

Cuyahoga County NSP2 Acquisition Rehab and Resale Loan Program Program Guidelines

Please do not purchase a property until the attached documentation is complete and approved by the County's Department of Development; we cannot guarantee reimbursement unless the attached is complete.

Purpose: The NSP 2 Acquisition, Rehab and Resale Loan Program seeks to return vacant, single and two-family homes and vacant residential land to productive use and to create homeownership opportunities for eligible households in Cuyahoga County.

I. Eligible Developers

- Pre-Certification
 - To participate in the program, developers must submit a Pre-Certification Application demonstrating sufficient financial capacity and prior experience renovating and selling houses. Additionally, a basic criminal and business background review will be performed. The review and selection of developers will be conducted by Cuyahoga County, in collaboration with representatives of the five target area communities.
 - The Pre-Certification Application is available at www.development.cuyahogacounty.us/en-US/Neighborhood-Stabilization-Program.aspx

II. Eligible Properties

- Eligible properties include vacant, single and two-family homes and vacant land located in one of the five suburban NSP 2 Target Areas, which includes portions of the following cities:
 - East Cleveland
 - Garfield Heights
 - Lakewood
 - Shaker Heights
 - South EuclidTarget Area Maps are available at www.development.cuyahogacounty.us/en-US/Neighborhood-Stabilization-Program.aspx
- Properties must be acquired directly from the Real Estate Owned (REO) holder, the Cuyahoga County Land Reutilization Corporation or a local municipality.
- Properties offered through "short sales" may be eligible; County staff should be consulted if a "short sale" property is identified for acquisition.
- Visit these sites for inventories:
 - Cuyahoga County Landbank: www.cuyahogalandbank.org/properties.php
 - Fannie Mae: www.homepath.com
 - Freddie Mac: www.homesteps.com

- HUD: www.hudhomestore.com/HudHome/Index.aspx
- Wells Fargo: reo.wellsfargo.com
- Applications for funding must have the written support from the local municipality at the time of submission.

III. Acquisition Procedures

- 1) A pre-qualified Developer authorized by Cuyahoga County to purchase a property enters into a Purchase Agreement for an eligible property.
 - a. Developer uses the pre-approved Purchase Agreement Addendum.
- 2) Once a property has been placed under contract, the Developer forwards the Application, written city support and purchase agreement to the County.
- 3) The County orders an inspection, lead risk assessment, environmental review and appraisal of the house immediately. These items are normally completed within two weeks.
 - a. NOTE: The final purchase price must not exceed 99% of the appraised value.
- 4) Within 30 days of executing the purchase agreement, the Developer must forward the following items to the County:
 - a. Point of Sale Inspection and approved escrow amount, if applicable
 - b. Proof of Property and Worker's Compensation Insurance
 - c. Title Company Name and Contact Person
 - d. Budget/Scope of Work
 - e. Tenant Protection Documentation, if applicable
 - f. Section 3 Clause Form
- 5) County reviews materials and responds within 3 business days of receipt of all items listed above, with:
 - a. Incomplete: please supply missing information and re-submit;
 - b. Denial: Reason given; or
 - c. Approval: permission to proceed and guarantee of qualified reimbursement.

IV. Rehabilitation Projects

- Properties must be rehabilitated to meet the NSP Rehabilitation Standards established by Cuyahoga County and in accordance with the Enterprise Green Communities Criteria (attached).
- All gut rehabilitation of residential buildings up to three stories, as determined by a County inspector, must be designed to meet the standard for Energy Star Qualified New Homes found at www.energystar.gov/index.cfm?c=new_homes.nh_verification_process. Gut rehabilitation is defined as the general replacement of the interior of a building including the HVAC, plumbing and electrical components.
- The Developer must provide Job Creation Reports in the format required by the County (attached) documenting the hours worked by each individual employed at the project site as required by American Reinvestment and Recovery Act.

V. Section 3 Compliance

- Section 3 is a federal law that requires jobs created by HUD-funded contracts to be offered to low income community residents. HUD has issued rules that must be followed.
- The Developer must execute the Section 3 Clause Form prior to loan approval.
- The Developer is encouraged to contract with companies that are Section 3 certified. A complete list of Section 3 certified firms can be found at the Cuyahoga County Section 3 Business Directory located at: <http://development.cuyahogacounty.us/en-US/Section3-Program.aspx>. The Developer is encouraged to require all contractors and subcontractors to submit a completed Section 3 Screening Form to the Cuyahoga County Department of Development.

VI. Loan Terms

- The program offers construction loans up to \$200,000 for allowable costs associated with the acquisition, renovation and resale of eligible properties.
- The rate of interest shall be 0% interest with no payments or fees. The term of the loan shall be one (1) year, with construction being completed within six (6) months.

VII. Allowable Costs

Loan funds may be used to reimburse the Developer for third-party costs necessary to purchase and renovate the house or construct a new house, such as:

- Acquisition Costs including the purchase price, closing costs, and point of sale escrow accounts
- Renovation costs including costs to purchase and install energy efficient appliances as defined by HUD
- Energy Efficient improvements including the installation of renewable energy generation systems (i.e. solar, geothermal, etc.)
- Holding costs such as real estate taxes, insurance, and utility costs
- Sales costs including advertising and marketing expenses, brokerage fees (up to 7% of sales amount) and closing costs

VIII. Disbursements

- All disbursements shall be made on a reimbursement basis for allowable costs, not to exceed the total loan amount.
- No more than one loan disbursements per month will be made for each loan.
- Disbursements will be made on completed work only.

- Disbursement requests must be made on forms provided and made part of the loan agreement and include proof of payment, lien waver forms, and Job Creation Reports.
- The home must be inspected by a County Inspector before each disbursement. The County inspector will monitor the project to costs are reasonable, work is done properly, and the developer is complying with local permitting requirements.

IX. Selling the House

The developer must participate in any supplementary marketing efforts of the County and its partners; however the **sale of the house to an Eligible Homeowner is primarily the responsibility of the Developer**. The Developer is encouraged to list the renovated house with a realtor on the Multiple Listing Service (MLS). Upon the completion of the renovation and prior to the sale of the house, the County will conduct the following:

- County Inspection
- Lead Clearance Examination
- Final accounting of all costs
- Determination of Maximum Sales Amount
 - Note: HUD regulations limit the sales amount to no more than the total cost to purchase and renovate the house, including the Developer's Fee. Therefore, the Developer's potential profit is limited to the pre-set Developer's Fee.

X. Eligible Homeowners

To be eligible to purchase an NSP renovated house, the potential homeowner(s) must:

- Demonstrate household income of less than 120% of the area median income (see attached *NSP Income Guidelines*).
- Attend eight hours of homebuyer counseling from an approved counseling agency.
- Receive a Down-payment Assistance Loan from the County of 20% of the purchase price.
 - i. The loan will be fully forgiven upon ten years of occupancy by the homeowner, and require no principle or interest payments during the term of the loan.
- Obtain a fully-amortizing first mortgage loan with a fixed interest rate and no pre-payment penalties.
- Pay a minimum down payment of 3% of the purchase amount.

XI. Developer's Fee

- The Developer's Fee shall be paid to the Developer out of the sales proceeds from the sale of the property to an eligible homeowner.
- The Developer's Fee shall include:

- i. \$12,000, plus
- ii. 5% of the Value Added (Final Sales Amount – Pre-renovation County Appraised Value).

For Example: a foreclosed house approved at \$20,000 is renovated and sells for \$100,000. The Developer's Fee is \$12,000 plus 5% of the \$80,000 value added for a total of \$16,000.

XII. Lease Purchase Program

Cuyahoga County has partnered with Neighborhood Housing Services of Greater Cleveland (NHS) to create a lease-purchase program for NSP renovated houses. If a qualified lease-purchase homebuyer is identified, NHS may acquire the NSP renovated house from the developer and oversee a lease purchase transaction.

The Developer's Fee paid to NSP Developers upon the sale of a renovated house to NHS will be \$8,000 plus \$2,000 if NHS verifies that the lease purchase buyer was referred by the Developer. The Brokerage Fees paid when an NSP renovated house is transferred to NHS may not exceed three and one half percent (3.5%).

Potential lease-purchase homebuyers should be referred to Cuyahoga County staff for pre-screening.

XIII. Loan Repayment

The loan repayment amount will be calculated based on the amount of sales proceeds available after the Developer receives the Developer's Fee and reimbursement for any unreimbursed allowable costs incurred by the Developer and approved by the County.

For More Information, Contact

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Attached Cuyahoga County Neighborhood Stabilization Program (NSP) Property Rehabilitation Standards

Cuyahoga County Enterprise Green Communities Criteria Checklist

Cuyahoga County NSP2 Job Creation Reporting

**Cuyahoga County
Neighborhood Stabilization Program (NSP)
Property Rehabilitation Standards**

I. Mission and Housing Values

The Program's mission is "to help stabilize and improve neighborhoods through the renovation of vacant and foreclosed properties while providing high quality, energy efficient and affordable homeownership opportunities."

II. Applicable Laws and Regulations

The Program requires the construction and renovation of homes in full compliance with all applicable building codes and local ordinances and/or requirements, including the correction of all point of sale violations.

III. Site Improvements

- a. Trees that are in contact with the structure or threaten the structure shall be trimmed or removed. All stumps must be removed.
- b. The property must be free of all debris. Landscaping shall be provided to enhance the exterior appearance of the neighborhood.
- c. Unsafe and blighted structures, including outbuildings, sheds, garages and barns, will be repaired or removed. Outbuildings may be replaced or constructed.
- d. Deteriorated sidewalk, driveway and/or apron paving and/or concrete will be repaired or replaced to ensure a minimum life of 10 years.

IV. Building Exterior

- a. Any roof found to have less than 10 years life expectancy shall be replaced. Antennae shall be removed. New roofs will consist of fiberglass asphalt, three-tab, class A shingles, weighing at least 200 and up to 240 lbs. with a pro-rated 25 year warranty with continuous ridge vent.
- b. Steps, stairways, and porch decks will be structurally sound, reasonably level, with smooth and repaired to ensure a minim life of 5 years. New steps and stairways shall be constructed of preservative treated lumber. Deteriorated porches shall be rebuilt with preservative treated structural lumber and tongue and groove pine decks.
- c. Porch decks shall be replaced with tongue and groove planking. Handrails will be present on one side of all interior and exterior steps or stairways with more than two risers, and around porches or platforms over 30" above ground level. Railing repairs will be historically sensitive.
- d. Siding and trim will be intact and weatherproof. All exterior wood components will have a minimum of two continuous coats of paint, and no exterior painted surface will have any deteriorated paint.
- e. Additions and new construction are acceptable.

V. Interior

- a. Any furnace or hot water tank found to be more than 10 years old will be replaced. Any replacement furnace must be at least 90% Annual Fuel Utilization Efficiency (AFUE) and furnace must have a return air duct. Any replacement hot water tank must be Energy Star Rated and be a minimum of forty (40) gallons.
- b. All holes and cracks in the walls shall be repaired to create a continuous surface and any deteriorated paint should be stabilized using lead-safe measures.

- c. All back splashes must be caulked to the back wall, and along all openings.
- d. If unfinished, basement walls and floors must be painted, and a rubber tread must be applied to all basement stairs. Basements must be free of moisture and water.
- e. Electrical service of at least 100amps is required. Basement electrical panel and breaker controls must be labeled according to associated areas of the home.
- f. Attic areas and crawl space will be insulated with R38, and for crawl spaces R 19. Frame walls will be insulated if the wall finish is removed. Plastic vapor barriers will be placed over bare soil in crawl spaces.
- g. Attics will be ventilated with a minimum of 1 square foot of free vent for each 300 square feet of roof area.

VI. Appliances

Developers may install Energy Star rated clothes washers, stoves and dishwashers. Developers may also install clothes dryers with a minimum 7.0 cubic feet capacity, sensor dry system and five temperature levels - High, Medium High, Medium, Low & Ultra Low.

VII. Lead Abatement

All lead-based paint hazards must be abated by an EPA or State certified lead abatement firm using lead safe work practices in accordance with the Lead Safe Housing Rule (24 CFR 35).

VIII. Enterprise Green Communities Standards

All NSP 2 funded projects must meet the Enterprise Green Communities Specifications developed for Cuyahoga County.

IX. Energy Star Qualified New Homes Standards

All NSP 2 funded projects involving the gut rehabilitation of residential buildings up to three stories must be designed to meet the standard for Energy Star Qualified New Homes. Other NSP 2 funded rehabilitation must meet these standards to the extent applicable to the rehabilitation work undertaken, e.g., replace older obsolete products and appliances (such as windows, doors, lighting, hot water heaters, furnaces, boilers, air conditioning units, refrigerators, clothes washers and dishwashers) with Energy Star-labeled products. Water efficient toilets, showers, and faucets, such as those with the WaterSense label, must be installed.

Gut rehabilitation is defined as the general replacement of the interior of a building including the HVAC, plumbing and electrical components.



Cuyahoga County Green Communities Criteria Checklist

Developer Name:	
Date Checklist Completed:	Project Address:
Project Name:	Number of Points Earned:

Final Rating <i>Check or give points</i>	Enterprise Green Communities Criteria	Cuyahoga County-Specific Reqs. /Possible Points	Documentation and verification	Verification Stage (When to collect documentation and complete checklist) <i>Check in white box as verified</i>				
				Concept Development	Pre-Specification	Specification	Construction	Completion
Yes No ?	Integrated Design							
1.1	Green Development Plan Submit Green Development Plan outlining the integrated design approach used for this development that demonstrates involvement of the entire development team.	Mandatory	Provide completed template	X				

Yes No ?	Site, Location and Neighborhood Fabric							
2.1a	Smart Site Location: Proximity to Existing Development Provide site map demonstrating that the development is located on a site with access to existing roads, water, sewers and other infrastructure within or contiguous (having at least 25 percent of the perimeter bordering) to existing development.	OR NSP II target area	None					
2.1b	Smart Site Location: Protecting Environmental Resources - New Construction Do not locate new development within 100 feet of wetlands, critical slope areas, land identified as habitat for a threatened or endangered species; or on land previously used as public park land, land identified as prime farmland, or with elevation at or below the 100-year floodplain.	Mandatory <i>except infill site or rehabs</i>	Confirm that address is not located in these areas.	X				
2.1c	Smart Site Location: Proximity to Services - New Construction Locate projects within a ¼ mile of at least two, or ½ mile of at least four community and retail facilities.	OR NSP II target area	None					
2.2	Compact Development: New Construction Achieve densities for new construction of at least six units per acre for detached/semi-detached houses; 10 for town homes; 15 for apartments.	Mandatory <i>except rehabs</i>	Provide calculation, and for new construction review site plan.		X			
2.3	Walkable Neighborhoods: Sidewalks and Pathways Connect project to the pedestrian grid. Include sidewalks or other all-weather pathways within a multifamily property or single-family subdivision linking residential development to public spaces, open spaces and adjacent development.	Mandatory	For new construction, site plan.		X			
2.4a	Smart Site Location: Passive Solar Heating/Cooling Orient building to make the greatest use of passive solar heating and cooling.	2-4	Site Plan and Elevation plans.		X	X		
2.4b	Smart Site Location: Grayfield, Brownfield or Adaptive Reuse Site Locate the project on a grayfield, brownfield or adaptive reuse site.	10		X				
2.5	Compact Development Increase average minimum densities to meet or exceed: seven units per acre for detached/semi-detached; 12 units for town homes; and 20 units for apartments.	5	Calculation and Site plan		X			
2.6	Walkable Neighborhoods: Connections to Surrounding Neighborhood Provide a site plan demonstrating at least three separate connections from the development to sidewalks or all-weather pathways in surrounding neighborhoods.	5 for multiple unit developments	site plan		X			
2.7	Transportation Choices Locate project within ¼ mile radius of adequate public transit service, or ½ mile radius from an adequate fixed rail or ferry station.	6-12	location map showing proximity to transportation choices	X				

Final Rating <i>Check or give points</i>	Enterprise Green Communities Criteria			Cuyahoga County-Specific Reqs./Possible Points	Documentation and verification	Concept Development	Pre-Specification	Specification	Construction	Completion
	Yes	No	?							
Site Improvements										
-	-	-	3.1	Environmental Remediation Conduct a Phase I Environmental Site Assessment and provide a plan for abatement if necessary.	Mandatory	For new construction, review required documentation. For rehab, review Lead Risk Assessment in lieu of Phase I report.		X		
-	-	-	3.2	Erosion and Sedimentation Control LH Implement EPA's Best Management Practices for erosion and sedimentation control during construction referring to the EPA document, Storm Water Management for Construction Activities.	Mandatory	For projects over one acre, evidence of SWP3 permit. For projects under one acre, specifications. For all projects, check for compliance during construction.			X	X
-	-	-	3.3	Landscaping LH Provide a tree or plant list certified by the Architect or Landscape Architect, that the selection of new trees and plants are appropriate to the site's soils and microclimate and do not include invasive species. Locate plants to provide shading in the summer and allow for heat gain in the winter.	Mandatory if providing landscaping	Specs noting that plants will be chosen from appropriate plant list, or review list provided by certified landscape architect			X	
-	-	-	3.4	Surface Water Management LH Capture, retain, infiltrate and/or harvest the first ½ inch of rainfall that falls in a 24-hour period.	5	Review calculations provided by design professional.		X		
-	-	-	3.5	Storm Drain Labels Label all storm drains or storm inlets to clearly indicate where the drain or inlet leads.	2	Spec and verify implementation during construction			X	X

Yes	No	?	Water Conservation			Cuyahoga County-Specific Reqs./Possible Points	Documentation and verification	Concept Development	Pre-Specification	Specification	Construction	Completion
			Yes	No	?							
-	-	-	4.1a	Water-Conserving Appliances and Fixtures: New Construction LH Install water-conserving fixtures with the following minimum specifications: toilets – 1.3 GPF; showerheads – 2.0 GPM; kitchen faucets – 2.0 GPM; bathroom faucets – 2.0 GPM	Mandatory	Plumbing schedule and specification. Verify implementation				X		X
-	-	-	4.1b	Water-Conserving Appliances and Fixtures: Moderate Rehabilitation LH Install water-conserving fixtures with the following minimum specifications <i>for toilets and shower heads</i> and follow requirements for other fixtures wherever and whenever they are replaced: toilets – 1.3 GPF; showerheads – 2.0 GPF; kitchen faucets – 2.0 GPM; bathroom faucets – 2.0 GPM.	Mandatory	Plumbing schedule and specification. Verify implementation				X		X
-	-	-	4.1c	Water-Conserving Appliances and Fixtures LH Install water-conserving fixtures with the following minimum specifications: toilets – 1.1 GPF; showerheads – 1.75 GPM; kitchen faucets – 2.0 GPM; bathroom faucets – 1.5 GPM	5	Plumbing schedule and specification. Verify implementation				X		X
-	-	-	4.2	Efficient Irrigation LH If irrigation is necessary, use recycled gray water, roof water, collected site run-off, water from a municipal recycled water system, or a highly efficient irrigation system including all the following: system designed by EPA Water Sense professional; plant beds with a drip irrigation system; separately zoned turf and bedding types; a watering zone timer/controller; moisture sensor controller.	Mandatory if irrigation is necessary	Review certification from Landscape Architect				X		

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	Yes	No	?								
				Energy Efficiency							
				5.1a	Efficient Energy Use: New Construction						
				LH	Meet Energy Star standards (single family and low rise residential); exceed ASHRAE 90.1-2004 by 15 percent; California-exceed Title 24 by 15 percent; Oregon, Washington, Idaho and Montana--meet Northwest Energy Star	Mandatory	Provide initial modeling and final certification from Energy Rater		X		X
				5.1b	Efficient Energy Use: Moderate & Substantial Rehabilitation						
				LH	Perform an energy analysis of existing building condition, estimate costs of improvements, implement measures that will improve building energy performance by 15 percent from pre-renovation figures.	Mandatory	Provide initial modeling and final certification from Energy Rater. Provide before and after HERS scores		X		X
				5.2	Energy Star Appliances						
				LH	If providing appliances, install Energy Star clothes washers, dishwashers and refrigerators.	Mandatory if providing appliances	Spec and verify implementation		X		X
				5.3a	Efficient Lighting: Interior						
				LH	Install the Energy Star Advanced Lighting Package in all interior units and use Energy Star or high-efficiency commercial grade fixtures in all common areas and outdoors.	Mandatory	Spec and verify implementation		X		X
				5.3b	Efficient Lighting: Exterior						
				LH	Install daylight sensors or timers on all outdoor lighting, including front and rear porch lights in single family homes.	Mandatory	Spec and verify implementation		X		X
				5.4	Electricity Meter						
				LH	Install individual or sub-metered electric meters.	Mandatory (see full criteria for exceptions)	Spec in electrical rough-in plans, look for dedicated metering		X	X	
				5.5	Additional Reductions in Energy Use						
				LH	Exceed the relevant Energy Star HERS score for low-rise residential buildings or exceed other standards by increased percentages.	Optional (see full criteria for points)	Provide initial modeling and final certification from Energy Rater.		X		X
				5.6a	Renewable Energy						
				LH	Install PV panels, wind turbines or other renewable energy source to provide at least 10 percent of the project's estimated electricity demand.	5-15	Spec in Electrical Plans and Electrical Engineer's calculations of load. Inspect when completed.		X		X
				5.6b	Photovoltaic (PV) Ready						
				LH	Site, design, engineer and wire the development to accommodate installation of PV in the future.	2	Spec in Electrical/architectural/structural plans. Inspect after completion.		X		X

Final Rating <i>Check or give points</i>	Enterprise Green Communities Criteria			Cuyahoga County-Specific Reqs. /Possible Points	Documentation and verification	Concept Development	Pre-Specification	Specification	Construction	Completion
	Yes	No	?							
Materials Beneficial to the Environment										
-	-	-	6.1 LH	Construction Waste Management Develop and implement a construction waste management plan to reduce the amount of material sent to the landfill by at least 25 percent.	5	include in Specs. Review calculations submitted after construction. Inspect during construction.		X	X	X
-	-	-	6.2 LH	Recycled Content Material Use materials with recycled content; provide calculation for recycled content percentage based on cost or value of recycled content in relation to total materials for project. Minimum recycled material must be 5 percent	2-14	Include in specifications and provide calculations submitted after construction.		X		X
-	-	-	6.3 LH	Certified, Salvaged and Engineered Wood Commit to using at least 25 percent (by cost) wood products and materials that are salvaged wood, engineered framing materials or certified in accordance with the Forest Stewardship Council.	5	Note that Certified, Salvaged and Engineered Wood is specified in specs. Note such is being used during construction. Review calculations submitted by Architect or Contractor after construction.		X	X	X
-	-	-	6.4a LH	Water-Permeable Walkways Use water-permeable materials in 50 percent or more of walkways.	5	Provide site plan and calculations. Inspect when completed.		X		X
-	-	-	6.4b LH	Water-Permeable Parking Areas Use water-permeable materials in 50 percent or more of paved parking areas.	5	Review site plan and calculations submitted. Inspect when completed.		X		X
-	-	-	6.5a LH	Reduce Heat-Island Effect: Roofing Use Energy Star-compliant and high-emissive roofing or install a "green" (vegetated) roof for at least 50 percent of the roof area; or a combination of high-albedo and vegetated roof covering 75 percent of the roof area.	5	Specify roofing material on plans. Inspect at completion.		X		X
-	-	-	6.5b LH	Reduce Heat-Island Effect: Paving Use light-colored, high-albedo materials and/or an open-grid pavement with a minimum Solar Reflective Index of 0.6 over at least 30 percent of the site's hardscaped area.	5	Specify paving material on plans. Review SRI calculation. Inspect at completion.		X		X
-	-	-	6.5c LH	Reduce Heat-Island Effect: Plantings Locate trees or other plantings to provide shading for at least 50 percent of sidewalks, patios and driveways within 50 feet of a home.	5	Review Landscape Plan. Inspect at completion		X		X

Yes	No	?	Healthy Living Environment			Cuyahoga County-Specific Reqs. /Possible Points	Documentation and verification	Concept Development	Pre-Specification	Specification	Construction	Completion
			Yes	No	?							
-	-	-	7.1 LH	Low / No Volatile Organic Compounds (VOC) Paints and Primers Specify that all interior paints and primers must comply with current Green Seal standards for low VOC limits.	Mandatory	include in specifications and provide documentation.		X	X			
-	-	-	7.2 LH	Low / No VOC Adhesives and Sealants Specify that all adhesives must comply with Rule 1168 of the South Coast Air Quality Management District. Caulks and sealants must comply with Regulation 8, Rule 51 of the Bay Area Air Quality Management District.	Mandatory	include in specifications and provide documentation.		X	X			
-	-	-	7.3 LH	Urea Formaldehyde-free Composite Wood Use particleboard and MDF that is certified compliant with the ANSI A208.1 and A208.2. If using nonrated composite wood, all exposed edges and sides must be sealed with low-VOC sealants.	Mandatory	Include in specs and inspect at completion.		X		X		
-	-	-	7.4 LH	Green Label Certified Floor Coverings Do not install carpets in below grade living spaces, entryways, laundry rooms, bathrooms, kitchens or utility rooms. If using carpet, use the Carpet and Rug Institute's Green Label certified carpet, pad and carpet adhesives.	Mandatory if providing floor coverings	Require in specs. Review carpeting documentation. Inspect at completion.		X		X		
-	-	-	7.5a LH	Exhaust Fans – Bathroom Install Energy Star-labeled bathroom fans that exhaust to the outdoors and are connected to a light switch and are equipped with a humidistat sensor or timer, or operate continuously.	Mandatory	Include in specs and inspect at completion.		X		X		
-	-	-	7.5b LH	Exhaust Fans – Kitchen: New Construction & Substantial Rehabilitation Install power vented fans or range hoods that exhaust to the exterior.	Mandatory	Include in specs and inspect at completion.		X		X		
-	-	-	7.5c LH	Exhaust Fans – Kitchen: Moderate Rehabilitation Install power vented fans or range hoods that exhaust to the exterior.	5	Include in specs and inspect at completion.		X		X		
-	-	-	7.6a LH	Ventilation: New Construction & Substantial Rehabilitation Install a ventilation system for the dwelling unit, providing adequate fresh air per ASHRAE 62.1-2007 for residential buildings above 3 stories or ASHRAE 62.2 for single family and low-rise multifamily dwellings.	Mandatory	Review HVAC contractor calculations and inspect		X		X		

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- . . .	7.6b Ventilation: Moderate Rehabilitation Install a ventilation system for the dwelling unit, providing adequate fresh air per ASHRAE 62.1-2007 for residential buildings above 3 stories or ASHRAE 62.2 for single family and low-rise multifamily dwellings.	10	Review HVAC contractor calculations and inspect			X		X
- . . . LH	7.7 HVAC Sizing Size heating and cooling equipment in accordance with the Air Conditioning Contractors of America Manual, Parts J and S, ASHRAE handbooks, or equivalent software.	Mandatory	Request Manual S and J from HVAC contractor.			X		X
- . . .	7.8 Water Heaters: Mold Prevention Use tankless hot water heaters or install conventional hot water heaters in rooms with drains or catch pans with drains piped to the exterior of the dwelling and with non-water sensitive floor coverings.	Mandatory	Review plumbing plans, inspect after construction			X	X	
- . . .	7.9a Materials in Wet Areas: Surfaces In wet areas, use materials that have smooth, durable, cleanable surfaces. Do not use mold-propagating materials such as vinyl wallpaper and unsealed grout.	Mandatory	Include in finish plans, inspect			X		X
- . . .	7.9b Materials in Wet Areas: Tub and Shower Enclosures Use fiberglass or similar enclosure or, if using any form of grouted material, use backing materials such as cement board, fiber cement board or equivalent (i.e., not paper-faced).	Mandatory	Review for non paper-faced backer board on shower walls and shower wall details in specs. Provide photo documentation			X	X	
- . . .	7.10a Basements and Concrete Slabs: Vapor Barrier Provide vapor barrier under all slabs. For concrete floors either in basements or on-grade slab install a capillary break of 4 four inches of gravel over soil. Cover all gravel with 6 millimeter polyethylene sheeting moisture barrier with joints lapped one foot or more. On interior below grade walls, avoid using separate vapor barrier or below grade vertical insulation.	Mandatory	Include in specs. Document with photos.			X	X	
- . . . LH	7.10b Basements and Concrete Slabs – Radon: New Construction & Substantial Rehabilitation In EPA Zone 1 and 2 areas, install passive radon-resistant features below the slab along with a vertical vent pipe with junction box available, if an active system should prove necessary. For substantial rehab, introduce radon-reduction measures if elevated levels of radon are detected.	Mandatory	Test after envelope is closed. Include in specs. Retest.			X		
- . . .	7.11 Water Drainage Provide drainage of water to the lowest level of concrete away from windows, walls and foundations.	Mandatory	Include in specs. Inspect during construction.			X	X	
- . . . LH	7.12 Garage Isolation Provide a continuous air barrier between the conditioned (living) space and any unconditioned garage space. In single-family houses with attached garages, install a CO alarm inside the house on the wall that is attached to the garage and outside the sleeping area, and do not install air handling equipment in the garage.	Mandatory	Include garage drywall detail in specs. Review electrical plans for CO alarms.			X		X
- . . . LH	7.13 Clothes Dryer Exhaust Clothes dryers must be exhausted directly to the outdoors.	Mandatory	Review HVAC plan for clothes-dryer exhaust. Inspect after construction.			X		X
- . . . LH	7.14 Integrated Pest Management Seal all wall, floor and joint penetrations with low VOC caulking. Provide rodent-proof and corrosion-proof screens (e.g., copper or stainless steel mesh) for large openings.	Mandatory	Include in elevation details and specs. Inspect during construction.			X	X	
- . . .	7.15 Lead-Safe Work Practices: Moderate & Substantial Rehabilitation For properties built before 1978, use lead-safe work practices during renovation, remodeling, painting and demolition.	Mandatory	Review Lead Risk Assessment. Include in specs. Review contractor's Lead Safe Renovator certification.		X	X	X	
- . . .	7.16 Healthy Flooring Materials: Alternative Sources Use non-vinyl, non-carpet floor coverings in all rooms.	5	Spec in Finish plans. Inspect after construction.			X		X
- . . .	7.17 Smoke-free Building Enforce a "no smoking" policy in all common and individual living areas in all buildings. See full criteria for "common area" definition.	2	Document policy. Inspect after construction.			X		X
- . . . LH	7.18 Combustion Equipment (includes space & water-heating equipment) Specify power vented or combustion sealed equipment. Install one hard-wired CO detector for each sleeping area, minimum one per floor.	Mandatory	Review HVAC plans for model and plumbing plans for HWH model, and confirm venting type using specs/website. Check plans for CO monitors. Inspect after construction.			X		X



Neighborhood Stabilization Program 2: Sub-recipient, Contractor, and Vendor Employee Hours Worked Log

ALL FIELDS ARE REQUIRED

Parcel Number		Project Address		Contract Amount	
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Instructions:

Please fill out the organization information, project name and location and contact information in Section 1. The payroll contact should be the person that handles the certified payroll for your organization.

1. Organization Information

Organization Name	Payroll Contact
Street Address	Payroll Contact Email
City, State, Zip	Payroll Phone Number
DUNS # <small>(enter N/A if you don't have one)</small>	Federal Tax ID # (FTI)

The information requested below is required for the following federal reports: HUD 2516 annual report, Section 3- 60002 annual report, and Section 1512 quarterly report

Construction/Non-construction	Certified MBE?	Section 3 Certified?
Race/Ethnicity of Owner	Certified FBE?	Certified CSB?

Instructions:

Please fill out the name of each employee who worked on this project which is being invoiced to the NSP 2 program. Please attach all certified payroll receipts with a copy of this form and submit with your invoice for payment. This is only for projects designated and eligible under the NSP 2 program. Please enter information in * columns. The ARRA Funded FTEs are automatically calculated for you. DO NOT INSERT new columns. Please start a new workbook if you need additional space for workers. **SIGN AND DATE AND SUBMIT WITH YOUR INVOICE.** Questions about this form please contact Millie Davis, Compliance and Monitoring Manager (216) 698-8843 or email MDavis@cuyahogalandbank.org.

2. Job Counting and Employee Information

Report Date:	YEAR:	2011	Quarter:					
*Name of Employee, Title/Job Duty	IS THIS EMPLOYEE A NEW HIRE AS OF THIS PROJECT? YES or NO	IF THIS IS A NEW HIRE ARE THEY SECTION 3? YES or NO	*Employee Home Address (Street, City, Zip) NOT THE COMPANY ADDRESS	* Enter the number of hours your company considers a full-time work week (usually 35 or 40 hours per week)	*Enter the total number of hours worked in this 13 week quarter for each employee (Example: weeks x 40 hrs/wk= 520 hours this quarter)	* Enter the total number of hours worked for this project ONLY	This column is automatically calculated for you This is the % of employee's time that is spent on this project funded by NSP 2.	This column is automatically calculated for you NSP2 Funded FTEs
Example: John Demo, Contractor	NO	YES	123 Main Street, Cleveland 44113	40	520	40	8%	0.08
							#DIV/0!	#DIV/0!
							#DIV/0!	#DIV/0!
							#VALUE!	#VALUE!
							#DIV/0!	#DIV/0!
							#DIV/0!	#DIV/0!
							#DIV/0!	#DIV/0!
							#DIV/0!	#DIV/0!

The undersigned below certifies that to the best of their knowledge, the information submitted in this report is true and accurate and complies with the contract signed between parties who perform work paid for by the Neighborhood Stabilization Program 2.

CCLRC's Use Only

Authorized Signature _____ Date _____	<table style="width: 100%;"> <tr> <td style="width: 50%;">Eligible Use _____</td> <td style="width: 50%;">Entered in NCRS: Yes</td> </tr> <tr> <td>Total FTE's _____</td> <td>No</td> </tr> </table>	Eligible Use _____	Entered in NCRS: Yes	Total FTE's _____	No
Eligible Use _____	Entered in NCRS: Yes				
Total FTE's _____	No				