

Prince George's County, Maryland
JACK B. JOHNSON, County Executive



Neighborhood Stabilization Program (NSP)

Substantial Amendment to Annual Action Plan

~DRAFT~

FY 2009

Department of Housing and Community Development
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A. AREAS OF GREATEST NEED

According to the State of Maryland and RealtyTrac lenders purchases of foreclosed properties are expected to rise from 150 during the second quarter to approximately 760 foreclosed properties during the third quarter of 2008. Also during the second quarter of 2008, Prince George's County led the State in the number of foreclosure events. Foreclosure events include a notice of default, a notice of sale and a lender purchase of foreclosed property. County residents received 2,411 Notices of Default, 292 Notices of Sale and 150 lenders purchased homes at the courthouse door. This represents 2,853 events or about a third (32%) of all foreclosure events in the State of Maryland. The County leads the State in the largest share of default notices (31.8%), notice of foreclosure sales (35.7%), and lender purchases of foreclosed properties (27.9%).

The communities represent 98.5% of all foreclosure events in the County:

- Hyattsville (20784)
- Upper Marlboro (20774)
- Bowie (20720)
- Ft. Washington (20744)
- Capitol Heights (20743)
- Laurel (20706-20708)
- Clinton (20735)
- Lanham (20706)
- Temple Hills (20748)
- District Heights (20747)
- Beltsville (20705)
- Oxon Hill (20745)
- Suitland (20746)
- Riverdale (20737)
- Greenbelt (20770)
- Brandywine (20613)
- Accokeek (20607)
- College Park (20740)

According to the data received from the State of Maryland, the following communities experienced above average losses in home values during the last year. Communities severely impacted by foreclosure and a loss in home values include:

- Brentwood (33.7%)
- Cheltenham (53.5%)
- Ft. Washington (23.3%)
- Hyattsville (30.7%)
- Lanham (20.4%)
- Mt. Rainer (25.8%)
- Temple Hills (19.4)

- Upper Marlboro (18.1%)

This increase is due to the new State law that became effective April 4, 2008. The law effectively increased the foreclosure period from an average of two weeks to 135 days. The law also requires a lender to wait 90 days after the initial default before filing a foreclosure action by sending a uniform notice of intent to foreclose to the homeowner 45 days prior to filing an Order to Docket to initiate a foreclosure sale. This new law gives homeowners substantially more time to cure delinquency.

B. DISTRIBUTION AND USES OF FUNDS

NSP regulations require that funds will be used to acquire and rehabilitate vacant properties in communities with the greatest need, including those with the greatest percentage of home foreclosures. Those communities were determined by using data provided by RealtyTrac and are identified in Section A of this document.

HERA also requires the County to identify the highest percentage of homes financed with a subprime mortgage related loan and identified as likely to face a significant rise in the rate of home foreclosures. Those communities were determined by using data provided by FirstAmerican CoreLogic, LoanPerformance Data and are also identified in Section A of this document. In Prince George's County, First American data shows that 66.5% of subprime loans are Adjustable Rate Mortgages (ARM). No or low documentation loans account for 32% of the subprime loans and 36.4% of these ARM's will reset within the next year. Finally 59.9% of these subprime loans have made at least one late payment in the last 12 months.

Our experience in Prince George's County has shown that foreclosures occur when borrowers qualify to purchase homes with a low introductory interest rate that resets to a higher interest rate within two to three years. Many of these borrowers fall into trouble when the rate resets and they do not have the income to sustain homeownership at the higher mortgage payments. Another indicator that homeowners are likely to face foreclosure is when the mortgage loan was originated; underwriters did not require them to document income or assets. Sound underwriting requires that borrowers show that they would be able to maintain these payments when the rate adjusts. The target communities identified in Section A of this document meet these criteria and are likely to face a significant rise in foreclosure activity.

- The purpose of the County's NSP will be to stabilize neighborhoods in the target communities by purchasing vacant foreclosed homes at a substantial discount and rehabilitating them to a high standard. Each home will be offered for purchase to a buyer with a family income between 50% and 120% of the area median income. Each purchaser will be required to occupy and use the home as their principal residence for a period of 15 years. Our goal is to stabilize neighborhoods so that the after-rehab value of each home will be such that the sale price will add value to the neighborhood, thus preventing the continued erosion of property values and promoting long-term homeownership. Prince George's County will use these funds

to purchase and rehabilitate properties in the areas that have been most affected by foreclosure and that have suffered the greatest loss in home value.

- The Redevelopment Authority (RA) will operate the program for the County by acquiring the foreclosed homes from financial institutions, renovating them to the rehabilitation standards required by these Administrative Regulations, selling them to qualified buyers, and securing each property with the proper covenants and restrictions. The RA will ensure that at least 25% of the homes are developed by the County's Community Housing Development Organizations (CHDO) in accordance with the County's CHDO Acquisition and Rehabilitation program.
- The Homeownership Center of the Housing Development Division (HDD) will conduct the outreach activities to attract qualified buyers, monitor the homeownership counselors and work with the County's realtors and mortgage lenders to insure that the buyers can sustain homeownership. HDD will also manage the County's Down Payment and Closing Cost Assistance program for the NSP.

C. DEFINITIONS AND DESCRIPTIONS

Definition and Terms

Abandoned - A home is abandoned when mortgage or tax foreclosure proceedings have been initiated for that property, no mortgage or tax payments have been made by the property owner for at least 90 days, and the property has been vacant for at least 90 days.

Affordable Housing - (See attached Affordable Rent Policy).

Blighted structure - A structure is blighted when it exhibits objectively determinable signs of deterioration sufficient to constitute a threat to human health, safety, and public welfare.

CDBG funds - CDBG funds means, in addition to the definition at 24 CFR 570.3, funds used for the County's NSP.

Current market appraised value - The current market appraised value means the value of a foreclosed upon home or residential property that is established through an appraisal made in conformity with the appraisal requirements of the Uniform Relocation Act at 49 CFR 24.103 and completed within 60 days prior to an offer made for the property by a grantee, sub recipient, developer, or individual homebuyer.

Foreclosed - A property that has been foreclosed upon at the point that, under state or local law, the mortgage or tax foreclosure is complete. HUD generally will not consider a foreclosure to be complete until after the title for the property has

been transferred from the former homeowner under some type of foreclosure proceeding or transfer in lieu of foreclosure, in accordance with state or local law.

Land bank - A land bank is a governmental or nongovernmental nonprofit entity established, at least in part, to assemble, temporarily manage, and dispose of vacant land for the purpose of stabilizing neighborhoods and encouraging re-use or redevelopment of urban property. For the purposes of the NSP program, a land bank will operate in a specific, defined geographic area. It will purchase properties that have been abandoned or foreclosed upon and maintain, assemble, facilitate redevelopment of, market, and dispose of the land-banked properties. If the land bank is a governmental entity, it may also maintain abandoned or foreclosed property that it does not own, provided it charges the owner of the property the full cost of the service or places a lien on the property for the full cost of the service. For the purposes of the County's NSP, land banks will not be used.

Revenue for the purposes of Section 2301(d)(4) - Revenue has the same meaning as program income, as defined at 24 CFR 570.500(a) with the modifications in these Administrative Regulations.

Sub recipient - Sub recipient shall have the same meaning as at the first sentence of 24 CFR 570.500(c). This includes any nonprofit organization (including a unit of general local government) that a state awards funds to.

Affordability Descriptions

The County will utilize NSP funding for an eligible activity that includes the purchase and rehabilitation of approximately 40 foreclosed homes and residential properties. These dwelling units will be made available for resale to eligible low and moderate income individuals and families.

The County will ensure continued affordability by recording a Deed of Trust and Note in land records for all NSP assisted homes. Neighborhood stabilization will be guaranteed by requiring for a period of at least 15 years that the home be the recipients' primary residence, be properly maintained, and remain affordable to individuals or families whose incomes do not exceed 120 percent of the area median income (AMI). For homes assisted under HERA §2301(f)(3)(A)(ii), the home will remain affordable to individuals or families whose incomes do not exceed 50 percent of the AMI.

The County will request that funds from the Maryland Mortgage Program be set aside to ensure the long-term viability of NSP homebuyers. The County will also set aside \$1,200,000 in HOME and ADDI funds to assist NSP homebuyers with their down payments and closing costs.

Rehabilitation Standards Descriptions

The County will enforce its Substantial Rehabilitation Standards for Single-Family Homes on every NSP assisted home. A copy of the standards is attached.

D. LOW INCOME TARGETING

The annual incomes (as defined in 24 CFR 5.609, referred to as "Part 5 annual income") of all homebuyers must not exceed 120 percent of the Area Median Income (AMI). The County will also ensure that not less than 25 percent of the funds used for the purchase and redevelopment of these homes will be used to create affordable housing opportunities for homebuyers whose incomes do not exceed 50% of the AMI. A table showing the maximum limits for all income levels is attached.

The amount of NSP funds to be used to purchase and rehabilitate foreclosed homes and residential properties that will be made available for resale to individuals and families whose incomes do not exceed between 50% of the AMI is \$2,550,000.

NSP Budget

Planning and Administration	\$424,000
Acquisition for Rehabilitation	\$7,609,234
Acquisition of Real Property	\$2,550,000
Housing Counseling	\$300,000
Total	\$10,883,234

The County anticipates acquiring and rehabilitating 40 foreclosed properties in prescribed sections of the County in compliance with the requirements of NSP. The results of these activities will be entered into the County's Disaster Recovery Grant Reporting System (DRGR) and included in the narrative section of the Consolidated Annual Performance and Evaluation Report (CAPER).

HUD has appropriated \$10,883,234 to Prince George's County for the NSP. Except when required by notice, the statutory and regulatory provisions pertaining to the CDBG program will apply to the use of the NSP funds.

The distribution of these dollars is as follows:

The expected start date of all activities is March 1, 2009 with a projected ending date of June 30, 2013. NSP program administration and homeownership counseling have an anticipated timeframe of 18 months beginning on or about March 1, 2009 with an expected completion date of October 31, 2010. Acquisition and rehabilitation activities are expected to begin on or about March 1, 2009 with a proposed completion date of September 30, 2010.

E. ACQUISITIONS & RELOCATION

There are no current plans to demolish or convert any low – and moderate-income dwelling units, however, if the need occurs in the future, the activity will be in keeping with the HUD requirement of meeting 80 percent of the area median income.

The properties targeted for acquisition are Real Estate Owned (REO's) and therefore relocation will not be a component of the County's plan.

F. SPECIFIC ACTIVITY REQUIREMENT

The NSP funds will be used to purchase and rehabilitate foreclosed homes and residential properties that will be made available for resale to individuals and families whose incomes do not exceed 120 percent of the area median income. HERA §2301(d)(1) requires that any acquisition of a foreclosed-upon home or residential property under NSP be at a discount from the current market-appraised value of the home or property and that such discount shall ensure that purchasers are paying below-market value for the home or property. The RA will purchase the foreclosed upon home from the mortgagee at the "maximum reasonable discount" from the current market appraised value, taking into account its current condition, carrying costs of the mortgagee, and length of time on the market.

The minimum discount shall not be less than 5 percent and the average discount for the NSP property portfolio shall be at least 15 percent. HERA §2301(c)(3) requires that the sale of each home in an amount equal to or less than the cost to acquire and rehabilitate the home to the Rehabilitation Standards. No profit can be earned on the sale of any home under the County's NSP.

The RA will maintain sufficient documentation about the purchase and sale amounts of each property and the sources and uses of funds for each activity so that the County and HUD can determine whether each activity is in compliance with this requirement. The RA will also keep detailed records for each address that includes the appraised value, purchase offer amount, and discount amount of each property.

G. PUBLIC COMMENT

The County public comment period will begin on October 30, 2008 utilizing the county's method of publication. All comments will be included in the HUD submission of the NSP Substantial Amendment to the FY 2009 Annual Action Plan.

H. NSP INFORMATION BY ACTIVITY

NSP Activity No.: 1	
(1) Activity Name: CPD NSP Program Planning & Administration	
(2) Activity Type: NSP Eligible Use: Planning & Administration CDBG Eligible Activity: 21-A (Planning & Administration)	
(3) National Objective: N/A	
(4) Projected Start Date: 3-1-2009	(5) Projected End Date: 9-30-2010
(6) Responsible Organization:	
<p>Name: Department of Housing and Community Development, Community Planning & Development Division</p> <p>Location: 9400 Peppercorn Place, Suite 200 Largo, MD 20774</p> <p>Contact Info: Shirley E. Grant, Acting Manager, CPD Office: 301-883-5542 Fax: 301-883-7146 Email: segrant@co.pg.md.us</p> <p>Description of Organization: CPD will manage the substantial amendment process by preparing all necessary documentation, conducting the required citizen participation activities, leading the legislative approval process, facilitating approval from HUD, assuring that all contractual obligations are properly prepared and executed, and regulatory and reporting requirements are followed.</p>	
(7) Activity Location Description: 9400 Peppercorn Place, Suite 200, Largo, MD 20774	
(8) Activity Description: CPD will use CDBG funds to pay reasonable program administration costs including staff and related costs required for overall managing, monitoring, reporting, and evaluating the NSP activities.	

Activity No.: 1
 Page 2

(9) Total Budget:		
Line Item	CDBG Cost \$	Other Funds \$
Project Manager	\$90,000	-0-
Total CDBG Costs:	\$90,000	
Total Other Funds:		-0-
Total Activity Budget:		\$90,000
(10) Performance Measures:		
Performance Measure Type(s):	Number of Households:	
N/A	0-50% AMI	<u>N/A</u>
	51-80% AMI	<u>N/A</u>
	81-120% AMI	<u>N/A</u>
	Total Households:	N/A
Local ID: PA – NSP - 1	HUD Objective Number: N/A	
Objective category: <input type="checkbox"/> Suitable Living Environment <input type="checkbox"/> Decent Housing <input type="checkbox"/> Economic Opportunity		
Outcome category: <input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability		

NSP Activity No.: 2	
(1) Activity Name: RA NSP Planning and Administration	
(2) Activity Type: NSP Eligible Use: Planning & Administration CDBG Eligible Activity: 21-A (Planning & Administration)	
(3) National Objective: N/A	
(4) Projected Start Date: 3-1-2009	(5) Projected End Date: 9-30-2010
(6) Responsible Organization: Name: Redevelopment Authority of Prince George's County (RA) Location: 9201 Basil Court, Suite 155, Largo, MD 20715 Contact Info: Stephen J. Paul, Associate Director Office: 301-883-7401 Fax: 301-883-5291 Email: sjpaul@co.pg.md.us Description of Organization: The RA will implement the acquisition and rehab phases of the program in partnership with several local CHDO's.	
(7) Activity Location Description: 9201 Basil Court, Suite 155, Largo, MD 20715	
(8) Activity Description: The RA will use the CDBG funds to pay reasonable program administration costs including staff and related costs for managing and implementing the acquisition and rehab of the houses.	

Activity No.: 2
 Page 2

(9) Total Budget:		
Line Item	CDBG Cost \$	Other Funds \$
Project Manager	\$100,000	\$0
Attorney Fees	\$50,000	\$0
Administration	\$25,000	\$0
Total CDBG Costs:	\$175,000	
Total Other Funds:		\$0
Total Activity Budget:		\$175,000
(10) Performance Measures:		
Performance Measure Type(s):	Number of Households:	
N/A	0-50% AMI _____ <u>N/A</u> _____ 51-80% AMI _____ <u>N/A</u> _____ 81-120% AMI _____ <u>N/A</u> _____	
Total Households:		
Local ID: PA-NSP-2	HUD Objective Number: N/A	
Objective category: <input type="checkbox"/> Suitable Living Environment <input type="checkbox"/> Decent Housing <input type="checkbox"/> Economic Opportunity Outcome category: <input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability		

NSP Activity No.: 3	
(1) Activity Name: HDD NSP Program Planning & Administration	
(2) Activity Type: NSP Eligible Use: Planning & Administration CDBG Eligible Activity: 21-A (Planning & Administration)	
(3) National Objective: N/A	
(4) Projected Start Date: 3-1-2009	(5) Projected End Date: 9-30-2010
(6) Responsible Organization:	
<p>Name: Department of Housing and Community Development, Housing Development Division</p> <p>Location: 9400 Peppercorn Place, Suite 120 Largo, MD 20774</p> <p>Contact Info: Lloyd Baskin, Manager, HDD Office: 301-883-5570 Fax: 301-925-4147 Email: lbaskin@co.pg.md.us</p> <p>Description of Organization: HDD manages the County's homeownership programs. The programs include homeowner counseling, foreclosure prevention, down payment and closing cost assistance, home purchase, purchase and rehabilitation, single family rehabilitation, inspection and work write-ups and community outreach.</p>	
(7) Activity Location Description: 9400 Peppercorn Place, Suite 120, Largo, MD 20774	
(8) Activity Description: HDD will use CDBG funds for staff and related costs required for overall program management, coordination, monitoring, reporting and evaluation.	

Activity No.: 3
 Page 2

(9) Total Budget:		
Line Item	CDBG Cost \$	Other Funds \$
Project Manager	\$100,000	-0-
Planning Consultant	\$29,000	-0-
Marketing and Outreach	\$30,000	-0-
Total CDBG Costs:	\$159,000	
Total Other Funds:		-0-
Total Activity Budget:		\$159,000
(10) Performance Measures:		
Performance Measure Type(s):	Number of Households:	
N/A	0-50% AMI _____ <u>N/A</u>	
	51-80% AMI _____ <u>N/A</u>	
	81-120% AMI _____ <u>N/A</u>	
Total Households:	N/A	
Local ID: PA – NSP - 3	HUD Objective Number: N/A	
Objective category: <input type="checkbox"/> Suitable Living Environment <input type="checkbox"/> Decent Housing <input type="checkbox"/> Economic Opportunity Outcome category: <input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability		

NSP Activity No.: 4	
(1) Activity Name: RA NSP Acquisition for Rehabilitation	
(2) Activity Type: NSP Eligible Use: (B) Purchase and Rehab Homes CDBG Eligible Activity: 14-G (Acquisition for Rehab)	
(3) National Objective: LMMH	
(4) Projected Start Date: 3/1/2009	(5) Projected End Date: 9/30/2010
(6) Responsible Organization: Name: Redevelopment Authority of Prince George's County (RA) Location: 9201 Basil Court, Suite 155, Largo, MD 20715 Contact Info: Stephen J. Paul, Associate Director Office: 301-883-7401 Fax: 301-883-5291 Email: sjpaul@co.pg.md.us Description of Organization: The RA will implement the acquisition and rehab phases of the program in partnership with several local CHDO's.	
(7) Activity Location Description: Hyattsville, Upper Marlboro, Bowie, Ft. Washington, Capitol Heights, Laurel, Clinton, Lanham, Temple Hills, District Heights, Beltsville, Oxon Hill, Suitland, Riverdale, Greenbelt, Brandywine, Accokeek, College Park, Brentwood, Cheltenham, Mt. Rainier	
(8) Activity Description: The RA will use CDBG funds to acquire foreclosed homes from the lending institution and rehab the homes in accordance with applicable standards and specifications and then sell the homes to eligible families. Eligible families will be those that earn less than 120% of AMI. Funds will be used for all acquisition costs including purchase price, settlement costs, developer fees, and other direct costs.	

Activity No.: 4
 Page 2

(9) Total Budget:		
Line Item	CDBG Cost \$	Other Funds \$
Acquisition for Rehab	\$7,609,234	-0-
Total CDBG Costs:	\$7,609,234	
Total Other Funds:		-0-
Total Activity Budget:		\$7,609,234
(10) Performance Measures:		
Performance Measure Type(s):		Number of Households:
10 units of housing to be acquired/rehabbed		0-50% AMI _____
20 units of housing to be acquired/rehabbed		51-80% AMI <u>10</u>
		81-120% AMI <u>20</u>
Total Households:		30
Local ID: AH-NSP-2-4		HUD Objective Number: DH-2
Objective category: <input type="checkbox"/> Suitable Living Environment <input checked="" type="checkbox"/> Decent Housing <input type="checkbox"/> Economic Opportunity		
Outcome category: <input type="checkbox"/> Availability/Accessibility <input checked="" type="checkbox"/> Affordability <input type="checkbox"/> Sustainability		

NSP Activity No.: 5	
(1) Activity Name: RA NSP Acquisition	
(2) Activity Type: NSP Eligible Use: Purchase Homes CDBG Eligible Activity: 1 (Acquisition of Real Property)	
(3) National Objective: LMMH	
(4) Projected Start Date: 3-1-2009	(5) Projected End Date: 9-30-2010
(6) Responsible Organization:	
Name: Redevelopment Authority of Prince George's County (RA) Location: 9201 Basil Court, Suite 155, Largo, MD 20715 Contact Info: Stephen J. Paul, Associate Director Office: 301-883-7401 Fax: 301-883-5291 Email: sjpaul@co.pg.md.us Description of Organization: The RA will implement the acquisition and rehab phases of the program in partnership with several local CHDO's.	
(7) Activity Location Description:	
Hyattsville, Upper Marlboro, Bowie, Ft. Washington, Capitol Heights, Laurel, Clinton, Lanham, Temple Hills, District Heights, Beltsville, Oxon Hill, Suitland, Riverdale, Greenbelt, Brandywine, Accokeek, College Park, Brentwood, Cheltenham, Mt. Rainier	
(8) Activity Description: The RA will use CDBG funds to acquire foreclosed homes from the lending institution and sell the homes to eligible CHDO's. The CHDO's will then rehab the homes and sell them to families earning less than 50% AMI. Funds will be used for all acquisition costs including purchase price, settlement costs, developer fees, and other direct costs.	

Activity No.: 5
 Page 2

(9) Total Budget:		
Line Item	CDBG Cost \$	Other Funds \$
Acquisition	\$2,550,000	-0-
Total CDBG Costs:	\$2,550,000	
Total Other Funds:		-0-
Total Activity Budget:		\$2,550,000
(10) Performance Measures:		
Performance Measure Type(s):	Number of Households:	
10 units of housing to be acquired	0-50% AMI _____ 10 _____ 51-80% AMI _____ 81-120% AMI _____	
Total Households:	10	
Local ID: AH-2-5	HUD Objective Number: DH-2	
Objective category: <input type="checkbox"/> Suitable Living Environment <input checked="" type="checkbox"/> Decent Housing <input type="checkbox"/> Economic Opportunity Outcome category: <input type="checkbox"/> Availability/Accessibility <input checked="" type="checkbox"/> Affordability <input type="checkbox"/> Sustainability		

NSP Activity No.: 6	
(1) Activity Name: HDD NSP Homeownership Center	
(2) Activity Type: NSP Eligible Use: Housing Counseling CDBG Eligible Activity: 05-U (Housing Counseling)	
(3) National Objective: LMMH	
(4) Projected Start Date: 3-1-2009	(5) Projected End Date: 9-30-2010
(6) Responsible Organization:	
<p>Name: Department of Housing and Community Development, Housing Development Division</p> <p>Location: 9400 Peppercorn Place, Suite 120 Largo, MD 20774</p> <p>Contact Info: Lloyd Baskin, Manager, HDD Office: 301-883-5570 Fax: 301-925-4147 Email: lbaskin@co.pg.md.us</p> <p>Description of Organization: HDD manages the County's homeownership programs. The programs include homeowner counseling, foreclosure prevention, down payment and closing cost assistance, home purchase, purchase and rehabilitation, single family rehabilitation, inspection and work write-ups and community outreach.</p>	
(7) Activity Location Description:	
(8) Activity Description: HDD will use CDBG funds to provide housing counseling assistance through HUD-certified nonprofit counseling agencies. NSP regulations require that each NSP-assisted homebuyer receive and complete at least 8 hours of homebuyer counseling from a HUD-approved housing counseling agency before obtaining a mortgage loan. HDD and the counseling agencies will ensure that the homebuyer will obtain a mortgage loan from a lender who agrees to comply with the bank regulator's guidance for nontraditional mortgages. HDD will ensure that the homebuyers are not permitted to obtain subprime mortgages.	

Activity No.: 6
 Page 2

(9) Total Budget:		
Line Item	CDBG Cost \$	Other Funds \$
Homeowner Counseling	\$300,000	-0-
		-0-
		-0-
Total CDBG Costs:	\$300,000	
Total Other Funds:		-0-
Total Activity Budget:		\$300,000
(10) Performance Measures:		
Performance Measure Type(s):	Number of Households:	
40 households to be served	0-50% AMI	10
	51-80% AMI	10
	81-120% AMI	20
Total Households:	40	
Local ID: PS-NSP-23-6	HUD Objective Number: DH-2	
Objective category: <input type="checkbox"/> Suitable Living Environment <input checked="" type="checkbox"/> Decent Housing <input type="checkbox"/> Economic Opportunity Outcome category: <input type="checkbox"/> Availability/Accessibility <input checked="" type="checkbox"/> Affordability <input type="checkbox"/> Sustainability		

I. ATTACHMENTS

AFFORDABLE RENT POLICY

Prince George's County, Maryland Community Development Block Grant Program Adopted _____

I. Statement of Purpose

The purpose of this Affordable Rent Policy is to define how rents will be maintained as affordable to low- and moderate-income persons/households (hereinafter LMI) for enabling Prince George's County to report these as LMI units to the U. S. Department of Housing and Urban Development (hereinafter HUD). This Affordable Rent Policy is required by Community Development Block Grant regulation under 24 CFR 570.208(a)(3). The policy applies only to housing projects which receive Community Development Block Grant funds.

II. Applicability

The Affordable Rent Policy is intended to protect LMI persons who are living in a housing project funded with Community Development dollars. The Policy shall benefit tenants whose gross household income, adjusted by family size, is less than 80 percent of median income according to income limits prepared by HUD for the Washington, DC Metropolitan Statistical Area (in effect at the time when the determination is made). When an official request for financial assistance is made, persons/households in occupancy of the building being affected will be protected by this Policy. The Policy also requires that vacant units be filled by LMI persons/households at affordable rents.

III. Maximum Allowable Rent

It shall be Prince George's County's practice to review the rent structure of projects requesting funding for housing-related activities at the beginning of the application process. A rent cap shall apply for any units occupied by LMI households. The maximum allowable rent for LMI households will be equal to the rent and utility amount being paid by the tenant at the time of application. If the rehabilitation involves conversion of utility type or transfer of utility payment from owner to tenant, an adjustment will be made based on the schedule listed in Section 8 Existing Housing Allowances for Tenant-Furnished Utilities and Other Services (in effect when the rent is calculated). The maximum allowable rent will be set for a period of one year after the final inspection for project completion by Community Development staff.

Units which are vacant between the period of loan application and loan closing must be filled by LMI households.

The maximum allowable rent for these vacant units shall not exceed the Fair Market Rent (in effect when the rent is calculated) with an adjustment for utility allowance based on the Section 8 Existing Housing Allowances for Tenant-Furnished Utilities and Other Services (in effect when the rent is calculated). The vacant unit will be filled by an LMI household only once after loan closing. The Fair Market Rent will be maintained for a period of one year after final inspection for project completion by Community Development staff.

IV. Requested Information

The applicant will be required to furnish rental information at the time of request for financial assistance to enable Community Development staff to evaluate the impact of the project on rent levels. The applicant will submit currently charged rent amounts for all units in the housing project, utility types, whether the tenant or applicant pays utilities, and names of tenants. The applicant will also be required to secure from all occupied units Tenant Information (Attachment A) forms which provide income and demographic data about the occupant's household. Based upon this information, Community Development staff will determine if further investigation of tenant data is necessary such as verifying tenant income.

V. Notices

Tenants who are affected by this Policy will be notified in writing of the rent limitation and the approximate time the limitation will expire.

VI. Rent Agreement

Applicants will be required to sign a Rent Agreement stipulating the rent limitations. Prince George's County will include in its loan documents a provision of default if the applicant violates the stipulations of the Rent Agreement. Upon violation, Prince George's County will give written notice by certified mail. If the violation is not corrected to the satisfaction of Prince George's County within 30 days and restitution made to the tenant, Prince George's County may take any action deemed appropriate including assessing penalties, declaring the loan in default including accelerating the entire indebtedness and foreclosure of the mortgage.

**Prince George's County
 Community Development Block Grant Program
 Affordable Rent Policy
 Tenant Information**

Housing Community _____

Apartment Address _____

Tenants' Names _____

_____	(Last)	_____	(First)	_____	(M.I.)

_____	(Last)	_____	(First)	_____	(M.I.)

_____	(Last)	_____	(First)	_____	(M.I.)

_____	(Last)	_____	(First)	_____	(M.I.)

_____	(Last)	_____	(First)	_____	(M.I.)

Household Income: _____

Race and Ethnicity:

	Hispanic	Not Hispanic
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Other Multi-Racial		
Declined to Report Race		

PRINCE GEORGE'S COUNTY

INCOME LIMITS

ISSUED DATE: MARCH 2008

Fiscal Year 2008

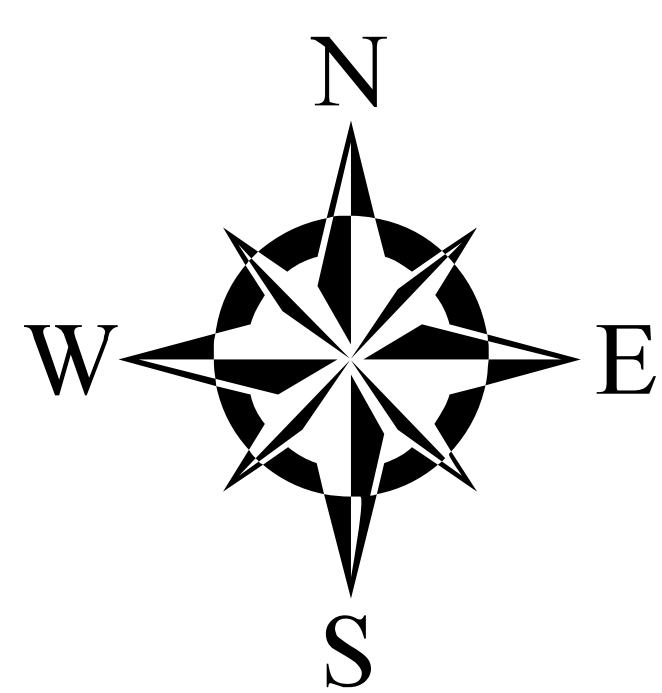
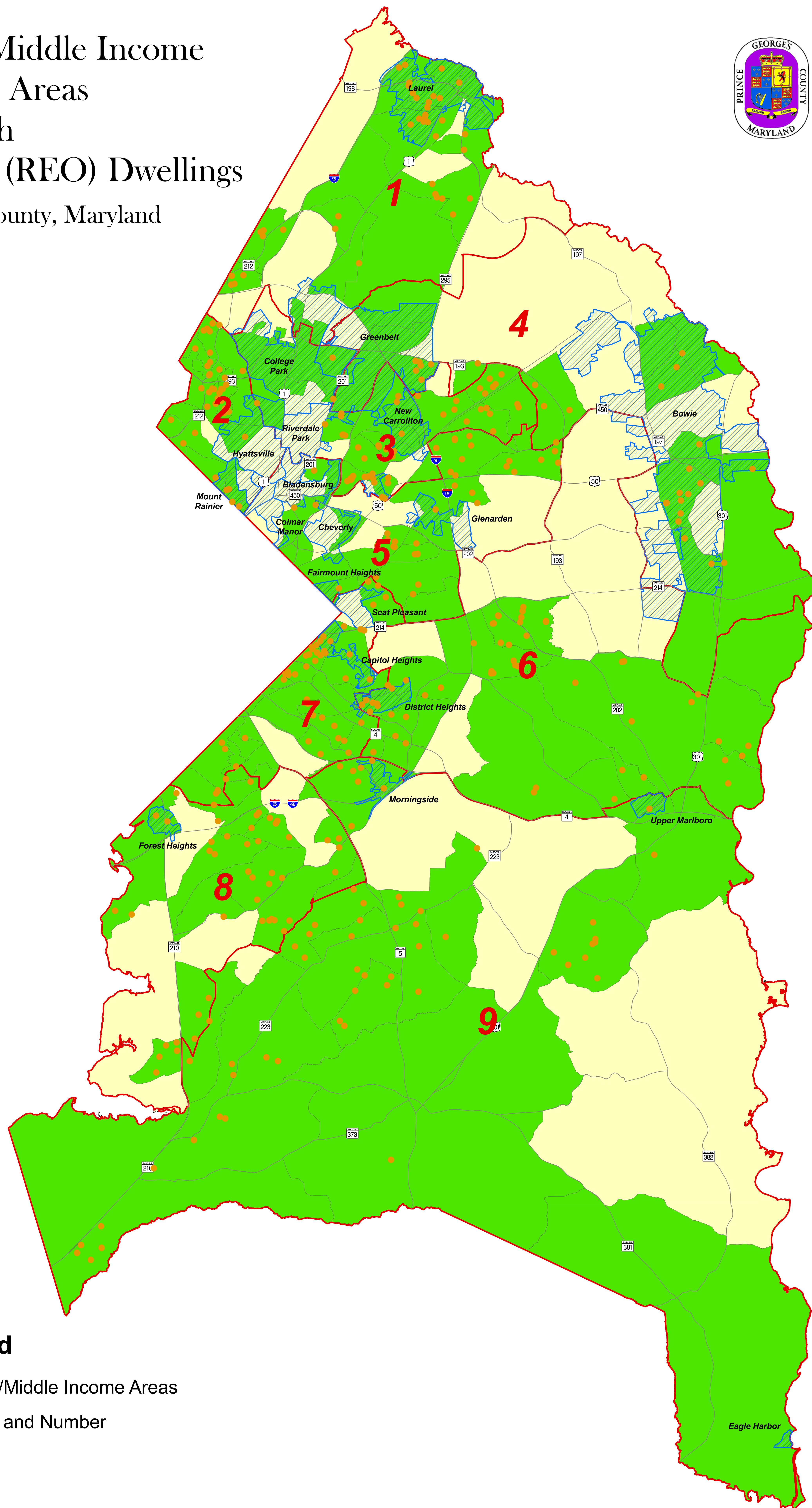
Median Family Income \$99,000

Income Category		1- person	2- person	3- person	4- person	5- person	6-person	7-person	8-person
		0.7	0.8	0.9	1	1.08	1.16	1.24	1.32
Very Very Low Income	30%	\$20,650	\$23,600	\$26,550	\$29,500	\$31,850	\$34,200	\$36,600	\$38,950
Very Low Income	50%	\$34,450	\$39,350	\$44,300	\$49,200	\$53,150	\$57,050	\$61,000	\$64,950
60% Limit	60%	\$41,340	\$47,220	\$53,160	\$59,040	\$63,780	\$68,460	\$73,200	\$77,940
Low Income	62%	\$43,050	\$49,200	\$55,350	\$61,500	\$66,400	\$71,350	\$76,250	\$81,200
80% Limit	80%	\$55,400	\$63,400	\$71,300	\$79,200	\$85,500	\$91,900	\$98,200	\$104,500
120% Limit	120%	\$82,650	\$94,450	\$106,250	\$118,100	\$127,550	\$136,950	\$146,400	\$155,850

The County will provide homeownership opportunities to families earning between 50% and 120% of the area median family income. Example: For a family of four, the income must be at least \$49,200 and less than or equal to \$118,100 to be an eligible participant.

Low/Moderate/Middle Income (LMMI) Areas with Real Estate Owned (REO) Dwellings

Prince George's County, Maryland



Legend

- Eligible Low/Moderate/Middle Income Areas
- 1 Councilmanic Districts and Number
- Municipalities
- Major Roads
- Eligible Real Estate Owned Dwellings

DATA SOURCE	MNCPPC, OITC - GIS, US Census Dept, HUD	DATE CREATED	October 2008
MAP TYPE	Low/Moderate/Middle Income Areas	CREATED BY	OITC - GIS
SERIAL NO	20080064		

Disclaimer

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The base map was compiled from aerial photography data acquired 2000. All mapping is referenced to the Maryland State Plane Coordinate System 1983 North American horizontal datum and 1988 vertical datum in meters.



THE PRINCE GEORGE'S COUNTY GOVERNMENT
Department of Housing and Community Development



9400 Peppercorn Place, Landover, Maryland 20785
TDD—(301) 925-5428 FOR HEARING IMPAIRED ONLY
FAX—(301) 925-5427 TELEPHONE TRANSMITTED ONLY

GENERAL REQUIREMENTS
AND
SPECIFICATIONS
FOR
REHABILITATION CONTRACTS

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DIVISION 1 GENERAL REQUIREMENTS

SECTION 1A - INSTRUCTIONS TO BIDDERS

PROPOSALS TO BE CONSIDERED MUST BE MADE IN ACCORDANCE WITH THE FOLLOWING INSTRUCTIONS:

1. All bidders must be licensed under the Maryland Home Improvement Law and carry insurance specified under Division 1, Section 1B, paragraph 16.
2. Bids or proposals may be submitted on the form provided by the Department of Housing and Community Development (HCD) or on a form of your own choosing, provided that the form used does not contain any conflicts with the General Requirements and Specifications of HCD. All bids or proposals shall be signed and dated by a person authorized to bid for the firm and be returned to the owner, or HCD, as specified by the deadline indicated on the invitation to bid.
3. Bids shall be based upon the completion of all work in the manner described in the contract documents. The contract documents include the Work Write-Up, the Contract Agreement, the Bid Form and the General Requirements and Specifications.
4. The owner shall not consider alternates proposed by a bidder that are not called for in the Work Write-Up or requested by the owner. The owner shall not consider a bid/proposal that is qualified by the contractor with unrequested alternates or other changes.
5. Bidders should carefully examine each job site and assess the work required. It shall be the responsibility of the contractor to foresee problems that may be encountered in the rehabilitation project. Bids shall be all inclusive to complete the work requested and the subsequent work that results from construction.
6. Proposals will be submitted at no cost or obligation to the Owner. Bidders will be responsible for their own quantity take-offs. The Owner reserves the right to reject any or all bids.
7. Bidders shall be prepared, at the time of executing a contract with the Owner, to give evidence that the insurance required by the "General Requirements" will be in effect for the duration of the contract.
8. All proposals should be itemized as specified in the Bid Form as there is a maximum loan available in most cases. If funds available are exceeded by the total Bid Form Proposal, the Owner reserves the right to subtract items of work from the Job Write-up and deduct the quoted price from the Bid Form Proposal.
9. Bids shall be prepared with the intention of commencing work within the specified time period and to continue work without delay to the satisfactory completion of the contract. Unwarranted delays can affect future consideration for contracts.
10. The words bids, proposals and work write-up are used interchangeably.

DIVISION 1 GENERAL REQUIREMENTS

SECTION 1B - GENERAL CONDITIONS

1. GENERAL: The work includes the furnishing of all labor, materials, equipment and permits necessary for the satisfactory completion of the rehabilitation of the property identified in the attached "Work Write-Up".
2. EXTENT OF THE WORK is described in the "Work Write-Up" and shown on the plans, if any, which are attached thereto. This specification and its addendum describe the material and workmanship which will be required and are to be included in every contract and subcontract awarded for the execution of the work. The requirements of the Work Write-Up shall govern if in conflict with this specification. Any errors or omissions on the drawings or Work Write-Up may be corrected by HCD when such corrections are necessary for proper completion of the work, as intended by HCD. Unless the errors or omissions are of a major nature, no additional compensation will be paid.
3. CHANGES IN THE WORK, including substitution of materials, workmanship required by these specifications, or changes in the scope of the work as described in the Work Write-Up which may be proposed by the contractor, or found necessary or desirable as the work progresses, shall be in writing with price change given. Changes shall be approved by the Owner, the Contractor and the Rehab Specialist before any work incidental thereto is started. Additional funds, if required, must be deposited in escrow.
4. WORKMANSHIP shall be done in accordance with the standards of several trades known as a "workmanlike manner".
5. SUPERVISION AND CONSTRUCTION PROCEDURES: Supervise and direct the work, using best skill and attention. Be solely responsible for all construction means, methods, techniques, sequences and procedures and for coordinating all portions of the work under the contract.
6. LABOR AND MATERIALS:
 - a. Unless otherwise specifically noted, the Contractor shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, necessary for the proper execution and completion of the work.
 - b. At all times enforce strict discipline and good order among employees. All workmen shall be competent and capable of performing the work assigned to them in a satisfactory manner. Helpers and apprentices shall work under the supervision of a skilled tradesman, or supervisory personnel.
7. WARRANTY AND GUARANTEE:
 - a. Warranties and guarantees to the owner that all materials and equipment incorporated in the project is new unless otherwise

specified, and that all work is of good quality, free from faults and defects and in conformance with the specifications. All work not conforming to these standards may be considered defective by the Owner. If required by the Owner, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

- b. The warranties and guarantees provided in this paragraph and elsewhere in the specifications shall be in addition to and not in limitation of any other warranty or guarantee or remedy required by law or by the Contract Documents.
8. TAXES: The Contractor shall pay all sales, consumer, use and other taxes required by law.
 9. PERMITS, FEES AND NOTICES:
 - a. Secure and pay for all permits, fees and licenses necessary for the proper execution and completion of the work.
 - b. Give all notices and comply with all laws, ordinances, rules, regulations and orders of any public authority bearing on the work.
 10. REPAIRS shall be made to all surfaces damaged by the Contractor resulting from his work at no additional cost to the Owner.
 - a. Repairs; any damage done by contract operations, or workmen to yards, lawns, shrubs, trees, plants, driveways, curbs and gutters, or other property either on the Owners property, adjoining property, or in public space, during the construction, shall be repaired or replaced at the Contractor's expense.
 - b. Where "repair of existing work" is called for by the Work Write-Up, the feature (floor, wall, ceiling, door, window or trim, etc.) is to be placed in "equal to new condition", taking into account the fact that old buildings cannot be made "as new" and that some lines and surfaces must remain irregular, slightly out of level, or plumb, either by patching or replacement, all damaged or loose or rotted parts of wood, metal or plaster shall be removed and replaced and the finished work shall match adjacent work in design and dimension. Such patching and replacement shall be made to blend with existing work so that the patch or replacement will be inconspicuous.
 11. INSPECTION OF THE WORK during normal working hours by authorized inspectors shall be facilitated by the Contractor and the work shall be subject to the inspector's approval and acceptance.
 12. CONTRACTS FOR WORK to be executed under this program will stipulate that payments will be made to the Contractor only upon the certification of the authorized inspectors and approval of the homeowner(s).
 13. SUBCONTRACTORS shall be bound by the terms and conditions of this contract insofar as it applies to their work, but this shall not relieve the general contractor, if such a one is awarded the contract, from the full responsibility to the Owner for the proper completion of all work to be executed under this agreement, and he shall not be released from this responsibility by any subcontractual agreement he may make with others.

14. BIDS OR PROPOSALS will be submitted at the bidder's risk and the Owner reserves the right to reject any or all bids or proposals.
15. BUILDING CODES: All work to be done shall be subject to the regulations of the local applicable codes.
16. WORKMEN'S COMPENSATION, CONTRACTOR'S LIABILITY, CONTRACTOR'S CONTINGENT LIABILITY INSURANCE:

The Contractor shall maintain such insurance as will protect him from claims under workmen's compensation acts and other employee benefits acts, from claims for damages because of bodily injury, including death in the amount of one hundred thousand dollars (\$100,000) each person and three hundred thousand dollars (\$300,000) each occurrence, and from claims for damages to property in the amounts of \$50,000/\$100,000 which may arise both out of and during operations under this contract, whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Certificates of such insurance shall be filed with the Owner and HCD showing that the insurance will remain in force throughout the life of the contract.

17. SAFETY PRECAUTIONS AND PROGRAMS: Be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.
18. SAFETY OF PERSONS AND PROPERTY:
 - a. Take all necessary precautions for the safety of, and provide all necessary protection to prevent damage, injury or loss to:
 - (1) All employees on the work and all other persons who may be affected thereby.
 - (2) All the work and all materials and equipment to be incorporated therein, whether in storage on or off the site, and
 - (3) Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.
 - b. Comply with all applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss. Erect and maintain, as required by existing conditions and progress of the work, all necessary safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying Owner and Users of adjacent utilities.
19. CLEANING UP: At all times keep the premises free from accumulation of waste materials and rubbish from and about the project as well as all tools, construction equipment, machinery and surplus materials, and clean all glass surfaces and leave the work "broomclean" or its equivalent, except as otherwise specified. All debris, trash, waste materials, surplus materials, etc. removed from the job site shall be disposed of by legal means.

20. OCCUPANTS of houses during the execution of the work will cooperate with the Contractor by the timely removal of furniture and personal effects as much as practicable from the work areas. Occupants will allow the contractor/workmen to use utilities necessary for performance of work. Occupants will restrain pets and restrict children from playing with the contractor's equipment for safety reasons. The Contractor shall make every reasonable effort to protect the occupants' possessions, which must remain in work areas, from loss or damage. If, upon inspection of property prior to submitting bid, the Contractor and Rehab Specialist find it necessary that all removal of furniture be accomplished by Contractor, a notation will be included in the Work Write-Up and the Contractor's bid shall reflect the additional work. Contractor shall use methods that bring the least amount of inconvenience to homeowners. Work shall be completed promptly, and, ideally, the Contractor shall work uninterrupted from start to finish of each project.

DIVISION 2 SITE WORK

SECTION 2A - DEMOLITION

1. GENERAL:

- a. All provisions of Division 1 form a part of this section.
- b. Complete demolition work as indicated on drawing, as specified, or both.

2. DEMOLITION of all parts to be removed shall be done in a safe, orderly fashion, taking care to avoid damage to parts which are to be left in place by shoring or protective covering as may be necessary. All debris shall be removed from the premises as it is generated and shall not be allowed to accumulate. Material that is to be reused, such as doors, trim or lumber, shall be kept separate from trash and debris.

3. DISCONNECTION OF SERVICES:

- a. Notify all corporations, companies, individuals, local authorities owning or controlling wires, conduits, pipes or other services affected by demolition before commencing operations.
- b. Disconnect and cap all pipes and services as required by company or local authority having jurisdiction; however, service in that portion of building not affected must remain in operation.

4. PERMITS:

Secure and pay for all permits.

5. NOTICE TO ADJOINING OWNERS:

Give written notice to adjoining property owners affected by demolition work.

DIVISION 2 SITE WORK

SECTION 2B - EARTH WORK

1. GENERAL: All provisions of Division 1 form a part of this section.
2. GRADING: Within construction limits, rough grade as required to obtain the elevations shown. Compact all fill as required. Where walks and slabs occur, use a gravel sub-bed and bank run gravel from existing grade to finish grade.
3. TOPSOIL:
 - a. a. Obtain Rehab Specialist approval of all topsoil.
 - b. Topsoil: Free of debris, rock, gravel.
 - c. Shall consist of a sandy loam containing 2 to 2.5% organic matter.
 - d. Furnish and place topsoil 4 inches thick over area to be sodded or seeded if called for in the work write-up.
 - e. Spread evenly to true contours and hand rake to an even, smooth surface, ready for sodding.
4. SODDING: Sod areas indicated on drawings.
 - a. Sod: Minimum 1 - 1-1/2" thick, reasonably free of weeds and crab grass; approved by the Rehab Specialist before laying; laid with tight joints. After laying thoroughly water and tamp or roll until bonded to topsoil.
 - b. Slopes one (1) foot rise in two (2) feet or steeper: carefully pegged to hold sod until roots spread and firmly grip soil beneath.
 - c. Guarantee: Sodded areas which do not show a prompt catch shall be resodded at no expense to the owner.
5. SEEDING:

Prepare the area to be seeded by grading, spreading topsoil if required and handraking. Sow lawn grass seed (Kentucky #31 or equal) into soil by raking or watering. Cover area with straw. It is the responsibility of the owner to keep the new seed watered. The contractor must re-seed under the warranty.

DIVISION 3 CONCRETE

SECTION 3A - CONCRETE & CEMENT FINISH

1. GENERAL: All provisions of Division 1 form a part of this section.
2. CONCRETE WOPK:
 - a. The concrete mix shall conform to the requirements of the local codes or industry standards for the specific purpose to which it is to be put.
 - b. No concrete shall be poured when the temperature of the surrounding air is below 40 degrees F. unless approved measures are provided. All forms, the ground or other material with which concrete will come in contact, shall be free from frost. Heat shall be provided if needed.
 - c. Yard pavement shall be at least 4" thick with a float and broom finish.
 - d. Floors shall be at least 4" thick with a steel trowel finish.
 - e. Footings: The minimum depth below finished grade for all footings shall be 30 inches. Footing design shall be as shown on the approved plans and work write-up. Concrete strength shall be 2,500 pounds per square inch after 28 days.
 - f. Driveway: Poured concrete 6 bag mix shall be a minimum of 5" thick and shall have cork expansion joints at each 10' section beginning at the front property line. Length and width as stated in the work write-up. Install 6x6 wire reinforced mesh in concrete. Light broom finish.

DIVISION 4 MASONRY

SECTION 4A - CONCRETE MASONRY AND BRICK WORK

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS:
 - a. All brick, stone or block used shall match adjacent work and samples shall be approved by the owner or his agent before starting the work, unless the work is to be painted or covered.
 - b. Mortar shall conform to the requirements of the local code or industry standard for the specific purpose for which it is to be used.
3. INSTALLATION AND WORKMANSHIP:
 - a. Tuck pointing shall be done only after the joints have been raked out to a minimum depth of 1/2" and wetted.
 - b. All damaged, loose or salmon brick in area to be rebuilt must be removed until sound brickwork is encountered.
 - c. New brick patches shall be toothed into and match in size, joints, and bond, the existing work. Unless the finished wall is to be painted, the color of brick used for patching shall also match adjacent work as near as possible.
 - d. Face brickwork shall be tied to back-up work with metal ties or other approved bonding agents let into existing back-up wall as required.
 - e. Chases and recesses cut into or built in masonry walls shall conform to the local codes or industry standard.
 - f. New walls shall be anchored to existing work.
 - g. Star ties and lintels shall be adequate in size and installed to meet local codes or industry standards.
 - h. All masonry shall be protected against freezing for not less than 48 hours after installation and shall not be constructed below 28 F. on rising temperatures or below 36 F. on falling temperatures, without temporary heated enclosures or without heating materials or other precautions necessary to prevent freezing. No frozen masonry shall be built upon.
 - i. All joints shall be completely filled with mortar.
 - j. Bonding and Reinforcing: Wall reinforcement shall be Dur-o-wall, or equal wire reinforcing spaced 16" O.C. horizontally throughout entire masonry structure and both interior and exterior walls. Reinforcement shall be continuous laps 6" minimum and shall be full width of wall.
4. WORK RELATED TO MASONRY: Contractor shall coordinate placing of all items embedded in masonry.

5. CHIMNEY:

- a. Constructed as per drawings, exposed part: face brick with precast concrete cap, size per drawings.
- b. Chimney within building: Constructed with common or concrete brick.
- c. Flue lining: Vitrified clay.

6. CLEANING:

- a. All exposed masonry: Not less than 7 days old; cleaned with solvents like Sure-Klean, Foam Masonry or Grays Ferry, or 2% solution of muratic acid. Thoroughly rinse acids or cleaners with water after cleaning.
- b. No cleaning until all work has been pointed and grouted.
- c. Stronger solutions or other methods: Obtain specific approval of the Rehab Specialist.

DIVISION 5 METALS

SECTION 5A - STRUCTURAL STEEL

1. GENERAL: All provisions of Division 1 form a part of this section.
2. WORK INCLUDED:
 - a. Structural steel beams, plates and lintels.
 - b. Metal plates and fastenings, one-eighth (1/8) inch thick or greater.
 - c. Priming or ferrous metal.
3. SPECIAL REQUIREMENTS: The current rules and practices set forth in the Code of Standard Practice for Steel Buildings and Bridges, and the Specification for the Design, Fabrication and Erection of Structural Steel for Buildings of the American Institute of Steel Construction shall govern this work, except as otherwise noted on drawings or as otherwise specified. Welding shall be in accordance with Standard Code for Arc and Gas Welding in Building Construction of the American Welding Society.
4. MATERIALS: Structural steel shall conform to ASTM Designation A86.
5. WELDING: In accordance with A.W.S. Code, by qualified operator.
6. PAINTING:
 - a. Rust-O-Leum #769 Dampproof Red Primer or equal.
 - b. Parts inaccessible after assembly: two shop coats, preferably of different colors.
 - c. Contact surfaces: cleaned before assembly, not painted.
 - d. After erection: touch up all burned or abraded areas.

DIVISION 5 METALS

SECTION 5B - MISCELLANEOUS METALS

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS: All materials: New and of best merchandise quality of type hereinafter specified.
3. PAINT: Shop Coat: Rust-O-Leum #769 or equal.
4. BRICK VENTS: Cast aluminum, size per drawings, Hohmann & Barnard, Inc., Riesner, Construction Specialties, or equal.
5. FLUE COLLAR: 12 guage galvanized sheet metal. Size per drawings.
6. CLEAN-OUT DOOR: Cast iron, 12" x 12", Hohmann & Barnard, Inc., McKinley Iron Works, Neenah Foundry Co., or equal.
7. ANCHOR BOLTS: 1/2" to 18" spaced not more than 8' O.C., or two (2) bolts to each member.
8. AREA WALLS: 14 guage galvanized steel; size and shape as per drawings.
9. PIPE RAILING: 1-1/2" diameter galvanized steel pipe, with closed ends and brackets as detailed.
10. INSERTS AND SLEEVES:
 - a. Inserts: Suitable and approved type of support of piping, mechanical equipment of apparatus.
 - b. Sleeves: Metal, suitable type and size where pipes pass through masonry floors and walls.
11. BUILDING IRON:
 - a. Size and type as shown or required.
 - b. To carpenter, mason and other trades for installation.
12. MISCELLANEOUS ANGLES, CHANNELS, ETC.:
 - a. Items of Structural Steel: Where noted on drawings or not otherwise called for on structural drawings.
 - b. Holes: As required for nailing or bolting.
13. IRON RAILINGS: Where called for in the work write-up, iron railings and hand railings shall be shop fabricated wrought iron, or steel pipe 1-1/2" diameter, as called for. Railings shall be standard design and weight, installed and anchored securely to the floor, walls, walk, or steps which it served.

DIVISION 6 CARPENTRY

SECTION 6A - ROUGH CARPENTRY

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS AND GRADES:
 - a. Framing lumber, unless otherwise noted: Douglas Fir at grade as specified.
 - b. All lumber: surfaced four sides and dressed to mill size.
 - c. All structural lumber which is exposed: Graded for appearance.
 - d. Paragraph numbers following refer to Standing Grading and Dressing Rules No. 15 at West Coast Lumberman's Association.
 - (1) Studding, Rafters, Fascias, Ridges, Blocking, Floor and Ceiling Joists, Struts, Posts, Headers and Ledgers, 2" to 4" thick, 6" and wider: "Construction" - Joists and Planks, 1500f, Paragraph No. 1236.
 - (2) Posts, 5" x 5" and larger: "Construction" - Post and Timbers, 1200c, Paragraph No. 1256.
 - (3) Solid Timbers over 5" in least dimension: "Construction" - Beams and Stringers, 1500f, Paragraph No. 1246.
 - (4) Stripping, Furring, Grounds: "Standard and Better" Boards, Paragraph No. 120-C.
 - (5) Studding, Blocking, Small Posts and Stripping, 2" to 4" thick, 4" and under in width: "Construction" - Light Framing, Paragraph No. 122-b.
 - e. Sills: Less than 8" above grade Foundation Grade Redwood or pressure-treated construction Grade Douglas Fir.
 - f. Fasteners and Universal Anchors: Sheet metal, fully galvanized. Fully nail all connectors.
 - g. Plywood for sub-floor 1/2" P.S. 166, roof deck 3/8" P.S. 166 or 1/2" P.S.166 "Plyscord", grade C-D interior with fortified glue. Plywood Sheathing: 3/8" or 1/2" thick, as called for in the work write-up or plans, grade C-c exterior. Equivalent material which are approved by the building code may be used.
 - h. Underlayment: Underlayment grade C.C.D. plywood, to 6 or blocked, touch sanded, thickness as specified in work write-up or plans.
 - i. Fiber Sheathing: 1/2" thick, or 25/32 as called for in the work write-up or drawings.

3. MOISTURE CONTENT IN LUMBER:

Only reasonable dry, well seasoned boards and dimension framing lumber will be accepted. All lumber and timber used for permanent structural purposes shall not have a moisture content greater than 16%. Lumber: stacked off grounds, using spacers between rows at members so that free circulation of air is provided around all members.

4. WOOD PRESERVATIVE TREATMENT:

All sills and bearing blocks resting on concrete 8" or less above grade, and framing 8" or less above grade shall be pressure-impregnated with "Wolman Salts" (Tanalith) to a penetration depth of one-fourth (1/4) inch. Treat all ends and edges, sawed or cut after treatment, with a heavy brush application of the same preservative or "Woodlife" preservative.

5. WORKMANSHIP:

- a. Framing: Common wire nails and spikes shall be used. Spikes and nails shall penetrate one-half (1/2) their length into member receiving point, except that 16d nails may be used to connect 2" materials to 2" material. Nails shall not be driven closer together than one-half (1/2) their length.
- b. Place wood sills and plates on masonry walls and secure as detailed. Set level and true.
- c. Set walls and partitions plumb and true.
- d. Where wood is bolted to steel plates or shapes, drill holes in wood one-sixteenth (1/16) inch larger than bolt size, using the steel for a template. Other approved fasteners may be used.
- e. Provide fire stops in exterior and interior walls at ceiling and roof levels, including furred spaces. Fire stop all other locations which could afford a passage for flames. Limit concealed air space to 8'0" vertically and horizontally.
- f. Curving, notching and boring of structural framing members for passage of pipes or conduits will not be permitted without approval of the Architect or in accordance with Brig code.
- g. Provide rigid bridging not over 8' - 0" o.c.

6. FLOCKING AND GROUNDS:

- a. Install blocking to properly support all woodwork, drywall, base and trim and for plumbing, heating, electrical fixtures and appliance.
- b. Permanent and temporary wood (grounds) required for plastering shall be of sufficient length and depth for securing work and to insure anchoring of required materials by nailing or screwing into ground.
- c. Provide preservative-treated nailing strips where such are required. Strips shall be of indicated sizes and shapes, or as required to permit proper nailing.

DIVISION 6 CARPENTRY

DIVISION 6B - CARPENTRY AND MILLWORK

1. GENERAL: All provisions of Division 1 form a part of this section.
2. FRAMING LUMBER shall be construction grade, surface four sides.
 - a. Allowable spans for floor, roof and ceiling joists shall be as called for in local codes or industry standards.
 - b. Bearing partition stud walls shall not be less than 2" x 4" studs, set with long dimension perpendicular to the wall, 16" on center, or according to building code.
 - c. Joist spacing shall be no more than:

24" on center when 25/32" flooring is to be installed at right angles to the joist over diagonal subflooring; or 16" on center when 25/32 flooring is to be applied directly to the joists; or 16" on center when any lesser thickness of finish flooring is to be laid over a sub-floor.
 - d. Notching and cutting of structural members shall not be done without the approval of the Building Inspector.
 - e. No used lumber shall be allowed unless inspected and approved by the Rehab Specialist.
3. SUE-FLOORING may be plywood or boards.
 - a. Plywood shall be as shown in the Building Code.
 - b. Nail plywood sub-floor to joist at each bearing with 8d common or 6d coated nails spaced 6" on center along all edges and 10" on center along intermediate members. Install solid blocking between joist to provide bearing for all joints. Include the use of a waterproof glue.
 - c. Install plywood with outer plies at right angles to the joists and staggered so that the end joints in adjacent panels bear on different joists.
 - d. Common boards used as sub-flooring shall be not over 8" wide or less than 3/4" thick when laid on joist spaced 16" on center.
 - e. Nail boards with 8d common nails or 6d threaded nails, providing two nails in 4" and 6" boards and three nails in 8" boards.
4. SHEATHING: shall be as specified under "sub-flooring" except that if plywood is used it shall be exterior type.

5. UNDERLAYMENT shall be 3/8" or 5/8" c.c.d. grade plywood as called for in work write-up or plans. Nail underlayment with cement coated, rosin coated or ring groove nails placed on 4" centers on all edges and over the face of each piece. Nail underlayment to joist, and break joints over joists. Include the use of waterproof glue. Underlayment shall be provided under all resilient floors. Waterproof grade shall be used in kitchens and baths.

6. FINISH FLOORING AS CALLED FOR IN THE "Work Write-up."

a. Strip wood flooring:

<u>Material</u>	<u>Minimum Thickness</u>	<u>Maximum Width</u>
Hardwood	On sub-floor 5/16" On joist 25/32"	2-1/4"
Soft Wood	25/32"	3-1/4"

b. Nailing: Nails shall be as recommended by flooring manufacturer.

Blind nail T and G flooring, driving nail at an approximate angle of 50 degrees. Space nails every 10" to 12" o.c. Face nail 5/16" square edge flooring two nails every 8" countersinking nails and filling nail holes.

7. FINISH LUMBER shall be of a species suitable for its intended use, kiln dried, free from tool marks, knots, shakes or other objectionable defects.

a. Exterior Finish:

- (1) Mill exterior finish from specified materials and erect in accordance with details. Set joints of assembled members in white lead paste. Sand exposed surfaces of finish woodwork ready to receive paint or other finish. Blind-nail where possible. Where face nailing is used, set face nails for putty stopping.
- (2) Door, window trim and moulding: In single length. Other exterior trim: In long lengths with joints staggered, concealed placed in inconspicuous locations. Joints: Properly fitted and watertight. Corners: Mitered.
- (3) Wood fascias: Of sizes as detailed and well primed on all sides and ends, as specified in "Painting" section, before installing. Fascias: Blind-nailed with galvanized nails. Exposed angles of fascias: Mitered.

b. Exterior Cornices shall be repaired, removed or replaced as called for in the work write-up.

- (1) Cornices which are "to be repaired" shall have all rotted or deteriorated parts removed and replaced with new parts matching original work and all loose members re-nailed.
- (2) Where cornices are "to be removed," the work write-up or an addenda will describe the treatment of the wall exposed by such removal.

- (3) Where "a new cornice" is called for in the work write-up, it shall be composed of a minimum of 3 moulded members, a plain fascia, a soffit, and a frieze which will be shown on a detailed drawing attached hereto.

c. Interior Finish:

- (1) Mill, fabricate and erect interior finish as indicated. Machine-sand at mill and hand-sand smooth at job when necessary.
 - (2) Interior trim set against plaster or wood; Run with hollow backs. Make joints tight and in a manner to conceal shrinkage. Secure trim with fine finishing nails, screws or glue where required. Set nails for putty stopping. Window and door trim: Single Lengths; base in long Lengths. Miter mouldings at corners; cope at angles.
 - (3) Interior trim, unless otherwise specifically called for, shall match existing adjacent work in design and dimension.
8. FIXED GLASS IN WOOD FRAMES: Where fixed glass is set in wood frames, thoroughly prime rabbets and wood stops. Fit stops and secure in place loosely with chrome-plated oval-head screws.
 9. WINDOW: Frames, sills, sash, trim and hardware shall match existing work in design and dimension unless otherwise called for in the work write-up.
 10. DOORS: Where required by the "work write-up" shall be:
 - a. 1-3/4" minimum thickness for exterior openings and 1-3/8" minimum thickness for interior openings.
 - b. Unless to be hung in existing openings, doors shall be of sizes below. Doors which are to match existing doors or fit existing openings, will be specifically noted in the work write-up.
 - (1) Main Entrance 3'0"
 - (2) Other Exterior Entrance 2'8"
 - (3) Habitable room 2'6" (2'8" for elderly)
Bathroom 2'0" (2'8" for elderly)
 - c. Where one hour fire doors are called for, they shall be of solid core wood, flush panel, 1-3/8" thick, equipped with self-closing hardware.
 - d. The term door unit shall be understood to mean the installation of the jambs, casings (both sides), butt hinges, lockset and the door.
 11. HARDWARE: All doors shall be put in operable condition and be provided with:
 - a. Interior doors (including closet doors), two 3-1/2" x 3-1/2" butt hinges and passage lock sets.
 - b. Bathroom or toilet compartment doors (privacy lock) set.

- c. Exterior and fire doors, three 4" x 4" butt hinges. Exterior doors. Exterior doors, entrance lock sets, key and knob.
 - d. Storm or screen doors, closure, chain stop, lock assembly and weatherstripping.
12. PRIMING AND BACKPAINTING: All millwork: Thoroughly primed and backpainting in the "Painting" section, immediately following delivery to site.
13. LINEN CLOSET: Each linen closet shall have a minimum:
- a. 10 sq. ft. for two bedrooms.
 - b. 15 sq. ft. for three or more bedrooms.
 - c. Number of shelves - five, spaced 12" on center. The bottom shelf shall be between 18" to 24" above the floor and the top shelf shall be not over 74" above the floor.
 - d. Door and hardware as per items #10 and #11.
14. CLOTHES CLOSET: Each clothes closet shall have a minimum:
- a. Depth of two feet clear - inside dimension.
 - b. Width of three feet clear - inside dimension.
 - c. Construction - 2" x 3" studs (3" way), 16" on center, 1/2" sheet rock both sides applied as per item #3 Wallboard, Section D.
 - d. Door(s) up to 4' closet wide, minimum width 2'. Closet over 4' wide double doors.
 - e. Height - Enclosing walls shall extend from the floor to the ceiling of the rooms in which they are located.

Hanging space: (1) minimum - adequate to permit 5' clear
Hanging space: (2) maximum - shelf shall not be over 74" above floor of room.
 - f. Shelf and rod - Provide at least 8" clear space above shelf. The center of the rod shall be a minimum of 2" from the bottom of the shelf. Wood closet pole shall be minimum 1-1/2" actual diameter. Shelves and rods over 4' in length shall have center supports.
15. COAT CLOSET: Provide at least a 2 ft. clear coat closet convenient to the entrance.

DIVISION 6 CARPENTRY

SECTION 6C - FLOOR AND WALL AND CEILING INSULATION

1. GENERAL: All provisions of Division 1 form a part of this section.

WORK INCLUDED: Furnish and install insulation in walls around windows and doors and in crawl space, only when specifically called for in the work write-up.

3. MATERIALS:

- a. ALFOL type 3 as made by Reflectal Corp.
- b. Fiberglass blanket or batten insulation, thickness and vapor barrier as specified, Owens, Corning or equal.
- c. Blown fiber insulation as specified in work write-up.
- d. Blown cellulose insulation as specified in work write-up.

4. INSTALLATION:

- a. In all exterior walls, if called for in the work write-up between studs, install blanket insulation, recessed from inside face of studs. Staple to wood studs, vapor barrier toward room side.
- b. Fill all spaces between doors or window frames and structural members with strips of insulation, pack full.
- c. In crawl space, staple between joists: Vapor barrier toward the House.
- d. Ceilings: Staple insulation between the ceiling joist, vapor barrier toward the room side.
- e. All insulation: Applied in strict accordance with manufacturer's directions, to meet R-Factor required by current Building Code.

DIVISION 6 CARPENTRY

SECTION 6D - REPLACEMENT WINDOWS

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS:
 - a. Furnish aluminum, aluminum and vinyl, or vinyl siding or double hung windows with insulated glass and screens or single glass with integral storm windows. Windows to be of type and location as specified in the work write-up.
 - b. Exposed surfaces of aluminum members shall be pre-finished, uniform in color, clean and free from surface blemishes.
3. INSTALLATION:
 - a. Window units shall be furnished with necessary anchors and clips to provide a complete installation. Each unit shall be equipped with a cam lock and keeper. No damaged units will be accepted.
 - b. Each sash shall be equipped with two (2) concealed sash balances in jambs, or equivalent, which permit removal of sash to the interior of the structure for washing or maintenance without dismantling any frame members or use of special tools.
 - c. All joints of the frame shall be mechanically joined by means of screws securely fitted into the screw grooves and assembled in a manner to provide permanent weather tight joints. The joint formed by the jamb and sill frame shall be made weather tight by an approved sealant. All sash members shall be firmly joined with interlocking mechanical joints, tabbed, and screws securely fitted into screw bosses.
 - d. Erection shall be by experienced mechanics only. Windows shall be installed plumb, level, true to plan and firmly secured. Provide materials and labor for perimeter caulking, grouting, and cleaning unit on interior and exterior. Leave frame and opening in a like-new condition.
4. INSTALLATION OF NEW WOOD DOUBLE HUNG WINDOWS:
 - a. Contractors shall install new wood double hung windows to match existing windows. Windows shall be insulated glass or come furnished with storm and screen units as called for in work write-up or drawings. Insulated windows shall be furnished with full coverage screens.
 - b. All window units are to be supplied with cam locks and keepers. Unit is to be prime coated on all exposed wood surfaces. Erection shall be by experienced mechanics only. Windows shall be installed plumb level, true to plane, and firmly secured. All cracks between window jamb, sill, or head and framing shall be closed with insulation or caulk prior to interior finish.

DIVISION 6 CARPENTRY

SECTION 6E - STORM WINDOWS

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS:
 - a. Aluminum, aluminum and vinyl, or vinyl siding or double hung storm windows and screen units. Windows to be a type and location as specified in the work write-up.
 - b. Exposed surfaces of aluminum shall be pre-finished, uniform in color, clean and free from surface blemishes.
3. INSTALLATION:
 - a. Unit shall be sized as to provide installation to new or existing window or frame. Window units shall be furnished with necessary anchors and clips to provide a complete installation. The screen frame and mesh shall recess into an aluminum frame and be held in place with screen spreaders and thumb fasteners and removable from the inside.
 - b. All joints of the frame shall be mechanically joined by means of screws securely fitted into screw grooves and assembled in a manner to provide permanent weather tight joints. The joint formed by the jamb and sill frame shall be made weather tight by an approved sealant. All sash members shall be firmly joined with interlocking mechanical joints, tabbed, and screws securely fitted into screw bosses.
 - c. Erection shall be by experienced mechanics only. Windows shall be installed plumb, level, true to plane, and firmly secured. Provide materials and labor for perimeter caulking, grouting, and cleaning unit on interior and exterior. Leave frame and opening in a like-new condition.
4. FIXED-SINGLE PANE STORM WINDOW:

Furnish aluminum or aluminum and vinyl-fixed panel storm window and screen unit. Finish shall be that as indicated in work write-up. Units shall be sized properly to fit into existing clips or fasteners. If no existing fastening mechanism is present, unit shall be installed with suitable clips or fasteners to allow a tight, weather-proof seal, but still provide for removal of storm unit.

DIVISION 6 CARPENTRY

SECTION 6F - STORM DOORS

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS:
 - a. Aluminum, baked enamel, factory finished, full 1 1/2-inch thick.
 - b. Weatherstripping, closure, chain stop, and lock assembly.
3. INSTALLATION:

Door is to be hinged on the same side jamb as interior door, or as indicated in the drawing or work write-up. Door must give a tight fit when closed.

DIVISION 7 MOISTURE PROTECTION

SECTION 7A - BUILT-UP ROOFING

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS:
 - a. Built-Up Roofing: 4 ply coal tar pitch roof, with gravel aggregate.
 - b. Insulation and Cant Strips: Celotex's Celo-therm.
3. INSTALLATION:
 - a. Insulation:
 - (1) Over wood deck, apply two plies of 15 lb. asphalt felt, lapped half, with solid mopping between plies.
 - (2) Over vapor roofing, apply to 3/4" layers of insulation in coal tar pitch.
 - b. Roofing:
 - (1) Install in accordance with 20 year bond specifications.
 - (2) Application of roofing over insulation: done in strict accordance with recommendations of roofing materials manufacturer.
4. RE-ROOFING:
 - a. Over old built-up roofing:
 - (1) The old roofing should be carefully inspected and all wrinkles, buckles, blisters and areas containing moisture must be completely removed and patched.
 - (2) The application of the new roof covering over surface thus prepared should proceed following the specification that would apply over the underlying deck.
 - (3) However, under no circumstances should new roofing be mopped solidly to old roofing, but should be channel mopped or nailed, depending on the type of deck involved. A coated base sheet is recommended as first course in re-roofing.
 - b. Over existing metal roofs:
 - (1) Knock down existing standing seams or flat seams and flatten out.
 - (2) Clean roof surface.

- (3) The application of the new roof covering over surface thus prepared should proceed following the manufacturer's specifications.
- (4) New roofing should be channel mopped or nailed, depending on the type of deck involved. A coated base sheet is recommended as the first course in re-roofing.

5. GUARANTEE:

- a. Guarantee of the roof shall include all items which contribute to waterproof quality of the roof and all items that form any part of it (flashing, skylights, top lights, etc.) Contractor is responsible for the whole and therefore, condition of the roof deck, adjacent walls, insulation, etc., cannot be recognized as a contributing factor to leaks or other failures.
- b. The Contractor shall guarantee all roofing, flashing, etc., against leaks, all defects of workmanship and materials, and all defects developing under natural wear and tear for a period of one (1) year after the acceptance of the building by the Owner, and should any leaks occur within this period, repairs to the roof and damage to other portions of the building cause by such leakage will be made good, without cost to the owner.
- c. All stated or implied guarantees from the roofing manufacture shall be in effect for duration of said guarantee.

DIVISION 7 MOISTURE PROTECTION

SECTION 7B - ASPHALT AND FIBERGLASS SHINGLE ROOFING

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS:
 - a. Shingles: Shall be Bird Wind-Seal #240 shingles as manufactured by Bird & Son, Inc., #215 fiberglass shingles, or equal, color as selected by the owner.

Shingles or patching shall match existing roof for size and joints and color if possible.
 - b. Hips and Ridges: Shall be laid in such a way to obtain a triple coverage with a 5 inch exposure and a 5 inch headlap.
 - c. Valleys: Shall be made with 90# mineral surface roll roofing of 2 layers, or .024 guage aluminum, 20" wide, Valley shall be fastened with nails and asphalt cement.
 - d. Flashing: Install .019 guage aluminum step flashing and counter flashing at intersections of roof with flues and chimneys, dormer or other walls, skylights, etc.
 - e. Asphalt Cement: Shall be an approved brand of waterproof elastic asphalt cement. Color to match as nearly as possible the color of the shingles.
 - f. Roofing Felt: Shall be 1 (one) layer of 15lb. roofing felt. Shall be in accordance with the Asphalt Roofing Industry. Roofs with less than 4" in 12" pitch shall have two layers of 15# felt laid with 18" laps.
 - g. Metal Collars: Install metal collars around all plumbing vent stacks, service pipes and flue vents, caulk around pipes or vents with roofing mastic cement.
 - h. Nail: Galvanized dipped, or aluminum roofing nail 1" for single layer roofs and 1½" for reroofing over existing roof. Staples may be used when permitted by the building code.
3. INSTALLATION
 - a. Felt shall be laid in horizontal layers with joints lapped toward eaves and at ends at least 2 inches and well secured along laps and at ends as necessary to properly hold the felt in place and protect the structure until covered by shingles. All felt shall be preserved, unbroken, tight and whole.
 - b. Shingles shall be laid in horizontal courses with the standard 5 inch head lap and each course shall break joints with preceding one. Shingles at the eaves or cornice line shall be canted to meet building code requirements.

- c. Shingles overlapping metal work shall have nails placed as to avoid puncturing the sheet metal. Exposed nails shall be permissible only in the top course where unavoidable.
 - d. Neatly fit shingles around all projections through roof.
 - e. Nails shall not be driven in so far as to puncture the shingles.
 - f. Cover all exposed nail heads with elastic cement spread thickly over exposed surface of under course of shingle nailed securely in place and pointed with elastic cement.
 - g. On completion all shingles must be sound, whole and clean, and the roof shall be left in every respect tight and a neat example of workmanship.
4. RE-SHINGLED ROOF:
- a. Examine existing roof.
 - b. Remove all torn or broken and unaligned shingles.
 - c. Patch roofing felt as required.
 - d. Replace shingles in the same manner as specified for new shingle roof.
 - e. More than 2 layers of shingles are prohibited.
5. GUARANTEE: The Contractor shall furnish to the Owner a guarantee from the date of acceptance, covering the roofing materials for the manufacturer's stated period and to guarantee all labor for a period of one year.

DIVISION 7 MOISTURE PROTECTION

SECTION 7C - SHEET METAL WORK

1. GENERAL: All provisions of Division 1 form a part of this section.

2. MATERIALS: As specified in the work write-up.

Sheet Metal:

1. Aluminum
2. 3 oz. Copper, reinforced Kraft paper
3. 16 oz. Copper.

3. INSTALLATION:

- a. Provide suitable provision for expansion, contraction, and weather tightness.
- b. Flashing shall be continuous, adequate for all work requiring flashing and counter flashing where roofing intersects walls, chimneys and flues.
- c. Approved corrosion-resistive flashing shall be provided at the top and sides of all exterior window and door openings in such manner as to be leak proof.

4. GUTTERING AND FITTINGS:

a. Materials:

27 gauge, aluminum, 5" type K, white acrylic finish.

- b. Installation: Use full length sections where practical, install end caps, miters, drop outlets, slip joint connectors and other fittings as required to make a complete installation. Join sections and fittings by use of gutter mastic sealant and pop rivets installed in accordance to the Gutter Manufacturers instructions, or if galvanized iron is used solder joints may be used in accordance to general practice of the trade. Use hangers of same material as gutter material, patented strap hangers, bar hangers or combination hangers.

5. DOWNSPOUTS & FITTINGS:

A. Materials:

27 gauge aluminum, white acrylic finish, 2-1/2" x 3", or as specified.

- B. Installation: Use full length sections where practical, install elbows, and other fittings as required to make a complete system. Join sections by inserting crimped end approximately 1-1/2" into the other section or elbow, and fastening with pop rivets or solder. Hang

downspouts with patented clip hangers securely attached to the wall or metal conductor straps. Fasten downspout pipe to hangers to prevent slipping down.

Provide precast concrete splash blocks for each downspout as called for in the work write-up.

DIVISION 7 MOISTURE PROTECTION

SECTION 7D - WATERPROOFING

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS:
 - a. At foundation walls, metallic compound as manufactured by Washington Ply-Rite Company, Euclid Chemical Corporation and Sika Chemical Corporation, if specifically called for because of an unusual water problem.
 - b. Waterproof Portland Cement and sand, as specified under Section 3A and 3B.
 - c. Asphalt foundation coating.
 - d. Agricultural drain tile, size as per drawings, standard quality.
 - e. Asphalt felt and coal tar pitch of standard manufacture.
 - f. Polyethylene film, 4 mil.
 - g. Water barrier, 30 mil. vinyl
 - h. Water: Clean, free from oil, acid, soluble salts or organic impurities.
3. APPLICATION:
 - a. Foundation walls, where shown or required, mix and apply metallic compound as per manufacturer's directions, to basement block walls.
 - b. Apply 1/2" coat of waterproof cement parging, troweled smooth.
 - c. Vapor Barrier:
 - (1) Under concrete slabs on grade, apply one (1) ply polyethylene film, lap joints at least 12 inches.
 - (2) In crawl space apply 4 mil polyethylene on grade. Lap joints 6 inches, and fit wall tight.
 - d. Drain Tile: Around foundation walls as shown, covered with at least 18 inches of gravel. Over gravel place 15 lb. asphalt felt or 4 mil polyethylene sheet.
 - e. Membrane Waterproofing:

At all ceramic tile floors over habitable areas.

4. INTERIOR DRAINAGE SYSTEM:

- a. Excavate area 12-inches wide and 18-inches deep around perimeter of inside wall. Break 1-inch diameter openings in foundation walls, 4-feet below slab level. Install 4-inches of 3/4 inch washed gravel, 4-inch plastic drain pipe and 6-inches of 3/4 inch washed gravel. Have pipes flow to sump pump, cover with concrete and smooth into existing concrete.
- b. Install concrete or fiberglass crotch with metal cover and 1/2 H.P. sump pump. Break hole through interior face of foundation wall above house footing to drain wall. Brick to have 3/4-inch washed gravel, 6-inches deep and 18-inches around. Install separate electric outlet for pump and run 4-inch plastic drain pipe to discharge on a 12-inch by 36-inch precast concrete splashblock.

DIVISION 7 MOISTURE PROTECTION

SECTION 7E - CAULKING AND WEATHERSTRIPPING

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS:
 - a. Caulking Material:
 - (1) Use standard commercial brands of Acrylic or Latex caulking compound delivered to the job in unopened packages.
 - (2) Joint filler: Flexible tubing or closed celled sponge of vinyl or rubber.
 - b. Thresholds:
 - (1) Extruded aluminum with vinyl weatherstrip.
 - (2) See drawings for type and location.
 - c. Weatherstripping:
 - (1) Manufacturers: Accurate Metal Weather Strip Co. Chamberlin Company
Zero Weather Stripping Col, Inc., or equal.
 - (2) Series LBL Cushion Bronze (Zero).
 - (3) Extruded aluminum with vinyl surface strip.
3. WORKMANSHIP:
 - a. Installation: In strict accordance with manufacturer's written instructions; guarantee watertight for a period of one (1) year.
 - b. Caulking: Materials: Brought to job in original unopened containers.
 - c. Weatherstripping: All exterior doors.

DIVISION 7 MOISTURE PROTECTION

SECTION 7F - HARDBOARD

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS:
 - a. Hardboard siding shall be a plain finished horizontal lap unless otherwise specified.
 - b. Insulation will be as specified in the work write-up.
3. INSTALLATION:
 - a. Over framing or wood sheathing, install asphalt saturated felt underlayment with 2-inch headlap and 4-inch endlaps.
 - b. Install siding to lines, with lap as recommended by manufacturer.
 - c. When installing siding over masonry stucco, or irregular surfaces, contractor shall first install furring strips, 1-inch x 3-inch furring shall be installed at intervals no greater than 16-inches O.C.
 - d. Asbestos siding shall be removed before installation of siding.
 - e. Siding shall be installed in accordance with manufacturer's recommendations. Vertical corner boards or metal corners shall be used on outside corners. Corner boards shall be used on inside corners. Joints at all corners shall be caulked with latex paint. Boards shall be factory primed and attached with 8d (2-1/2 inch hot dipped galvanized nails).
 - f. Install flashing over heads, and below sills, of openings, elsewhere required to provide a weather tight wall.

DIVISION 7 MOISTURE PROTECTION

SECTION 7G - ALUMINUM AND VINYL

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS:
 - a. Over framing, or wood sheathing, install asphalt-saturated felt underlayment with 2-inch headlap and 4-inch endlaps.
 - b. Install siding to lines, with lap as recommended by manufacturer.
 - c. When installing siding over masonry stucco, or irregular surfaces, contractor shall first install furring strips, 1-inch x 3-inch furring strips shall be installed at intervals no greater than 16-inches O.C.
 - d. Asbestos siding shall be removed before installation of siding.
 - e. Siding shall be installed in accordance with manufacturer's recommendations. Continuous one-piece inside and outside corners shall be used at all corners. "L" or "J" channel shall be used around door and window casings and when butting against any surface such as rake molding, soffits, etc. Backer strips shall be installed at all joints, doors, windows and corners. All caulk used in areas which come in contact with the siding shall be the same color as the siding and product of the same manufacturer. Contractor shall install aluminum breather foil under siding.
 - f. Install flashing over heads and below sills of openings elsewhere required to provide a watertight wall.
 - g. Aluminum must be grounded.
4. INSTALLATION OF ALUMINUM TRIM:
 - a. Contractor shall furnish and install all necessary materials. Pattern and color selection shall be by the owner.
 - b. All wood trim specified in work write-up shall be covered by appropriate aluminum according to manufacturer's instructions and in compliance with industry standards.
 - c. All rotten or termite infested wood should be removed before aluminum trim installation. All existing wood which does not provide firm nailing shall be replaced before aluminum installation.

DIVISION 8 DOORS, WINDOWS AND GLASS

SECTION 8A - GLASS AND GLAZING

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS:
 - a. All glass for glazing or reglazing shall bear labels and labels shall not be removed until glass has been inspected and approved.
 - b. All glass for doors and windows: Single strength, clear "B" grade, or double strength B, if short dimension is larger than 24".
 - c. All glass for steel sash: Single strength, clear "B" grade, or double strength B, if short dimension is larger than 24".
 - d. Glazing Compound (Submit samples for approval):
 - (1) Steel Sash: Non-hardening type, special for metal sash.
 - (2) Doors and windows, Standard Linseed Oil, Whiting and White Lead.
3. SETTING:
 - a. Accurately cut and fit all glass; set without springing or forcing. Run glazing compound neatly, cleanly and even with inside of glazing rabbet.
 - b. Glass in steel sash: Set in full and complete bed of glazing compound on all sides. Installation: In strict accordance with Steel Sash Manufacturer's recommendations.
4. ACCEPTANCE:

Improperly set glass, broken glass, or glass which does not fully meet requirements of grade and type, will not be accepted.

DIVISION 9 FINISHES

SECTION 9A - DRYWALL WORK

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS:
 - a. Gold Bond or equal wall board with tapered edges, or 1/2" thick as specified in work write-up. Moisture-resistant gypson board with core and paper facings treated to resist moisture to be used as the wall tile back-up board around shower stalls, bathtubs and bathroom wainscots.
 - b. Perforated joint reinforcing tape 2" wide.
 - c. Powdered joint compound, or premixed cement.
 - d. Corner beads: galvanized 1" x 1".
 - e. Nails: Annular ring nails 1 3/8", blue plaster board nails 1-1/4", or box nails over old material.

3. INSTALLATION:

- a. Single layer construction. Apply board first to the ceiling, then to the side walls. Boards shall be accurately cut and fitted leaving approximately 1/8" space between joints. Nail board with long edges at right angles to the framing. Space nails at 7" intervals on ceilings and 8" on side walls, a minimum of 3/8" and a maximum of 1/2" from edges and ends of boards.

The double nailing method or adhesive/nail on method as recommended by wallboard manufacturers may be used. Recess all nail heads with hammer being careful not to break the paper.

Finish wall board joints and inside corners, using 2" perforated joint tape bedded in joint cement. Cover all tapes, nail heads and imperfections with topping compound using sufficient coats to produce a smooth even surface. Use 12" finishing trowel on joint and 4" tool on inside corners.

Install metal corner heads, nailed to all outside corners. Cover joint compound, feather out second coat approximately 6". Sand all joints, angles, corners and rough surfaces ready for painting.

- b. Installation over old ceilings. Install 1" x 3" dry furring strips nailed at right angles to ceiling joist with #8D common or box nails. Relocate electric outlet boxes so as to be flush with new finished surface. Install and finish wall board as described above.
- c. Where called for in the work write-up, wall board may be installed over existing wall and ceiling material. Prepare the existing

surfaces by removing loose plaster material, or nailing securely any loose material. Drive in all projecting nail heads, screws, etc. Remove mouldings, trim, etc., as needed. Nail new wall boards with nails of sufficient length to penetrate wood framing 3/4" using coated box nails. Follow application procedures as described above.

- d. All work: Installed in accordance with manufacturers instructions, these specifications and the work write-up.

DIVISION 9 FINISHES

SECTION 9B - WOOD PANELING

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS:
 - a. Prefinished wood paneling 4' x 8' x 1/4" sheets, as selected by the owners within the cost allowance given in the work write-up. Panelling must be an approved type for its intended use, such as composition type not to be used in damp areas.
 - b. Panel adhesives.
 - c. Nails with matching color heads.
 - d. Prefinished wood moulding.
 - e. Matching color putty sticks.
3. INSTALLATIONS:
 - a. If called for in the work write-up, cover existing wall surfaces with paneling. Remove any loose plaster, protruding objects such as nails, screws, etc. Remove old baseboard and window and door trim if called for. Break vertical joints over studs and fasten panels securely to the wall using panel adhesive and nails of sufficient length to penetrate wall studs at least 1/2 inch. If standard color head nails are not long enough use finishing nails, set heads slightly and cover with matching color putty stick.
 - b. On installations where the paneling is installed directly to the wall framing or over furring strips, install wood blocking as needed for the top and bottom edges of sheets. Break joints of paneling over vertical framing members. Attach panels securely to framing, using a combination of panel adhesive and color matching nails.
 - c. Trim: On installations where old baseboard and trim is left on openings, neatly fit panels to trim or baseboard. If new trim is called for use prefinished trim and mouldings to match paneling, or use white pine or virola and stain with matching stain and apply two coats interior varnish or lacquer. Install 3/4" cove mouldings to inside corners and at ceiling, 3 1/4" baseboard, 2-1/4" casings around window and door frames, and 1/2" x 3/4" shoe moulding.
4. WORKMANSHIP:

All surfaces: Straight, plumb, with true angles and free from marks, dents and scratches. Cut all miters of trim true and nail tight. Leave work clean and free of mastic, sawdust, etc., and all finish nails set and puttied with matching color putty.

DIVISION 9 FINISHES

SECTION 9C - LATH, PLASTERING AND STUCCO

1. GENERAL: All provisions of Division 1 form a part of this section.

2. STUCCO:

- a. Mortar for all applications shall consist of one part of Portland Cement to not less than 3 nor more than 5 parts of damp loose aggregate by volume. Hydrate lime may be used but shall not exceed 10% by weight nor more than 25% by volume of the cement used.
- b. The temperature of the surrounding air shall not be less than 40 degrees F. during application and for at least 48 hours thereafter.
- c. Surfaces to be stuccoed shall be covered with 3.4 per square yard metal lath lapped 1" and nailed 16" o.c. vertically and 6" o.c. horizontally.

Wood surfaces are to be covered with 15 lb. felt prior to application of the metal lath.

- d. Apply in 2 or 3 coats; the final coat shall not be applied sooner than 7 days after the preceding coat. Before applying the final coat, the surface shall be dampened evenly to obtain uniform suction.
 - (1) Apply 2 coats on masonry to a minimum thickness of 5/8".
 - (2) Apply 3 coats over wood surfaces to a minimum thickness of 7/8".

3. PLASTERING:

- a. Gypsum plaster materials shall be standard commercial brand.
- b. Mix: Mix and application of gypsum plasters shall be in accordance with the manufacturer's directions.
- c. Application: Apply plaster in three coats or in two coats double up work - minimum thickness 1/2".
- d. Gypsum lath shall be applied with long dimension across supports and with end joints staggered.

Nailing: Nail with 12 or 13 guage lathing nails having approximate 3/8" heads with nails spaced not more than 4" on center with a minimum of 4 nails in each Lath. Use 6 nails for 24" wide Lath. Length of nail shall be that which will provide at least 1" penetration in horizontal supports and 3/4" penetration into vertical supports.

- e. Gypsum lath shall not be used as a base for Portland Cement Plaster; metal lath is required.
 - f Wood Lath: Existing wood lath shall be securely nailed and wetted down prior to applying plaster.
4. PATCHING of stucco or plaster when called for in the "work write-up", shall be meant to include the removal of all loose material encountered until sound construction is reached, including the removal of rotted or deteriorated lath.

The installation of wallboard nailed to 1 x 3 furring strips finished as specified in 9A will be accepted in lieu of patching existing plaster.

DIVISION 9 FINISHES

SECTION 9D - CERAMIC TILE WORK

1. GENERAL: All provisions of Division 1 form a part of this section.
2. MATERIALS:
 - a. Walls: Standard grade 4-1/4" x 4-1/4" with cusion edges and bright glazed.
 - b. Floors: Natural clay, in size and pattern as selected (non-slip).
 - c. Duplex soap and grab dish, BA 793, 6" x6".
 - d. All tile and accessories, as manufactured by Mosaic Tile Company, or equal.
 - e. Marble sills: Granox Gray or Pink, with sand rubbed finish, or equal.
 - f. Setting Materials:
 - (1) Portland Cembent shall conform to ASTM Designation C-150-56, Type I.
 - (2) Hydrated Lime shall conform to ASTM Designation C-207-49, Type S, plus the added requirement limiting the unhydrated oxides to 8% maximum.
 - (3) Sand shall comply with "Specifications for Aggregates for Masonry Mortar", ASTM Designation C-144-52T.
 - (4) Water: Free from any impurity that is injurious to the construction.
 - (5) Grout and Buttering Mix: Waterproof grout mix with up to one part sand added to each two parts of Portland Cement. Sand shall have no fine under 80 grit and no coarse over 30 grit. Color shall be white.
 - (6) Pure Coat: Pure Portland Cement mixed with water into a trowelable wet slurry.
 - (7) Mortar Setting Bed: Mixed in the proportions of one part Portland Cement, one part hydrated lime, six parts of clean sharp sand.
 - (8) Setting material for walls: Organic adhesive to be applied according to manufacturer's recommendations.

3 INSTALLATION:

All work and materials; installed in accordance with specifications, for ceramic tile, as published by Tile Council of America, Inc.

4. COLOR AND PATTERNS:

As selected, submit samples of all materials to Homeowner.

5. ACCESSORIES:

At each tub recess and shower, one soap and grab dish.

6. CLEANING:

Thoroughly clean after grouting and pointing has sufficiently set. Remove all traces of cement or foreign matter. Cover exposed hardware and plumbing trim, liable to injury, with vaseline. Following cleaning, remove vaseline and clean and polish metal work.

DIVISION 9 FINISHES

SECTION 9E - RESILIENT FLOORING

1. GENERAL: All provisions of Division 1 form a part of this section.

2. MATERIALS:

- a. Manufacture: Armstrong or equal.
- b. Vinyl asbestos tile 12" x 12" 3/32 or 1/16 as specified.
- c. Baseboard: Existing unless otherwise stated in work write-up.
- d. Adhesive: Per tile manufacturer's recommendation and application.
- e. Sheet Goods: Armstrong or Equal .090 or .050 as specified.

3. COLORS AND DESIGN:

Submit minimum of 15 samples to the owner for selection. Allowance for sheet goods and tile to be stated in work write-up.

4. INSTALLATION:

Surface Preparation:

- a. Existing: Clean all surfaces, fill cracks in wood with wood filler and fill cracks in concrete with flash patching. Prepare surface to smooth condition (All flash patch will be guaranteed against shrinking).
- b. New Surface: Clean, set flush all nails in wood surface and fill joints over 1/16" with wood filler. New concrete must set for 60 days before tile installation.
- c. Moulding: Install new oak shoe moulding or cove base around all baseboard in rooms after installation of new tile. Apply one coat varnish finish. Install metal moulding at doors and hall.
- d. Tile and Room Temperature: Room temperature and tile temperature must be maintained at 72°, 48 hours before installation, during installation, and 48 hours after installation. Installation to extend under the refrigerator and range. Add extra under refrigerator and range metal finish edges.

DIVISION 9 FINISHES

SECTION 9F - PAINTING

1. GENERAL:

These general specifications shall apply to all items of the Job Work Write-up for which painting work is called for as though it were listed at each individual place in the Work Write-up.

2. PREPARATION OF SURFACES:

- a. Painted wood surfaces to be repainted shall be cleaned by best means possible to remove loose and scaly paint and rough spots. Where previous paint coats have chipped and peeled, the edge shall be sanded down to obtain a smooth surface before new paint is applied. If sanded to bare wood, surfaces shall be primed prior to finish coat.
- b. Plaster or all board surfaces to be painted or papered shall be sound, smooth and free from holes, cracks or irregularities. All loose wall paper shall be removed and edges sanded smooth.
- c. Metal surfaces must be cleaned of all loose or peeling paint and rust scale. Clean with wire brush or scrape and sand to smooth condition.
- d. Caulking and filling: Caulk around the exterior of all window and door frames, fill all cracks, holes, nail holes, and defects in wood putty, caulking or other suitable fillers. Caulk all cracks between trim and wall areas. Caulk all exterior cracks that occur in construction, i.e., fascia.
- e. Reglaze window sash with new glazing compound after removing flaking and peeling, loose putty.
- f. Foundation walls and Masonry: Clean and scrape surfaces free of dirt, scaling paint and other foreign materials.
- g. Asbestos Siding: (Same as paragraph above).

3. MATERIALS:

- a. All paints used on interior surfaces must be lead free.
- b. All paint and other finish materials shall be standard brands of good quality. It shall be the proper material for application to the surface which it is applied to.
- c. All paint shall be delivered to the site in manufacturer's sealed containers. Each container shall be labeled, giving manufacturer's name, type of paint, color and instructions.
- d. Specific types, i.e., oil, acrylic, latex paint will be specified in work write-up.

- e. Before proceeding with painting, color samples shall be shown the owner for his selection.
- f. The finish coat in kitchens and bathrooms shall provide a durable and washable surface.

4. APPLICATIONS:

- a. Do not apply exterior paint in damp, rainy weather or until the surface has thoroughly dried from the affects of such weather. Do not apply paint when temperature is below 50 degrees Fahrenheit. When applying masonry paint to masonry or asbestos siding, dampen the surfaces before applying paint as recommended by the paint manufacturer.
- b. Finished work shall be uniform, or approved color, smooth and free from runs, sags, or defective brushing or rolling. Make edges of paint adjoining other materials or colors sharp and clean.
- c. Paint application shall consist of one coat primer to all new surfaces. Surfaces which have been previously cleaned or flaking, peeling or chalking paint and new repairs shall be primed. Apply finish coats to all surfaces as called for in the Work Write-up. Coat the top and bottom edges of exterior doors and sash minimum of one coat.
- d. Protect floors, furniture, shrubs, walks, and other areas during work by dropcloths or other suitable covering. Clean all paint spatters, smears, spills, etc., from tile, hardware, mirrors, appliances, plumbing fixtures, window glass, exterior portions of house not calling for paint or other areas not intended to be painted. Leave premises broom clean, free of all trash, empty containers, tools and equipment.

DIVISION 10 EQUIPMENT

SECTION 10A - KITCHEN EQUIPMENT

1. GENERAL:

All provisions of Division 1 form part of this section.

2. WORK INCLUDED:

All kitchen equipment and cabinets as shown or included in the work write-up.

3. MATERIALS:

- a. Cabinets shall be of sturdy construction with a durable finish. Cabinets shall have a plywood, formica, hardwood, or other similar finish. Owner will select within the cost allocation given.
- b. All manufactured units shall comply with ANSI A61.1 "Recommended Minimum Construction and Performance Standards for Kitchen and Vanity Cabinets" or an equivalent standard. All cabinets shall bear the label of an independent agency that certifies minimum construction standards have been met.
- c. Counter tops shall be plastic laminated to 3/4" plywood or equivalent material. Back and end splashes shall be provided against all abutting vertical surfaces.

4. INSTALLATION:

Furnish and install all equipment specified or shown, mechanical and electrical connections as specified under other divisions according to manufacturer specifications.

DIVISION 10 EQUIPMENT

SECTION 10B - LAUNDRY EQUIPMENT

1. GENERAL: All provisions of Division 1 form a part of this section.

2. WORK INCLUDED:

All laundry equipment as shown or included in the work write-up.

3. MATERIALS:

As selected.

4. INSTALLATION:

All equipment as specified or shown, mechanical and electrical connections as required.

DIVISION 11 MECHANICAL

SECTION 11A - PLUMBING

1. GENERAL: All provisions of Division 1 form a part of this section.

2. SANITARY WASTE AND DRAINAGE PIPING:

- a. Above ground shall be all cast-iron, galvanized steel, copper or approved plastic pipe. Only those materials which satisfy local and state plumbing codes will be acceptable.
- b. All piping passing through the roof shall be flashed with metal flashing.

3. WATER PIPING

- a. Above ground shall be type L copper tubing with wrought copper solder joint fittings.
- b. Valves shall be 150# brass with ends similar to fittings.
- c. Unions shall be provided to permit removal of equipment without cutting pipe.

4. GAS PIPING:

- a. Shall be black steel pipe.
- b. Provide 125# brass gas stops where required.

5. WATER HEATER:

- a. Shall be glass lined, gas fired, or electric, complete with all controls and with a 10-year tank warranty. The size or number of water heater required will be called for in the work write-up.
- b. A pressure-temperature relief valve shall be provided for each water heater.

6. PLUMBING FIXTURES:

Plumbing fixtures which exist and are to remain, shall be placed in good working order. Replace all missing or damaged parts with new parts of same design.

- a. Fittings shall be chrome plated and supplies to each fixture shall be provided with stop valves to permit removal without shutting off service.
- b. Bathroom Fixtures:
 - (1) Water closet shall be a vitreous china, free standing, close-coupled closet combination with reverse trap bowl, extended rear

shelf, tank and cover, china caps, complete with tank fittings and supply stop valve. Water saving closets will always be specified.

- (2) Lavatory shall be enameled cast iron shelf back lavatory, front overflow, acid resisting, 17" x 19" with "P" trap, wall hanger combination fitting and supply stop valves, or as called for in the Work Write-up.
- (3) Bathtub shall be 5 feet long enameled steel tub with over rim bath filler and supply stop valves, or as called for in the Work Write-up.
- (4) Accessories: The Contractor shall include a monetary allowance for furnishing and installing the following accessories in each bathroom. The owner shall select the accessories to be installed within the allowance.

Grab bar and soap dish at bathtub
Soap dish at lavatory
Toilet paper holder at water closet
Towel bar
Mirror and medicine cabinet.

DIVISION 11 MECHANICAL

SECTION 11B - HEATING

1. GENERAL: All provisions of Division 1 form a part of this section.

2. HEATING PLANT:

If existing and to remain, shall be thoroughly cleaned and all worn or damaged parts, fittings and accessories replaced and the entire system tested and left in perfect working condition.

3. NEW PLANTS:

If called for in the "work write-up", will be described in a supplement to this specification.

4. EXISTING PLANTS:

Which are to be expanded, modernized, or altered, will be described in a supplement to this specification.

5. THE HEATING PLANT:

The heating plant, whether repaired, new, or altered, shall be fully guaranteed to operate properly for one full year and to provide the heat to all parts of the building. It shall be capable of heating all habitable rooms, bathrooms, and toilet rooms to a temperature of at least an average of seventy (70) degrees Fahrenheit with an outside temperature of ten (10) degrees below zero (0°).

6. SHOP DRAWINGS:

Shop drawings showing the proposed new heating system, shall be required for new systems and shall show the size and location of all heating units, pipe sizes, ductwork, boiler, its capacity and controls. Shop drawings must be approved by the Rehab. Spec. before proceeding with the work.

DIVISION 12 ELECTRICAL
SECTION 12A - ELECTRICAL

1. GENERAL: All provisions of Division 1 form a part of this section.
2. EXISTING EQUIPMENT:
 - a. Existing electrical equipment throughout the building which is not required and becomes superfluous shall be disconnected and removed.
 - b. Existing materials found to be in good condition and complying with the National Electric Code may be left in service.
3. WIRING:
 - a. Wiring shall be as follows:
 - (1) Concealed branch circuits -

Type TW wire in EMT or Type AC armored cable (BX).
 - (2) Exposed branch circuits -

Type TW wire in EMT or in approved surface raceway.
 - (3) Service and feeders -

Type RH/RW in EMT or in rigid galvanized conduit or approved service entrance cable, minimum size 3# 6's.
 - b. Wiring shall be run concealed wherever possible. Where wiring must be run exposed, it shall be run in EMT firmly fastened to ceilings or walls with approved fasteners. 18" of wiring may be run exposed (BX only - except in 4th fire zone).
 - c. Minimum wire size shall be No. 14 AWG.
 - d. Minimum wire size shall be No. 12 AWG for appliance circuits.
 - f. Ordinary 419 on receptacles.
4. WIRING DEVICES:
 - a. Where 15 amp., 125 volt duplex receptacles are required, provide any brand which is U.L. approved.
 - b. Where 20 amp., 250 volt receptacles are required, provide any brand which is U.L. approved.
 - c. Single pole room lighting switches shall be any brand which is U.L. approved. Three-way and four-way switches shall be any brand which is U.L. approved.

- d. Plates for all switches and receptacles shall be 0.04 inch brass, except where within reach from bathtub, in which case non-conducting type (including screws) shall be used.

5. SERVICE, FEEDER AND SAFETY SWITCHES:

- a. Service feeder and safety switches shall be U.L. approved.
- b. Provide type "S" fuses as required in all disconnect switches.

6. PANEL BOXES:

- a. Panel boxes shall be enclosed code gauge sheet steel cabinets with doors and catches.
- b. Panel circuits shall be protected by automatic circuit breakers or type "S" fuses.

7. LIGHTING FIXTURES:

Provide all lighting fixtures complete with lamps, glassware, mounting hardware, frames and trim, stems, ballasts, sockets, etc., to provide a complete operating fixture at each location, as called for in the "work write-up".

8. FURNACE CONNECTION:

Electrical connections required for the heating plant are to be made and included in the heating contract.

9. CUTTING, FITTING, AND PATCHING:

Perform all cutting of walls, floors, ceilings, partitions, etc., for the passage of electrical work; closing of superfluous openings around same in connection with the work under this item; including the removal of all debris caused thereby.

10. GUARANTEE:

Guarantee all work furnished and installed under this contract to be free from defects in materials and workmanship for a period of one (1) year following date of final acceptance of the work.

FOR MORE INFORMATION:

A reasonable number of free copies of the Neighborhood Stabilization Program (NSP) are made available to citizens and groups of interest upon request. Copies are also available at the County's main libraries and posted on the County's website at www.co.pg.md.us/Government/AgencyIndex/HCD/index.asp. To obtain a copy of the NSP contact the Housing Development Division at 301-883-5570 or the Community Development Division at 301-883-5540.

For general NSP information Homebuyers, Mortgage Providers, Realtors, and Homeownership Counselors should contact:

The Homeownership Division
Prince George's County Department of Housing & Community Development
9200 Peppercorn Place, Suite 120
Largo, MD 20774
301-883-5570

Financial institutions with foreclosed homes should contact:

The Redevelopment Authority for Prince George's County
9201 Basil Court, Suite 155
Largo, MD 20774
301-883-5540

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