Other:																					

Inspect 25% of the Dwelling Units. Refer to Chapter 3, Section 3.05, Item A.2 of the Rental Housing Design/Construction Standards.

Inspectable Area #13(c). Dwelling Unit Inspection (continuation)																							
General Info	Item #	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60		
		Unit/Apartment #																					
		# of Bedrooms																					
		Accessible (Y/N)																					
		Floor Level																					
Indicate: P = Pass • F = Fail • I = Incomplete	Overall	Walls																					
		Ceilings																					
		Floors																					
		No Deteriorating Paint																					
	Living Room	Present																					
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		2 outlets / 1 Light																					
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		1 Outlet / 1 Light																					
		Stove																					
		Refrigerator																					
		Sink																					
	Bed Room	Counter / Cabinets																					
		1 Outlet / 1 Light																					
		Window																					
	Bath Room	Closet																					
		Present																					
		1 Outlet / 1 Light																					
		Toilet																					
		Lavatory																					
		Tub or Shower																					
	Mech. HVAC	Ventilation to Exterior																					
		Code Compliant																					
		Adequately Sized																					
		Dryer Vent to Exterior																					
	Plumbing Fixtures	AC/AC Sleeve																					
		Code Compliant																					
Adequately Sized																							
No Leaks or Clogs																							
Electrical	Working Order																						
	Smoke Detectors																						
	GFI/Arc-Fault																						
	CO Detectors																						
Comments/ Other:																							

Comments:

Provide more detail for all "Fail" conditions. Attach additional page(s), if needed.

Assessor/Inspector Certification

I certify that this Physical Needs Assessment is a true and accurate representation of the condition of the property as of the date indicated. I also certify that it was prepared by me or under my direct supervision.

Printed Name

Signature

____ (m) ____ (d) ____ (year)
Date Inspection Completed

Attachments: _____

Rental Housing Minimum Ongoing Property Standards

The building owner and/or the building owner's designated representative are responsible for keeping buildings and structures in a decent and sanitary condition. Housing that is subject to Minnesota Housing ongoing compliance monitoring is required to comply with these minimum ongoing property standards throughout the compliance period. Identified deficiencies shall be corrected and/or remediated in a timely manner.

Minnesota Housing encourages ongoing property maintenance practices that promote sustainable, healthy housing and optimize the use of cost effective, durable building materials and systems that minimize the consumption of natural resources.

The following standards are supplemental to basic standards established by applicable building codes, local zoning, and other applicable regulations. Where two standards govern the same condition, conformance to the most restrictive standard is required.

Purpose: To ensure housing that is subject to ongoing Minnesota Housing monitoring remains decent, safe, sanitary, in good repair, and energy efficient.

Requirements: Housing that has received Minnesota Housing funding assistance that is subject to ongoing property compliance monitoring shall be kept in compliance with the following standards:

- A. ***State and local codes, ordinances, and zoning requirements.*** All buildings and structures and all parts thereof shall be maintained in a safe and sanitary condition. All systems, devices or safeguards that were required by code under which the building was constructed shall be maintained in conformance with the requirements of that code. Buildings and structures to which alterations or repairs are made shall comply with applicable Minnesota State Building Code/regulations regardless if the local jurisdiction has adopted or not adopted such codes.
 - ***Elevator.*** If there is an existing elevator/hoistway in a building, it shall be made to be in compliance with [2007 Minnesota Elevator Code](#) as applicable to existing buildings.
- B. ***Decent, safe, sanitary and in good repair.*** Unless local codes, ordinances and/or zoning requirements require more stringent property standards, housing shall be in compliance with either [HUD's Uniform Physical Condition Standards](#) (UPCS) or [HUD's Housing Quality Standards](#) (HQS) (link). The type of assistance received will typically dictate which standard is applicable. If you are uncertain how UPCS or HQS applies to your property, contact your Minnesota Housing Management Officer/Compliance Officer. Regardless, the site, buildings and structures and all parts thereof shall be kept in good repair. All defective components shall be repaired or replaced.

- C. **Health and safety.** The housing must be free of all known health and safety defects. Any life threatening deficiencies must be addressed. All electrical life safety fixtures shall be in place and operational including the following:
1. *Carbon Monoxide (CO) alarms.* Housing shall be in conformance with [2006 CO Legislation](#).
 2. *Smoke alarms.* Operational smoke alarms are required in all dwelling units. If housing received Minnesota Housing rehabilitation assistance since 2004, housing shall have smoke alarms installed and operational in all locations as required for new construction. At least one smoke detector in each dwelling unit shall be hardwired (equipped w/ battery backup) and audible from sleeping rooms.
 3. *Ground-fault circuit-interrupter (GFCI) protection.* If housing received Minnesota Housing new construction and/or rehabilitation assistance since 2004, housing shall have GFCI protected receptacles operational in all locations as required for new construction.
 4. *Arc-fault circuit-interrupter (AFCI) protection.* If housing was initially constructed since January 1, 2002 or if existing housing received or is receiving any electrical system alteration whereby AFCI protection is required, it shall be installed and/or remain operational as required by code.
- D. **Environmental.** The housing shall be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property. Regular ongoing maintenance shall include the following as applicable:
1. *Lead-Based Paint.* Housing built prior to 1978 that is not exempt from HUD's "Lead Safe Housing Rule" ([24 CFR part 35](#)) and [Minnesota Housing Lead-Based Paint Policy](#) shall be required to incorporate ongoing lead-based paint maintenance activities into regular building operations. A *visual assessment*, which is a surface-by-surface inspection for deteriorated paint consisting of a visual search for cracking, scaling, chalking, peeling, or chipping paint is required at least annually as part of ongoing lead-based paint maintenance activities. It should also include a search for dust and debris, including paint chips. The person conducting the visual assessment for deteriorated paint must be trained using HUD's [Visual Assessment Training Module](#).
 2. *Asbestos.* Housing with any known asbestos containing material (ACM) or presumed ACM present shall have an asbestos management plan in place. Only asbestos that is determined to be in good condition and not likely to be disturbed or become hazardous shall be allowed to remain onsite.

3. *Visible mold.* Any visible mold or water infiltration shall be investigated for possible causes and properly mitigated. Any mold on materials that cannot be properly cleaned must be removed. If mold is found on drywall it shall be abated (cut out and disposed).

E. ***Energy and water efficiency.*** Minnesota Housing strongly encourages ENERGY STAR-labeled and WaterSense-labeled products be installed when older obsolete products (such as windows, doors, lighting, fans, water heaters, boilers, air conditioning units, refrigerators, clothes washers, dryers, dishwashers, toilets, showers and faucets) are replaced as part of ongoing maintenance. Housing that previously received any Minnesota Housing assistance subject to compliance with Minnesota Overlay to the Green Communities Criteria (typical for new construction assistance received on or after 2007 and/or rehabilitation assistance received on or after 2009), are required to maintain/install ENERGY STAR-labeled and WaterSense-labeled products as well as perform other sustainable operations and maintenance activities as required.



Rental Housing Design/ Construction Standards

Last Revised: April 2012
(last revised 05/11/12)

Minnesota Housing does not discriminate on the basis of race, color, creed, national origin, sex, religion, and marital status, status with regard to public assistance, disability familial status, or sexual or affectional orientation in the provision of services.

An equal opportunity employer.

This information will be made available in alternative format upon request.

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“Items revised from previous version are highlighted as such”

Chapter 1 – Overview

The Minnesota Housing Finance Agency (Minnesota Housing) is committed to meeting Minnesotans' needs for decent, safe, sustainable, marketable, and affordable housing. Since building codes and local regulations/ordinances primarily focus on health and safety and/or protecting property values, they cannot be relied on to meet all of our expectations. Therefore, in an effort to better meet our customer needs and communicate our expectations, Minnesota Housing developed design/construction standards for rental housing.

These design/construction standards replace all previous Minnesota Housing standards associated with design/construction and are applicable to rental housing receiving Minnesota Housing financing for new construction and/or rehabilitation. Projects involving adaptive reuse and/or gut rehabilitation of rental housing shall comply with standards for rehabilitation and standards for new construction to the maximum extent feasible.

These design/construction standards are not intended to restrict innovation. Minnesota Housing welcomes new ideas and looks forward to implementing any new idea that will provide long-lasting benefits to our customers. Minnesota Housing encourages sustainable, healthy housing that optimizes the use of cost effective durable building materials and systems and that minimizes the consumption of natural resources during construction and in the long term maintenance and operation.

We encourage optimizing the use of cost-effective, renewable resources and energy, minimizing damage and impact to the environment, and maximizing the use of natural amenities such as (solar, wind, climate, and orientation) of the development's site. If the proposal includes any alternative energy options Minnesota Housing will require a cost-benefit analysis for such options. For more information about consideration for funding of alternative energy options, please refer to Alternative Energy Options questions located within the [Multifamily Rental Housing Narrative Questions](#).

While developing design/construction standards for rental housing we sought input from our Funding Partners, Minnesota Housing Technical Advisory Group (made up of Developers, Housing Managers, Architects, Contractors, and Attorneys) and members of Minnesota Housing Senior Staff. In addition, housing design standards required of other state housing finance agencies conducting business similar to us were reviewed and compared. Minnesota Housing determined these design standards fall within the mainstream of design standards required by other agencies.

Refer to the beginning summary section of each standard to learn whether the standard is applicable to the project at hand. The project activity and/or funding source generally dictate when and how a design/construction standard applies. When strict compliance to these standards is not feasible, please contact [Minnesota Housing Technical Staff](#) (Staff Architect) assigned to the development to discuss whether a waiver is justifiable. Their contact information is available in Chapter 10 of this document.

If a newer version of this document is released after the Initial Award of Financing phase, the Developer and Architect may use the standards of the document current at the time of the Formal Application unless the document is modified due to statutory or regulatory action.

Variance Request

A Variance may be requested for consideration to these standards where Minnesota Housing is not restricted by other standards, regulations, or codes, and if a hardship can be demonstrated due to a unique condition.

Chapter 2 - General Occupancy Rental Housing Minimum New Construction Standards

Background

Once a decision is made to construct a new housing development to serve a particular housing need, selecting a smart site location is important. If Minnesota Housing financial assistance is needed to construct a new housing development, the decision to build on a particular site must include determining whether the site can be developed so that it complies with applicable Minnesota Housing standards.

The following standards are supplemental to basic standards established by applicable building codes, local zoning, and other applicable regulations. In addition, these standards are supplemental to other applicable design standards promulgated by Minnesota Housing. Where two standards govern the same condition, conformance to the most restrictive standard is required. Regardless of whether the local jurisdiction has adopted or not adopted Minnesota State Building Code, all improvements receiving Minnesota Housing financing must be in compliance with currently adopted Minnesota State Building Code.

Purpose:

To ensure rental housing financed by Minnesota Housing is decent quality, energy efficient, functional, sustainable, and effective in reducing long-term maintenance costs.

Requirements:

The following new construction standards involving site design, building design, mechanical and electrical systems, and building components shall be adhered to if receiving Minnesota Housing assistance for new construction.

- A. Site design** – Site improvements shall comply with the following standards associated with grading/drainage, parking, garages, sidewalks, play equipment/area, signage, and landscaping as follows:
1. *Grading/Drainage* – The site shall be well drained. Surface water must be directed away from structure. Snow removal/storage shall be addressed.
 2. *Parking* – Unless stricter zoning requirements apply, parking shall comply with the following minimum requirements:
 - a. At least one (1) parking space (off street/onsite) for each and 1-bedroom dwelling unit;
 - b. At least two (2) parking spaces (off street/onsite) for each 2-bedroom or larger dwelling unit. (Exception: If on street parking is available on adjacent streets up to 0.5 spaces per dwelling unit may be used toward satisfying this requirement.)
 - c. Adaptive reuse type projects or single-room-occupancy (SRO) dwelling units may have less than one (1) parking space for each dwelling unit. Exact number shall be reviewed/approved by Minnesota Housing on a case-by-case basis; and
 - d. Parking spaces shall be at least 8'-6" wide except at designated handicapped parking space(s) which shall be in compliance with applicable codes.
 - e. For high-density urban developments that require zero-lot-line coverage, consult Minnesota Housing to agree on how much onsite parking is needed for the proposed development.
 - f. **Parking spaces and access isles must be paved (concrete, bituminous, or other Minnesota housing approved material).** Also provide a poured concrete curb and gutter at outer perimeter of onsite drive lanes and parking. (Not required for semi-private driveway leading up to attached garage.)
 3. *Garages* – If private garages are provided, they shall conform to the following:
 - a. Each stall shall be partitioned to the roof with solid material;
 - b. Frost footing required at all attached garages and detached garages larger than 2-stalls; and

- c. Minimum size requirements:
 - 1. Width:
 - a. 11'-0" (single stall)
 - b. 20'-0" (double stall)
 - 2. Area:
 - a. 231 sq. ft. (single stall)
 - b. 420 sq. ft. (double stall)
 - 3. Overhead Door:
 - a. 9'-0" wide (single stall)
 - b. 16'-0" wide (double stall)
- d. Garages for persons who are handicapped shall comply with minimum quantity/dimensions/clearances as required by applicable codes.
- 4. *Exterior sidewalks* – Sidewalks shall be 4 feet wide (minimum) and made of concrete reinforced with continuous wire mesh.
- 5. *Play area/play equipment* – A play area for children along with play appropriate equipment shall be provided for children to play unless exempt. The play area/equipment shall comply with the following:
 - a. Play area/play equipment is not required if any of the following conditions apply:
 - 1. Development contains only 1-bedroom or smaller dwelling units;
 - 2. Zero lot-line sites where Minnesota Housing agrees with the Owner/Developer that it is not economically feasible or viable.
 - 3. There is a public park with play equipment within ¼ of a mile (1,320 feet) of the development (measured from the closest property line to the public park as straight line distance, not travel distance), unless they are separated by busy street; **Or**
 - 4. Minnesota Housing Staff agrees with the Owner/Developer that it is not economically feasible or viable.
 - b. The size of the play area must be provided in proportion to the child population of the development. The child population for each unit shall be computed as follows:

<i>Unit Type</i>	<i>No. of Children in Unit</i>
Efficiency	0
One-Bedroom	0
Two-Bedroom	1.5
Three-Bedroom	3
Four-Bedroom	4.5
(Each additional Bedroom)	(1.5 Children per Bedroom)

- c. Based on the type and number of units in the development, the total development child population can be computed, and the size of the play area should be determined as follows:
 - 1. A minimum size of the play area must be 24'-0" x 24'-0". This is good for up to one hundred children in the development. Add four square feet of additional play area per each additional child above one hundred children. The entire play area must be filled with natural or synthetic protective materials and equipped with reasonable play equipment for the size of the lot. The perimeter shall be designed to keep play area material from spilling, such as curb and/or sidewalk.
- d. The play area and play equipment must be in compliance with equipment manufacturer requirements. The play area does not have to be square or confined to one location as long as minimum play area size is complied with.
- e. Lumber treated with chromated copper arsenate shall not be used for play equipment.
- f. Avoid locating any play area(s) where children are required to cross driveways.
- g. Provide drain tile beneath all permeable play area surface materials with outlet to nearest storm sewer or drainage ditch.
- h. Provide shade, seating, and trash receptacle near all play areas.
- i. Play areas must be on an accessible route with accessible entrance onto the play area surface.

6. *Signage* – Signage shall be provided as follows:
 - a. Temporary construction project sign. If a temporary construction sign is provided it shall be at least 4’x8’ in size and erected onsite at time of construction start. It shall contain development name, [Minnesota Housing Logo](#), names of other funders (or their logos – please confirm), Equal Housing Opportunity logo, Owner’s name, General Contractor’s name, Architect’s name, and leasing information/phone number.
 - b. Permanent development sign. Every development shall be provided with a permanent development sign that is visible from nearest street. It shall provide name of development, [Equal Housing Opportunity logo](#), and leasing information/phone number. Night-time illumination is recommended.
7. *Landscaping* – Landscaping and a landscape plan shall be provided as per Enterprise Green Communities Criteria.

B. Building design – The building design shall be reasonably appropriate for the intended site, resident population, and anticipated market and shall be in compliance with the following minimum standards:

1. *Laundry* – Housing shall have access to laundry facilities and shall comply with the following requirements:
 - a. Common laundry is required unless laundry equipment is provided in each dwelling unit.
 - b. If common laundry, one (1) washer and one (1) dryer must be provided for every twelve (12) dwelling units. Provide folding table and seating area.
 - c. If laundry equipment is provided in each dwelling unit, stackable equipment is acceptable in non-accessible dwelling units.
 - d. Every clothes washer shall have a disaster pan with floor drain, or be located in a room with concrete flooring whereby the floor slopes to floor drain.
 - e. Avoid locating clothes washers near areas with carpeting.
2. *Elevator* – Housing required to have an elevator shall meet the following requirements associated with an elevator:
 - a. The maximum length of travel from any dwelling unit to an elevator shall not exceed two hundred fifty (250) lineal feet.
 - b. The number of required elevators in each building shall be dictated by the number of stories above grade as follows:
 1. (3 – 5) stories above grade: one (1) elevator required.
 2. (6 – 9) stories above grade: two (2) elevators required.
 3. (>9) stories above grade: consult Minnesota Housing.
3. *Dwelling unit* – Housing shall meet the following requirements associated with decent living space:
 - a. Living room
 1. Least dimension shall be 11’-6” and appropriately sized for anticipated household size.
 2. Must have window (or glass patio door) to exterior for natural lighting.
 - b. Primary or Master bedroom
 1. Least Dimension shall be 10’-0”
 2. Least square footage shall be 115 sq. ft..
 3. Window to exterior for natural lighting.
 4. Closet (5 lineal ft. of net rod/shelf length).
 5. Door and walls to ceiling for privacy.
 6. Exception: Efficiency Dwelling Unit/Single Room Occupancy (SRO)
 - c. Secondary bedroom(s)
 1. Least dimension 9’-6”.
 2. Least square footage shall be 100 sq. ft..
 3. Window to exterior for natural lighting.
 4. Closet (4 lineal ft. of net rod/shelf length)
 5. Door and walls to ceiling for privacy.
 6. Exception: Efficiency Dwelling Unit/Single Room Occupancy (SRO)
 - d. Kitchen

1. Kitchen countertop work area.
 - a. Minimum length shall be 6'-0" measured along the front footage (excluding sink and appliances) for one bedroom dwelling units;
 - b. 7'-0" for two and three bedroom dwelling units;
 - c. And 8'-0" for larger dwelling units.
 2. Snack bar or eat-in kitchen area. (Required in three bedroom and larger dwelling units.)
Snack bar shall be 4'-0" long (minimum).
 3. Range/oven in all dwelling units.
 - a. All units with two or more bedrooms must be equipped with 30" wide range/self-cleaning oven.
 - b. All other units shall be equipped with 24" (min.) range/self-cleaning oven.
 - c. Avoid locating range in corner or at the end of the counter.
 - d. A protective shield must be provided for the section of wall directly behind all ranges and on any abutting partition. Protective shields shall either be high-pressure plastic laminate, enameled steel or stainless steel.
 4. "Frost Free" refrigerator/freezer with 15" minimum wide counter on latch side. 14 cu. ft. (min.) for one bedroom and smaller dwelling units. Appropriately sized for intended household for larger dwelling units.
 5. Hard-surface flooring.
- e. Dining
1. Dining room/area designated with hard-surface flooring distinct from living room is required in 2-bedroom and larger dwelling units.
 2. The dining room/area must be appropriately sized for the intended household size and accommodate the following:
 - a. 2-bedroom dwelling units: Table w/ four (4) chairs
 - b. 3-bedroom dwelling units: Table w/ six (6) chairs
 - c. ≥4-bedroom dwelling units: Table w/ seven (7) chairs
 3. Must have window to exterior, or opening to living room.
 4. Exceptions:
 - a. An eat-in kitchen may be substituted for dining room/area as long as kitchen and dining area are appropriately sized for the intended household size plus two (2) guests.
 - b. A 4' long snack bar located on rear side of kitchen countertop may be used in lieu of designated dining room/area in 1-bedroom and smaller dwelling units.
- f. Bathroom
1. **Definitions:**
 - a. Full Bathroom: (vanity, water closet, and tub w/ showerhead)
 - b. (½) Bathroom or Powder Room: (vanity and water closet)
 - c. (¾) Bathroom: (vanity, water closet, and shower)
 2. A minimum of one (1/2) bathroom required at ground floor of any two-story dwelling unit.
 3. A minimum of one Full bathroom required at 2-bedroom and smaller dwelling units
 4. A minimum of (1 3/4) bathrooms required at 3-bedroom and larger dwelling units
 5. Any "Split" bedroom design (bedrooms on opposite sides of living room): At least a 3/4 bathroom adjacent to any bedroom to avoid having to travel through living space when traveling from bedroom to a bathroom.
 6. In 3-bedroom or larger dwelling units, Minnesota Housing encourages main bathroom to be compartmentalized for simultaneous, multiple use.
 7. Minimum Accessories:
 - a. Medicine cabinet (at least one per dwelling unit);
 - b. Towel bar(s) (within reach of lavatory and tub/shower);
 - c. Toilet paper holder;
 - d. Shower curtain rod (if applicable); and
 - e. Mirror

- g. Storage space/closets
 - 1. Entry coat closet is required for 1-bedroom or larger dwelling units.
 - 2. Designated linen/towel storage space is required.
 - 3. General storage space for household cleaning supplies, vacuum, etc. is required.

h. Multi-Story Dwelling Unit Living Areas

- 1. Individual units with multi-stories shall have a kitchen/ kitchenette, living area, dining (or eat-in kitchen) on the same, main level. See Visitability Standards for additional multi-story unit requirements.

C. Mechanical and electrical systems – Housing shall have plumbing, mechanical, and electrical systems that comply with the following standards:

- 1. *Independent technical analysis* – Minnesota Housing reserves the right to require independent technical analysis of any or all building components to determine life expectancy and anticipated ongoing lifecycle costs, as well as a maximum of 10 year payback on energy-efficient investment premiums.
- 2. *Utility incentives* – Minnesota housing encourages exploring design options with the local utility company early in the design development phase to determine if any Energy Conservation Improvement Program (CIP) resources or other utility rebate options are available.
- 3. *Plumbing systems* – Plumbing systems shall meet the following requirements:
 - a. All kitchen sinks shall be double compartment (33"x 22" min.), 7" deep minimum. Exception: Efficiency dwelling unit/Single room occupancy (SRO) with dishwasher may have single compartment sink.
 - b. Disaster drain pan with floor drain shall be provided under any water heater and clothes washer located above ground level.
 - c. Water softening is required where the hardness exceeds 14 grains except where special circumstances exist. The system must conform to the following:
 - 1. Unsoftened water must be provided to all hose bibs and the cold water tap of each kitchen sink. All other water – hot and cold – is to be softened when water softening is required.
 - d. Plumbing chases and plumbing walls shall not be located in/at new building exterior walls. If required at existing buildings, chases shall be designed to keep plumbing from freezing.
- 4. *Heating, ventilating, and air-conditioning (HVAC) system* – HVAC systems shall meet the following requirements:
 - a. Bathroom exhaust fans shall be ENERGY STAR-labeled and shall exhaust to the outdoors. Fans shall operate either continuously; or when the light is turned on; or with a humidistat and timer.
 - b. Exhaust ductwork for clothes dryers shall be rigid type and vented to outside.
 - c. Kitchen range hood shall meet the requirements of Enterprise Green Community Criteria :
 - 1. By providing direct exhaust to the exterior; Or
 - 2. By placing a recirculating range hood as part of a heat recovery central ventilation system.
 - d. Intake and exhaust ductwork located in unheated spaces shall be insulated.
 - e. Air-conditioning shall be provided to all dwelling units.
- 5. *Electrical systems* – Electrical systems shall meet the following requirements:
 - a. Ceiling or wall mounted light fixture in all bedrooms.
 - b. Task lighting above kitchen range and kitchen sink.
 - c. Each dwelling unit shall be capable of receiving hi-speed Internet access.
 - d. Exterior light fixtures and lamps shall be rated for -20 degree F weather.
 - e. Carbon Monoxide (CO) Alarms as required by 2006 state legislation.

D. Building components – Minnesota Housing encourages the advancement of green/ sustainable building strategies. Refer to Chapter 8 – Sustainable Housing for more requirements and guidance for Mandatory and Optional and criteria. The following building components shall also meet the following minimum standards:

- 1. *Millwork*
 - a. All new kitchen cabinets and new wood bathroom cabinets shall have solid wood face-frames, doors, and drawer fronts.

- b. Drawer-box construction shall have dovetail or other Minnesota Housing approved reinforced joint construction.
 - c. All millwork shall meet the Kitchen Cabinet Manufacturers Association (KCMA) ANSI/KCMA A161.1 standards. KCMA Certification is suggested but not required.
2. *Exterior windows and doors*
- a. All new windows and doors must be ENERGY STAR-qualified.
 - 1. ENERGY STAR regularly updates its requirements for qualification. The applicable version current for qualification at the time windows and/or doors are ordered/ purchased shall be applied.
 - 2. ENERGY STAR "Qualified" is based upon standards set for the region in which the window/door is being installed. The applicable region for Minnesota shall be applied.
 - b. All windows and windows within doors shall be furnished with window coverings for privacy and control of heat/solar shading.
 - c. All operable windows and operable windows within doors shall have insect screens.
 - d. The sill of all windows must be solid wood, stone, man-made solid surface material, or other material approved by Minnesota Housing.
3. *Roofing*
- a. *Low Slope Roofing*
 - 1. Shall have a minimum of ¼" inch per foot (finished) slope unless otherwise approved by Minnesota Housing Staff Architect and Building Official
 - 2. Approved Systems include 60 mil adhered EPDM & TPO, or 4 ply asphalt/gravel built-up assembly.
 - 3. Ballasted or mechanically fastened single ply membranes are not accepted.
 - 4. A Minimum 20- year manufacturer's warranty required.
 - b. *Sloped Roofing*
 - 1. A minimum 25-year manufacturer's warranty required.
 - 4. *Patio and entrance slabs* – All patio and entrance slabs shall comply with the following requirements:
 - a. Stoop/footing frost protection required at all entrance slabs.
 - b. Where soils are frost susceptible, stoop/footing frost protection required at all patio slabs.
 - c. ¼" per foot maximum slope.
 - d. Protect front entrance slab from rain/snow accumulation. (i.e.: overhang, canopy)
 - 5. *Closet door* – Conventional, residential grade, bi-fold doors and hardware package are not acceptable in new construction. Side-hinged, swinging type or other MN Housing approved doors shall be provided.

E. Schematic design concept – The Borrower is required to develop a reasonable schematic design concept and cost estimate which conforms to all applicable Minnesota Housing standards. Refer to Formal Application section of [Minnesota Housing Architect's Guide](#) for additional information regarding schematic design.

F. Contract documents – Once the scope of work is finalized and approved by Minnesota Housing the Borrower shall have prepared for approval contract documents consisting of drawings and specifications setting forth in detail the requirements of the project. The project shall be in compliance with all applicable Minnesota Housing Rental Housing Design/Construction Standards. Refer to Loan Commitment of the [Minnesota Housing Architect's Guide](#) for more information.

G. Contractor procurement – Refer to [Minnesota Housing Contractor's Guide](#) for requirements associated with selecting a Contractor and procuring Contractor services.

Chapter 3 – General Occupancy Rental Housing Minimum Rehabilitation Standards

Background:

The following standards apply to any rental housing projects receiving Minnesota Housing rehabilitation assistance.

If the project involves **gut rehabilitation** or **adaptive reuse**, the housing shall also comply to the maximum extent feasible with *General Occupancy Rental Housing New Construction Standards* (Chapter 2).

Architectural services are likely to be essential to the success of the project. Please refer to [Minnesota Housing Architect's Guide](#) to determine if architectural services are required for the project at hand.

The following standards are supplemental to basic standards established by applicable building codes, local zoning, and other applicable regulations. Where two standards govern the same condition, conformance to the most restrictive standard is required. Regardless, if the local jurisdiction has adopted or not adopted Minnesota State Building Code, housing shall be in compliance with Minnesota State Building Code.

Purpose:

To ensure rental housing receiving Minnesota Housing rehab assistance is decent quality, energy efficient, functional, sustainable and effective in reducing long-term maintenance costs.

Requirements:

Housing that is undergoing rehabilitation with Minnesota Housing funds must meet the requirements associated with a physical needs assessment, accessibility assessment, environmental review, capital needs assessment, other inspections, and preliminary scope of work/cost estimate, contract documents, and contractor procurement as follows:

- A. Physical Needs Assessment** – A Property Physical Needs Assessment (PNA), prepared by an Architect or Qualified Rehab Specialist must be provided for all projects at the time of Consolidated RFP and/ or Pipeline Application submittal. A completed Minnesota Housing [Property Inspection Template](#) may be submitted as the Property Physical Needs Assessment, or the preparer may use their own document with a similar format. Provide a Life Expectancy analysis including Estimated Age, Expected Useful Life (EUL), and Effective Remaining Life (ERL) of the following minimum elements: Roof; siding/ exterior walls; windows; doors (exterior entry/ garage, overhead); plumbing fixtures; HVAC Systems; and Kitchen Appliances. The inspection shall be conducted to identify deficiencies under applicable state and local codes, ordinances, and The Minimum Essential Physical Needs as described below:
1. *Structural integrity* – Structures shall be structurally sound and free of any pending or imminent structural collapse or failure. (i.e.: decks, basement columns, foundations, floors, walls, roof framing, headers, lintels, etc...)
 2. *Building envelope* – The building envelope shall be weather and water tight. All openings susceptible to water and air penetration shall be sealed. Ensure envelope is adequately insulated or supplement the insulation to the envelope. Typically the attic is the cheapest and easiest to supplement, and will provide the greatest cost-to-benefit payback. Ensure that all attics are adequately ventilated to prevent ice-damming, and all attic bypasses are sealed/insulated.
 3. *Site and roof drainage* – The site shall be well drained. There shall be no standing water in non-designated holding pond areas 12 hours after a rain event. Surface drainage must be directed away from the structure, to a designated ponding area, or to municipal storm sewer system. Include roof drainage provisions when assessing site drainage conditions.

4. *Plumbing and sanitation systems* – All plumbing systems shall be code compliant, adequately sized, and operable with an anticipated minimum 7 year life expectancy. No leaks allowed. Obsolete, water wasting fixtures shall be replaced. Minnesota Housing may require sanitary sewer lines to be video-scoped to detect if any unforeseen repair/maintenance is necessary.
5. *Mechanical systems* – All heating, air conditioning, and ventilation systems shall be code compliant, adequately sized, and operable with an anticipated minimum 7 year life expectancy. Bathrooms shall have an operating exhaust vent ducted to the exterior. Clothes dryers shall be connected to code compliant rigid type vent exhausting to the exterior. To the greatest extent feasible ensure that all dwelling units are air conditioned or equipped with A/C sleeve(s).
6. *Electrical systems* – All electrical systems shall be code compliant with circuit breakers, adequately sized for the structure and intended use. All electrical life safety fixtures shall be in place and functional including the following:
 - a. *Smoke detectors*. Smoke detectors meeting requirements of Underwriter Laboratories, Inc., approved by the International Conference of Building Officials, shall be furnished and installed in all areas as required for new construction. At least one smoke detector in each dwelling unit shall be hardwired (equipped w/ battery backup) and audible from sleeping rooms.
 - b. *Ground-fault circuit-interrupter (GFCI) protection*. GFCI protection shall be provided for receptacle outlets in locations as required by applicable regulations for new construction.
 - c. *Arc-fault circuit-interrupter (AFCI) protection*. AFCI protection shall be provided for receptacle outlets in locations as required per applicable codes/ regulations.
 - d. *Carbon Monoxide (CO) alarms*. Provide as required by 2006 State Legislation.
7. *Elevator* – If there is an existing elevator/hoistway in a building, it shall be made to be in compliance with [2007 Minnesota Elevator Code](#) as applicable to existing buildings.
8. *Functional kitchen* – Kitchen shall be appropriately sized and equipped with appropriate cabinets, sink, and operational range/oven/hood/refrigerator appropriately sized for intended household.
9. **Dwelling unit**
 - a. Housing shall meet the requirements associated with decent living space outlined in the previous Chapter 2 (General Occupancy Rental Housing Minimum New Construction Standards)
 - b. Exception: the Moderate rehab of an existing building/ development may request a variance (as per Chapter 1 of this document) for the least dimension(s) and area of the Living Room and Bedrooms by 15%. If approved by Minnesota Housing, the 15% reduction shall be clarified as follows:
 1. Living Room. 11'-6" x 85% = **9'-9"**.
 2. Primary/ Master bedroom. 10'-0" x 85% = **8'-6"**. 115 sq. ft. x 85% = **96 sq. ft.**
 3. Secondary bedroom(s). 9'-6" x 85% = **8'-1"**. 100 sq. ft x 85% = **85 sq. ft**
10. *Parking* – Adequate parking satisfactory for the resident population shall be available for resident use. Any onsite pavement with initial signs of raveling, transverse cracks, longitudinal cracks, or minor block cracking shall have preventative maintenance which includes corrective measures such as crack sealing, seal coating, asphalt patching/repair. Any onsite pavement with severe cracking/damage shall be adequately repaired/ replaced. Hard surface parking shall be properly striped and any accessible parking spaces properly identified.

B. Environmental – It is essential to perform all environmental assessments early in the planning process to ensure that any mitigation measures and costs are integrated into the scope of work. Project activities must comply with the following:

1. *Historic preservation* – The project activities must not be performed on properties that are either listed in or determined eligible for listing in the National Register of Historic Places, or identified as historic by State, territory, Tribe or municipality, unless the project activities comply with applicable standards and guidelines. A documentation plan for rehabilitation shall be developed and submitted early to the enforcement authority for review/approval. Please refer to National Park Service and Minnesota State Historic Preservation Office for further guidance.
2. *Contamination* – It is MN Housing's policy that all properties receiving rehabilitation assistance be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a

hazard could afflict the health and safety of occupants or conflict with the intended utilization of the property. Contamination evaluation shall comply with the following:

- a. *Lead hazard evaluation and reduction.* Housing built prior to 1978 must have paint testing which means the process of determining, by a certified lead-based paint inspector or risk assessor, the presence or absence of lead-based paint on deteriorated paint surfaces or painted surfaces to be disturbed or replaced, unless it is presumed that all these painted surfaces are coated with lead-based paint. In addition a risk assessment which is an on-site investigation to determine the existence, nature severity, and location of lead-base paint hazards is required. Minnesota Housing encourages that a lead-based paint inspection, which is a surface by surface investigation to determine the presence of lead-based paint be conducted in addition to the risk assessment. If a lead-based paint inspection is conducted, then the required paint testing referenced above is included. Regardless, the Owner shall provide the inspector/assessor a copy of the proposed work scope and a complete list of painted surfaces to be disturbed or replaced during rehabilitation activities. Refer to [Minnesota Housing Lead-Based Paint Policy](#) for additional requirements associated with lead hazard evaluation and lead hazard reduction.
 - b. *Asbestos.* Minnesota Housing requires an asbestos inspection/assessment on all buildings prior to rehabilitation where there is reason to believe asbestos containing material (ACM) may be present and will likely be disturbed during rehabilitation activities. A management plan is required if any ACM or presumed ACM remains that is in good condition and not likely to be disturbed or become hazardous. Refer to Minnesota Housing's [Asbestos Inspection/Assessment](#) standards for more information.
 - c. *Phase I Environmental Site Assessment (ESA).* Minnesota Housing reserves the right to require a Phase I ESA be performed on any property seeking Minnesota Housing financial assistance. Typically, all housing developments seeking MN Housing loan(s) in excess of \$300,000 are required to have a Phase I ESA in accordance with MN Housing standards. If any recognized environmental condition is discovered a Phase II ESA will likely be required. Refer to Minnesota Housing's [Phase I Environmental Assessment](#) standards for more information.
 - d. *Visible mold.* Any visible mold or water infiltration shall be investigated for possible causes and properly mitigated. Any mold on materials that cannot be properly cleaned must be removed. If mold is found on drywall it shall be abated (cut out and disposed).
- C. Accessibility** – Rehabilitation activities shall not reduce or have the effect of reducing accessibility of a building or portion of a building. The applicant(s) shall identify any resident requests for reasonable accommodation that remain uncompleted. All such requests shall be studied to determine whether feasible or infeasible. If Federal funds are involved the housing must meet the applicable accessibility requirements at [24 CFR part 8 of the Rehabilitation Act of 1973 \(29 U.S.C. 794\)](#). If the improvements include an addition, covered multifamily dwellings, as defined at [24 CFR 100.201](#), must also meet the design and construction requirements at [24 CFR 100.205](#), which implements the Fair Housing Act (42 U.S.C. 3601.3619). The “Fair Housing Act Design Manual” published by the US Department of Housing and Urban Development (HUD) is available on line at <http://www.huduser.org/portal/publications/destech/fairhousing.html>
- D. Other Inspections** – MN Housing encourages the Borrower to engage the local building inspector, Minnesota Housing staff architect, and any other funder’s inspecting rehab specialist/architect in the initial inspection process. Conducting these inspections early in the development, planning and budgeting phase will ensure that all local property standards, local building code, and other deficiencies are identified and included in the preparation of the bid specification/scope of work.
- E. Preliminary scope of work/cost estimate** – The Borrower is required to develop a preliminary scope of work and cost estimate which shall adequately address property deficiencies as required to ensure housing complies with applicable building codes and regulations, Minnesota Housing’s Rental Housing Design/ Construction Standards *Chapter 3 – General Occupancy Rental Housing Minimum Rehabilitation Standards* (contained herewith), applicable [Green \(Sustainable\) Housing Standards](#), and applicable standards imposed by other funder(s) upon completion of scope of work. Refer to *Chapter 2 - General Occupancy Rental Housing Minimum New*

Construction Standards of this document for minimum requirements for certain building components if being replaced or installed. In addition, work scope shall include any reasonable accommodation for persons with accessibility needs that are determined feasible.

- F. Contract documents** – Once the scope of work is finalized and approved by Minnesota Housing the Borrower shall have prepared for approval contract documents consisting of drawings and specifications setting forth in detail the requirements of the project. The project shall be in compliance with all applicable Minnesota Housing Rental Housing Design/Construction Standards. Refer to Loan Commitment of the [Minnesota Housing Architect's Guide](#) for additional information.
- G. Contractor procurement** – Refer to [Minnesota Housing Contractor's Guide](#) for requirements associated with selecting a contractor and procuring contractor services.
- H. Decent, safe, sanitary and in good repair** – Unless local codes, ordinances and/or zoning requirements require more stringent standards, existing conditions (work outside the rehab scope of work) of housing shall be in compliance with HUD's Uniform Physical Condition Standards (UPCS) (Title 24, Part 5, Subpart G). This type of assistance and funding will typically dictate which standard is applicable. If you are uncertain how UPCS applies to your property, contact your Minnesota Housing Management Officer (HMO)/ Compliance Officer. Regardless, the site, buildings and structures and all parts thereof shall be kept in good repair. All defective components shall be repaired or replaced.
- I. Capital Needs Assessment** – Upon application approval by Minnesota Housing, a Capital Needs Assessment (CNA) prepared by an Architect or Qualified Rehab Specialist and must be provided at least 14 calendar days before the Intake Meeting. See Minnesota Housing's [CNA Policy & Standards](#).

Chapter 4 – Supportive Rental Housing Minimum Design/Construction Standards

Background

The following design standards shall apply to all supportive rental housing receiving Minnesota Housing Finance Agency (Minnesota Housing) financing for new construction, rehabilitation, and/or adaptive reuse of an existing building and are in addition to other applicable Minnesota Housing standards.

These standards are supplemental to basic standards established by Minnesota Housing for new construction and rehabilitation of general occupancy rental housing (Chapters 2 and 3), applicable building codes, local zoning, and other applicable regulations. Where two standards govern the same condition, conformance to the most restrictive standard is required. Regardless, if the local jurisdiction has adopted or not adopted the Minnesota State Building Code, all site improvements receiving Minnesota Housing financing must be in compliance with the Minnesota State Building Code.

Purpose:

To ensure supportive rental housing financed by Minnesota Housing is decent quality, energy efficient, functional, sustainable, durable, and effective in reducing long-term maintenance costs.

Requirements:

- A. Durability** – Emphasis will be placed on durability of construction materials and finishes that achieve cost effective life-cycle costs and reduce ongoing maintenance (i.e.: finish flooring, cabinet construction, windows, window treatments, solid-core doors, hardware, toilet accessories, etc.).
- B. Program space** – If program space is provided, shall be appropriate for intended use and resident population and must be accessible via an accessible route. In addition, Minnesota Housing encourages program space be convertible into housing space in the future.

Chapter 5 - 2013 Housing Tax Credit Design Standards/ Review Process

Background:

The Housing Tax Credit Program (HTC) is the longest running public/private affordable housing program in our nation's history. It is the primary form of federal assistance available today for the production of affordable housing. Minnesota Housing attempts to leverage HTC and other public, private and philanthropic funds for more quality, sustainable, affordable rental housing units. Developers, Architects, Contractors and local Zoning and Building Officials are encouraged to utilize their creative and technical talents to develop family friendly housing and site plans that will help contain the costs of the production of much needed affordable housing.

Purpose:

To ensure rental housing financed by the Housing Tax Credit (HTC) Program is cost reasonable and of similar quality and livability as any other housing financed by or in part with MN Housing assistance. MN Housing encourages sustainable, healthy housing that optimizes the use of cost effective durable building materials and systems and that minimizes the consumption of natural resources during construction and in the long term maintenance and operation.

Requirements:

A. Design/Construction Standards

1. The design and construction of any development receiving HTC funding shall comply with all applicable MN Housing Rental Housing Design & Construction Standards (RHD/CS) in effect at time of initial HTC selection.
2. If developments claim and are awarded Large Family points, the Moderate Rehab 15% Reduction in room sizes noted in Chapter 3 of this document (RHD/CS) shall apply.
3. Additional design requirements may be applicable if points are claimed/ awarded which require the development to include specific design elements.

B. Cost Reasonableness

1. MN Housing will evaluate the costs of each proposed project in comparison to current comparable projects to determine whether the proposed costs are reasonable taking into consideration unique characteristics of the project and its comparability to similar projects. Additional documentation will be required if the proposed costs are not comparable or reasonable.
2. MN Housing will continue to use its predictive cost model to test cost reasonableness for all projects. The model uses cost data from tax credit properties, industry cost data from RSMean, and regression analysis to predict total project costs. Based on a projects characteristics (building type, building characteristics, project size, project location, population served, financing, etc.), the model predicts the total development costs.

C. Submittals – To ensure rental housing meets above referenced standards (Item 1), the following shall be submitted to MN Housing for review and approval (see Mn Housing's Architect's Guide for document submittal requirements):

1. Submittals at Initial Application:
 - a. [HTC Design Standards/ Review Process Certification](#)
 - b. Preliminary work scope/concept design
 - c. [2011 Enterprise Green Communities \(EGCC\)](#) and following [MN Overlay](#) submittals:
 1. Intended Method of Meeting the Criteria (IMMC) (located within EGCC "Certification Workbook")
 2. Green Development Agreement (located within EGCC "Certification Workbook")
 3. [EGCC "Certification Workbook"](#)

2. Construction Documents Submittals:
 - a. 50% completed construction documents, when available.
 - b. 100% completed construction documents, prior to awarding any work to Contractor(s).

D. Construction Monitoring – To ensure rental housing is constructed in accordance with approved construction documents, the following construction monitoring activities shall be permitted:

1. MN Housing representatives shall be granted access to the site as necessary to monitor work in progress.
2. MN Housing shall receive regular construction meeting minutes and regular observation reports from Architect of Record. See MN Housing’s Architect Guide and Contractor’s Guide for construction meeting requirements.
3. MN Housing shall be notified and receive copies of any change orders and any other documentation that alters the approved design/work scope and/or completion date.

E. Project Close-out/ End of Construction.

1. MN Housing shall receive a copy of the Contractor’s final application for payment (AIA Forms G702/G703), Certificate of Substantial Completion, and Certificate of Occupancy (if applicable).
2. 2011 Enterprise Green Communities and the following MN Overlay submittals:
 - a. Green Communities Compliance Report Worksheet with updated criteria (located within EGCC “Certification Workbook”)
 - b. Compliance Report Agreement (located within EGCC “Certification Workbook”)

F. Failure to comply – Owners who fail to comply as noted may be subject to penalty during subsequent HTC selections.

G. Exemption – Developments with Tax Exempt Bonds issued by an issuer other than the State of Minnesota (Mn Housing) are exempt from complying with the following items mentioned above:

- a. Item 3b
- b. Items 4, 4a, 4b & 4c
- c. Items 5a & 5b

Note: The information listed in this Chapter 9 of the RHD/CS shall not supersede or have preference over any requirements of the Housing Tax Credit (HTC) Qualified Allocation Plan (QAP) and/or Procedure Manual.

Chapter 6 – Accessibility Standards

[Accessibility Standards](#) - Applicable if new construction and four (4) or more dwelling units.

Chapter 7 – Visitability Requirements

See Minnesota Housing's [Visitability Standards](#) - Applicable if new construction and either: single-family homes, duplexes, triplexes, and multilevel townhomes. Exception: Receiving only Housing Tax Credit Allocation.

Chapter 8 – Sustainable Housing

Background

Minnesota Housing Green (Sustainable) Housing Standards are applicable for all new construction and rehabilitation and include the 2011 Enterprise Green Communities Criteria (EGCC) and Minnesota Overlay & Guide to the 2011 EGCC.

Please go to the following links:

- [Green \(Sustainable\) Housing Standards](#)
- [Minnesota Overlay and 2011 Enterprise Green Communities \(EGCC\)](#)
- 2011 Green Communities <http://www.enterprisecommunity.com/solutions-and-innovation/enterprise-green-communities>
- [Sustainable Housing Design Standards Matrix](#)
- [Previous EGCC & MN Overlay Versions](#)

Exception:

The [State of Minnesota Sustainable Building Guidelines](#) are applicable for developments receiving Publicly Owned Housing Program (POHP) funds, also referred to as general obligation bond proceeds. Refer to Minnesota Housing POHP Program Guide for more information. The Minnesota Housing Green (Sustainable) Housing Standards do not apply.

Chapter 9 – Design/ Construction Standards Supplement for Federally Funded Projects

Background:

This supplement was created in an effort to consolidate Minnesota Housing Rental Housing Design/ Construction Standards with standards required for federally funded projects.

The standards identified in this chapter may be modified by either statute or regulatory action of the federal government. When so modified, the changes will be effective on the effective date of the change. When approved designs are affected by new federal actions, owners should discuss with Minnesota Housing the effect of the change on the project and whether already approved plans and specifications must be altered.

Projects receiving Housing Tax Credit (HTC) program allocation/ funding are not considered Federally Funded Projects. Therefore, this chapter does not apply to HTC projects.

Purpose:

Minnesota Housing has created design and construction standards which encourage sustainable, healthy housing that optimizes the use of cost effective durable building materials and systems and that minimizes the consumptions of natural resources during construction and reduce long term maintenance and operation costs.

In addition to our standards, the federal government has additional standards and requirements for projects receiving federal funding. The federally funded projects shall encompass the following requirements.

Requirements:

A. Federal Regulations – Housing and Urban Development (HUD)

1. New construction, Gut Rehabilitation and Adaptive Reuse Housing receiving federal funding must also comply with the following supplemental requirements:
 - a. Minimum Property Standards (MPS) for Housing, HUD Handbook 4910.1.
 1. Section 100-2 Housing for the Elderly. (Only for housing with an elderly component). Included by reference.
 2. Section 402-1 Living Unit Entry Doors.
 - a. At least one entrance to each dwelling unit shall be a side-hinged, swinging type door not less than 3'-0" wide and 6'-8" in height.
 - b. All dwelling unit side-hinged, swinging, entrance doors shall have a dead bolt lock (unless prohibited by Mn State Building Code or other regulations)
 - c. Entry door locks shall not require the use of a key or tool for operation from the inside.
 - b. Title 24- Code of Federal Regulations (CFR) part 51, Environmental Criteria Standards. Subpart B – Noise Abatement and Control. Included by reference.
 - c. Title 24 – Code of Federal Regulations (CFR) Parts 92.741 – 92.742. In addition to meeting Mandatory energy efficiency requirements of the Enterprise Green Communities Criteria (current applicable version), all new construction and gut rehab projects four or more stories must exceed ASHRE Standard 90.12007, Appendix G by 20%.
 - d. Title 24 – HUD, Part 982, Subpart I Dwelling Unit, Section 982.401 Housing Quality Standards (HQS). Item (f) Illumination and electricity. (2) Acceptability criteria. (i) There must be at least one window in the living room and in each sleeping room.
 - e. Title 24 Code of Federal Regulations (CFR) part 8 (Section 504 of the Rehabilitation Act of 1973). Subpart C – Program Accessibility, Section 8.22 (b) a minimum of five percent of the total dwelling units or at least one unit in a multifamily housing project, whichever is greater, shall be

made accessible for persons with mobility impairments. (Minnesota State Building Code Type A Accessible Unit). An additional two percent of the units, but not less than one, in such a project shall be accessible for persons with hearing or vision impairments.

- f. Title 24 Code of Federal Regulations (CFR) Part 100 Discriminatory Conduct Under the Fair Housing Act. Subpart D – Prohibition against Discrimination Because of Handicap. All sections (100.200 - 100.205). Included by reference.
- g. The rule, “Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance,” as contained within title 24 of Code of Federal Regulations (CFR) part 35 ([24 CFR 35](#)), shall apply to projects receiving federal funding, whenever applicable. MN Housing’s Lead-Based Paint Policy shall defer to the rule. A detailed description of the lead hazard evaluation and lead hazard reduction requirements associated with the rule has been developed by MN Housing; [Lead Hazard Evaluation and Reduction - HOME Assistance](#)

B. Section 3 & Labor Standards/ Federal Cross-Cutting Requirements

Projects receiving Federal funding shall include [Section 3 & Labor Standards/ Federal Cross-Cutting Requirements](#)

C. Completion Documentation

- 1. Completion Documentation shall be provided as per End of Construction and Project Close-out requirements noted in Minnesota Housing’s Architect’s Guide and Contractor’s Guide.
- 2. Additional Completion Documentation shall include:
 - a. Final list of Improvements/ Sworn Construction Statement including Soft Cost Worksheet (Minnesota Housing’s Consolidated Draw Form).
 - b. Pictures of completed work.

Chapter 10 – Design/Construction Technical Support

Contact one of our [Minnesota Housing Multifamily Design/Construction Technical Support Personnel](#) if you need assistance in interpreting the intent of any design standard.

Chapter 11 – Definitions

Building Envelope:

Is defined as the air barrier and thermal barrier separating exterior from interior space.

Moderate Rehab:

Is defined where improvements do not alter major systems or building envelope.

Multifamily (MF):

Is defined as any project or Dwelling Unit (DU) where the occupant(s) are renters and do not own the property. Multifamily projects may include single family homes, duplexes, townhomes, elevatored buildings, multi-storied buildings, etc. and are generally administered by Minnesota Housing's Multifamily Division. Please contact Minnesota Housing's Technical Staff for clarification if needed.

Single Family (SF):

Is defined as single family homes, duplexes and townhomes where the occupant owns the dwelling and the project is administered through Minnesota Housing's Single Family Division.

Substantial/ Gut Rehab:

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

Capital Needs Assessment (CNA) 20 Year Capital Expenditure Template

Project Name: _____
 Prepared By: _____
 Date Last Revised: _____

EUL = Expected Useful Life (in years)
 ERL = Effective Remaining Life (in years)

Note: Current funding request must be in the Year 1 Column, unless it's Critical Needs item.
 Note: This shall be an "AS-IS", Pre-Rehab Projection

Note: Critical
 Note: See Cha

Item {update as needed}	Life Expectancy			Cost Estimate (Today's \$)			Comments	Critical Needs	1	2	3	4	5	6	7	8	9
	EUL	Age	ERL	Units	Qty	\$			20??	20??	20??	20??	20??	20??	20??	20??	20??
Site and Accessory Structures																	
Asphalt Repair/Replace	25	0	25														
Concrete Repair/Replace	30	0	30														
Sealcoat/Restripe	5	0	5														
Grading, Drainage, Earthwork, Landscaping	50	0	50														
Play Area/Site Amenities	20	0	20														
Fencing	25	0	25														
Site Signage	15	0	15														
Site Utilities	40	0	40														
Retaining Walls	20	0	20														
Porches/ Decks/ Canopies	28	0	28														
Trash Enclosure/ Sheds	30	0	30														
Site Drainage Remediation																	
Tripping Hazard Repair																	
Site Life-Safety (missing handrails, etc)																	
Site & Garage Other																	
Structural Integrity																	
Structural Integrity Items (Critical)																	
Building Envelope																	
Roof Covering - Asphalt/Wood Shingles	25	0	25														
Roof Covering - Built Up/Single Ply	20	0	20														
Roof Covering - Metal	40	0	40														
Exterior Walls - Alum Siding	15	0	15														
Exterior Walls - Masonry	40	0	40														
Exterior Walls - Precast Conc	50	0	50														
Exterior Walls - Vinyl Siding	30	0	30														
Exterior Walls - Cement/ Composite	45	0	45														
General Conditions, Overhead & Profit																	
General Conditions (6% Max)																	
Overhead (2% Max)																	
Profit (6% Max)																	
Uninflated Totals																	
Inflation Factor (3%)																	
Inflated Totals																	

TOTAL PROPOSED REHAB (Critical Needs + Year One)

Preparer Certification
 I certify that this 20 Year Capital Expenditure Template is a true and accurate assessment of this property's condition.
 The costs indicated are based upon industry standards, current cost estimates, and/or based upon the preparer's experience.
 I also certify that this was document was prepared by me or under my direct supervision.

Printed Name _____

Signature _____

Date Property Inspected _____

Three columns under Cost Estimate should indicate the unit cost (Units), number of units (Qty), and total cost (\$) for item. For example, \$500 for each refrigerator X 100 units = \$50,000.

Critical Needs columns must only include critical needs for preservation determination.

Default Items may be added, deleted, or revised as needed.

A default Expected Useful Life (EUL) of items based upon industry standards is already included. This must be updated to reflect the needs assessor's experience and other life expectancy sources.

Age must be the actual age of the item as of the date this 20YCE template is completed and dated.

The Effective Remaining Life (ERL) auto calculates based upon the EUL and Age. If 0 or negative, the item should be added to the project scope of work.

The individual who prepared this 20YCE Template must enter name, signature, date.

General Conditions, Overhead, and Profit are only required for Critical Needs and Year 1 items. It may be included in subsequent years at the preparer's discretion. Rational: Critical Needs and Year 1 must reflect the proposed rehab scope of work, which typically requires a General Contractor. Work in years 2-20, which typically include maintenance and repair, may be provided without a General Contractor.

Input the actual years based upon when this template is completed. Year 1 should be the same as the year this template is prepared.

Uninflated total of each column auto calculates for the row.

Each year column should have a dollar amount included when item reaches its EUL.

Proposed scope of work must be in the Year 1 column.

The uninflated column auto calculates.

Default annual inflation of 3% auto calculates.

The inflated column auto calculates.

Overall total auto calculates.

Note: This capital expenditure template should be an "as-is", pre-rehabilitation condition analysis.

Note: The template is formatted to print on a horizontal, 17"x11" sheet.

Capital Needs Assessment (CNA)

20 Year Capital Expenditure Template

Scattered Sites / Multiple Building Type Version

Project Name: [Enter Project Name Here on Summary Sheet Only]
 Prepared By: [Enter Your Name Here on Summary Sheet Only]
 Date Last Revised: [Enter Date Last Revised Here on Summary Sheet Only]

EUL = Expected Useful Life (in years)
 ERL = Effective Remaining Life (in years)

Note: Current funding request must be in the Year 1 Column, unless it's a Critical Needs item.
 Note: This shall be an "AS-IS", Pre-Rehab Projection
 Note: Critical Needs column must be used for Preservation Determination only.
 Note: Refer to Chapter 10 of the Minnesota Housing Design/Construction Standards for Critical Needs determination.

SITE/ BUILDING TYPE #1 [Insert Site/ Building Type Name Here]

Item {update as needed}	Life Expectancy			Cost Estimate (Today's \$)			Comments	Critical Needs	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	EUL	Age	ERL	Units	Qty	\$			20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??
Inspectable Area #1																												
Site and Accessory Structures																												
Asphalt Repair/Replace	25	0	25			\$0																						
Concrete Repair/Replace	30	0	30			\$0																						
Sealcoat/Restripe	5	0	5			\$0																						
Grading, Drainage, Earthwork, Landscaping	50	0	50			\$0																						
Play Area/Site Amenities	20	0	20			\$0																						
Fencing	25	0	25			\$0																						
Site Signage	15	0	15			\$0																						
Site Utilities	40	0	40			\$0																						
Retaining Walls	20	0	20			\$0																						
Porches/ Decks/ Canopies	28	0	28			\$0																						
Trash Enclosure/ Sheds	30	0	30			\$0																						
Site Drainage Remediation						\$0																						
Tripping Hazard Repair						\$0																						
Site Life-Safety (missing handrails, etc.)						\$0																						
Site & Garage Other						\$0																						
Inspectable Area #2																												
Structural Integrity																												
Structural Integrity Items (Critical)						\$0																						
Inspectable Area #3																												
Building Envelope																												
Roof Covering - Asphalt/Wood Shingles	25	0	25			\$0																						
Roof Covering - Built Up/Single Ply	20	0	20			\$0																						
Roof Covering - Metal	40	0	40			\$0																						
Exterior Walls - Alum Siding	15	0	15			\$0																						
Exterior Walls - Masonry	40	0	40			\$0																						
Exterior Walls - Precast Conc	50	0	50			\$0																						
Exterior Walls - Vinyl Siding	30	0	30			\$0																						
Exterior Walls - Cement/Composite	45	0	45			\$0																						
Exterior Walls - Wood/Stucco/Other	10	0	10			\$0																						
Exterior Wall Assembly/Insulation	50	0	50			\$0																						
Soffits/Fascias/Parapets	25	0	25			\$0																						
Windows - Aluminum	30	0	30			\$0																						
Windows - Wood Vinyl/Fiberglass	25	0	25			\$0																						
Skylights	30	0	30			\$0																						
Doors - Service/Entry	25	0	25			\$0																						
OH Doors	20	0	20			\$0																						
Waterproofing (foundations)	50	0	50			\$0																						
Broken Glass Repair						\$0																						
Door/Window Lock Repair						\$0																						
Water Penetration Remediation						\$0																						
Foundation Repair						\$0																						
Bldg Envelope Other						\$0																						
Inspectable Area #4																												
Common Areas																												
Garages	50	0	50			\$0																						
Furniture, Fixtures, & Equipment (FF&E)	25	0	25			\$0																						
Cabinetry	15	0	15			\$0																						

Capital Needs Assessment (CNA)

20 Year Capital Expenditure Template

Scattered Sites / Multiple Building Type Version

Project Name: [Enter Project Name Here on Summary Sheet Only]
 Prepared By: [Enter Your Name Here on Summary Sheet Only]
 Date Last Revised: [Enter Date Last Revised Here on Summary Sheet Only]

EUL = Expected Useful Life (in years)
 ERL = Effective Remaining Life (in years)

Note: Current funding request must be in the Year 1 Column, unless it's a Critical Needs item.
 Note: This shall be an "AS-IS", Pre-Rehab Projection
 Note: Critical Needs column must be used for Preservation Determination only.
 Note: Refer to Chapter 10 of the Minnesota Housing Design/Construction Standards for Critical Needs determination.

SITE/ BUILDING TYPE #1 [Insert Site/ Building Type Name Here]

Item {update as needed}	Life Expectancy			Cost Estimate (Today's \$)			Comments	Critical Needs	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	EUL	Age	ERL	Units	Qty	\$			20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??
Doors and Windows - Interior	30	0	30			\$0																						
Flooring - Ceramic/Wood/Concrete	40	0	40			\$0																						
Flooring - Carpet/ Resilient	7	0	7			\$0																						
Painting/Finishing	8	0	8			\$0																						
Public Bath - Accessories	7	0	7			\$0																						
Public Bath - Plumbing Fixtures	15	0	15			\$0																						
Wall/Ceiling Repairs	20	0	20			\$0																						
Stairs (interior & exterior)	50	0	50			\$0																						
Common Area Other	0	0	0			\$0																						
Inspectable Area #5																												
Common Plumbing & Sanitation Systems																												
Common Domestic Water Heater	15	0	15			\$0																						
Leaky or Clogged Water/Sewer Piping						\$0																						
Common Plmbg Fixture Repair/Replacement						\$0																						
Plumbing & Sanitation Other						\$0																						
Inspectable Area #6																												
Common Area Mechanical Systems																												
Common HVAC	30	0	30			\$0																						
Boiler	25	0	25			\$0																						
Temperature Controls	15	0	15			\$0																						
Mechanical Other						\$0																						
Inspectable Area #7																												
Common Area Electrical Systems																												
Light Fixtures						\$0																						
Receptacles, switches, etc.						\$0																						
Service/ Electrical Breakers						\$0																						
Fire Alarm / CO/ NO2	10	0	10			\$0																						
Missing/Damaged Fire Extinguishers						\$0																						
Electrical Other						\$0																						
Inspectable Area #8																												
Elevator (if present)																												
Elevator Shaft/ Mech/ General						\$0																						
Elevator Cab/ Finishes						\$0																						
Elevator Other						\$0																						
Inspectable Area #9																												
Fire Protection																												
Missing/Damaged Fire Extinguishers						\$0																						
Missing/ Damaged/ Inoperable Fire Sprinkler						\$0																						
Inspectable Area #10																												
Environmental																												
Lead-based Paint Remediation						\$0																						
Mold/ Mildew Remediation						\$0																						
Radon Mitigation						\$0																						
Asbestos Containing Mat. Remediation						\$0																						
Environmental Other						\$0																						

Capital Needs Assessment (CNA)

20 Year Capital Expenditure Template

Scattered Sites / Multiple Building Type Version

Project Name: [Enter Project Name Here on Summary Sheet Only]
 Prepared By: [Enter Your Name Here on Summary Sheet Only]
 Date Last Revised: [Enter Date Last Revised Here on Summary Sheet Only]

EUL = Expected Useful Life (in years)
 ERL = Effective Remaining Life (in years)

Note: Current funding request must be in the Year 1 Column, unless it's a Critical Needs item.
 Note: This shall be an "AS-IS", Pre-Rehab Projection
 Note: Critical Needs column must be used for Preservation Determination only.
 Note: Refer to Chapter 10 of the Minnesota Housing Design/Construction Standards for Critical Needs determination.

SITE/ BUILDING TYPE #1 [Insert Site/ Building Type Name Here]

Item {update as needed}	Life Expectancy			Cost Estimate (Today's \$)			Comments	Critical Needs	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20					
	EUL	Age	ERL	Units	Qty	\$			20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??	20??			
Inspectable Area #11																																	
Accessibility																																	
Leasing/Public Accessible Route						\$0																											
Accessible Unit (adapt or repair)						\$0																											
Accessible Other						\$0																											
Inspectable Area #12																																	
Other																																	
Graffiti/Vandal Remediation & Resistance						\$0																											
Building Inspector/ Ordinance Compliance						\$0																											
Other						\$0																											
Other						\$0																											
Inspectable Area #13																																	
Dwelling Units (DU)																																	
Kitchen/Bath Cabinets	20	0	20			\$0																											
Plumbing Fixtures	20	0	20			\$0																											
Flooring - Carpet	7	0	7			\$0																											
Flooring - Resilient	15	0	15			\$0																											
Painting/Finishing	8	0	8			\$0																											
DU Doors/Entry Door	30	0	30			\$0																											
Wall Ceiling Repairs	20	0	20			\$0																											
Kitchen/Range Exhaust						\$0																											
Bath Exhaust						\$0																											
Appliances - Range Hood	10	0	10			\$0																											
Appliances - Range/Stove Top	15	0	15			\$0																											
Appliances - Refrigerator	10	0	10			\$0																											
Appliances - Dishwasher	15	0	15			\$0																											
Appliances - In Unit Clothes Washer	15	0	15			\$0																											
Appliances - In Unit Clothes Dryer	15	0	15			\$0																											
Window Coverings	20	0	20			\$0																											
Smoke/CO Detectors	10	0	10			\$0																											
Unit Wiring/Receptacles/Switches	30	0	30			\$0																											
Window/Thru-Wall AC	12	0	12			\$0																											
Water Heater	7	0	7			\$0																											
Packaged HVAC	25	0	25			\$0																											
DU Other						\$0																											
General Conditions, Overhead & Profit																																	
General Conditions (6% Max)																																	
Overhead (2% Max)																																	
Profit (6% Max)																																	
#1 Uninflated Totals									0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
#1 Inflation Factor (3%)									0	1.00	1.03	1.06	1.09	1.13	1.16	1.19	1.23	1.27	1.30	1.34	1.38	1.43	1.47	1.51	1.56	1.60	1.65	1.70	1.75				
#1 Inflated Totals									0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TOTAL PROPOSED REHAB (Critical Needs + Year One)

0

 * No inflation added to Critical Needs or to Year 1 per July 2018 document revision.

Capital Needs Assessment (CNA)

20 Year Capital Expenditure Template

Scattered Sites / Multiple Building Type Version

Project Name: [Enter Project Name Here on Summary Sheet Only]
 Prepared By: [Enter Your Name Here on Summary Sheet Only]
 Date Last Revised: [Enter Date Last Revised Here on Summary Sheet Only]

SITE/ BUILDING TYPE #1 [Insert Site/ Building Type Name Here]

Item {update as needed}	Life Expectancy			Cost Estimate (Today's \$)			Comments	Total
	EUL	Age	ERL	Units	Qty	\$		
Inspectable Area #1								
Site and Accessory Structures								
Asphalt Repair/Replace	25	0	25			\$0		0
Concrete Repair/Replace	30	0	30			\$0		0
Sealcoat/Restripe	5	0	5			\$0		0
Grading, Drainage, Earthwork, Landscaping	50	0	50			\$0		0
Play Area/Site Amenities	20	0	20			\$0		0
Fencing	25	0	25			\$0		0
Site Signage	15	0	15			\$0		0
Site Utilities	40	0	40			\$0		0
Retaining Walls	20	0	20			\$0		0
Porches/ Decks/ Canopies	28	0	28			\$0		0
Trash Enclosure/ Sheds	30	0	30			\$0		0
Site Drainage Remediation						\$0		0
Tripping Hazard Repair						\$0		0
Site Life-Safety (missing handrails, etc.)						\$0		0
Site & Garage Other						\$0		0
Inspectable Area #2								
Structural Integrity								
Structural Integrity Items (Critical)						\$0		
Inspectable Area #3								
Building Envelope								
Roof Covering - Asphalt/Wood Shingles	25	0	25			\$0		0
Roof Covering - Built Up/Single Ply	20	0	20			\$0		0
Roof Covering - Metal	40	0	40			\$0		0
Exterior Walls - Alum Siding	15	0	15			\$0		0
Exterior Walls - Masonry	40	0	40			\$0		0
Exterior Walls - Precast Conc	50	0	50			\$0		0
Exterior Walls - Vinyl Siding	30	0	30			\$0		0
Exterior Walls - Cement/Composite	45	0	45			\$0		0
Exterior Walls - Wood/Stucco/Other	10	0	10			\$0		0
Exterior Wall Assembly/Insulation	50	0	50			\$0		0
Soffits/Fascias/Parapets	25	0	25			\$0		0
Windows - Aluminum	30	0	30			\$0		0
Windows - Wood Vinyl/Fiberglass	25	0	25			\$0		0
Skylights	30	0	30			\$0		0
Doors - Service/Entry	25	0	25			\$0		0
OH Doors	20	0	20			\$0		0
Waterproofing (foundations)	50	0	50			\$0		0
Broken Glass Repair						\$0		0
Door/Window Lock Repair						\$0		0
Water Penetration Remediation						\$0		0
Foundation Repair						\$0		0
Bldg Envelope Other						\$0		0
Inspectable Area #4								
Common Areas								
Garages	50	0	50			\$0		0
Furniture, Fixtures, & Equipment (FF&E)	25	0	25			\$0		0
Cabinetry	15	0	15			\$0		0

Capital Needs Assessment (CNA)

20 Year Capital Expenditure Template

Scattered Sites / Multiple Building Type Version

Project Name: [Enter Project Name Here on Summary Sheet Only]
 Prepared By: [Enter Your Name Here on Summary Sheet Only]
 Date Last Revised: [Enter Date Last Revised Here on Summary Sheet Only]

SITE/ BUILDING TYPE #1 [Insert Site/ Building Type Name Here]

Item {update as needed}	Life Expectancy			Cost Estimate (Today's \$)			Comments	Total
	EUL	Age	ERL	Units	Qty	\$		
Doors and Windows - Interior	30	0	30			\$0		0
Flooring - Ceramic/Wood/Concrete	40	0	40			\$0		0
Flooring - Carpet/ Resilient	7	0	7			\$0		0
Painting/Finishing	8	0	8			\$0		0
Public Bath - Accessories	7	0	7			\$0		0
Public Bath - Plumbing Fixtures	15	0	15			\$0		0
Wall/Ceiling Repairs	20	0	20			\$0		0
Stairs (interior & exterior)	50	0	50			\$0		0
Common Area Other	0	0	0			\$0		0
Inspectable Area #5								
Common Plumbing & Sanitation Systems								
Common Domestic Water Heater	15	0	15			\$0		0
Leaky or Clogged Water/Sewer Piping						\$0		0
Common Plmbg Fixture Repair/Replacement						\$0		0
Plumbing & Sanitation Other						\$0		0
Inspectable Area #6								
Common Area Mechanical Systems								
Common HVAC	30	0	30			\$0		0
Boiler	25	0	25			\$0		0
Temperature Controls	15	0	15			\$0		0
Mechanical Other						\$0		0
Inspectable Area #7								
Common Area Electrical Systems								
Light Fixtures						\$0		0
Receptacles, switches, etc.						\$0		0
Service/ Electrical Breakers						\$0		0
Fire Alarm / CO/ NO2	10	0	10			\$0		0
Missing/Damaged Fire Extinguishers						\$0		0
Electrical Other						\$0		0
Inspectable Area #8								
Elevator (if present)								
Elevator Shaft/ Mech/ General						\$0		0
Elevator Cab/ Finishes						\$0		0
Elevator Other						\$0		0
Inspectable Area #9								
Fire Protection								
Missing/Damaged Fire Extinguishers						\$0		0
Missing/ Damaged/ Inoperable Fire Sprinkler						\$0		0
Inspectable Area #10								
Environmental								
Lead-based Paint Remediation						\$0		0
Mold/ Mildew Remediation						\$0		0
Radon Mitigation						\$0		0
Asbestos Containing Mat. Remediation						\$0		0
Environmental Other						\$0		0

Capital Needs Assessment (CNA)

20 Year Capital Expenditure Template

Scattered Sites / Multiple Building Type Version

Project Name: [Enter Project Name Here on Summary Sheet Only]
 Prepared By: [Enter Your Name Here on Summary Sheet Only]
 Date Last Revised: [Enter Date Last Revised Here on Summary Sheet Only]

SITE/ BUILDING TYPE #1 [Insert Site/ Building Type Name Here]

Item {update as needed}	Life Expectancy			Cost Estimate (Today's \$)			Comments	Total
	EUL	Age	ERL	Units	Qty	\$		
Inspectable Area #11								
Accessibility								
Leasing/Public Accessible Route						\$0		0
Accessible Unit (adapt or repair)						\$0		0
Accessible Other						\$0		0
								0
Inspectable Area #12								
Other								
Graffiti/Vandal Remediation & Resistance						\$0		0
Building Inspector/ Ordinance Compliance						\$0		0
Other						\$0		0
Other						\$0		0
Inspectable Area #13								
Dwelling Units (DU)								
Kitchen/Bath Cabinets	20	0	20			\$0		0
Plumbing Fixtures	20	0	20			\$0		0
Flooring - Carpet	7	0	7			\$0		0
Flooring - Resilient	15	0	15			\$0		0
Painting/Finishing	8	0	8			\$0		0
DU Doors/Entry Door	30	0	30			\$0		0
Wall Ceiling Repairs	20	0	20			\$0		0
Kitchen/Range Exhaust						\$0		0
Bath Exhaust						\$0		0
Appliances - Range Hood	10	0	10			\$0		0
Appliances - Range/Stove Top	15	0	15			\$0		0
Appliances - Refrigerator	10	0	10			\$0		0
Appliances - Dishwasher	15	0	15			\$0		0
Appliances - In Unit Clothes Washer	15	0	15			\$0		0
Appliances - In Unit Clothes Dryer	15	0	15			\$0		0
Window Coverings	20	0	20			\$0		0
Smoke/CO Detectors	10	0	10			\$0		0
Unit Wiring/Receptacles/Switches	30	0	30			\$0		0
Window/Thru-Wall AC	12	0	12			\$0		0
Water Heater	7	0	7			\$0		0
Packaged HVAC	25	0	25			\$0		0
DU Other						\$0		0
General Conditions, Overhead & Profit								
General Conditions (6% Max)								
Overhead (2% Max)								
Profit (6% Max)								
#1 Uninflated Totals								0
#1 Inflation Factor (3%)								
#1 Inflated Totals								0

TOTAL PROPOSED REHAB (Critical Needs + Year One)