

The Venango County **Housing Rehabilitation Program**



Existing Owner-Occupied Housing Rehabilitation Guidelines

HOME/CDBG/PHARE grant programs



HOME Investment Partnerships (HOME) Program
Community Development Block Grant (CDBG) Program
Funds granted to County of Venango
via Pennsylvania Department of Community and Economic Development
Pennsylvania Housing And Rehabilitation Enhancement (PHARE) Fund
via Pennsylvania Housing Finance Agency
Administered by the Venango County Regional Planning Commission

Introduction

The provision of decent, safe, and sanitary housing is a priority of Venango County. Over the years, Venango County has utilized both State and Federal programs to address its various community development needs.

Our increased awareness of – and sensitivity to – the needs of the homeless, elderly, handicapped, minorities, and low-income residents has necessitated that all levels of government be more resourceful and creative. As we strive to develop and maintain economically viable communities, we must not ignore traditional successful approaches to community development.

The rehabilitation of owner-occupied housing remains an important component of our community development programs. The key to successful housing rehabilitation programs is flexibility. Program design and outreach are the starting blocks which, if properly planned, can lead to an ongoing and successful rehabilitation program. Subsequent to program design and outreach, the rehabilitation process involves numerous steps to ensure compliance with the local program as well as with Federal and State laws and requirements that govern the funding.

This document provides a uniform minimum guideline which serves as the foundation for the Venango County Housing Rehabilitation Program, funded with various State and Federal grant sources.

Purpose and Objectives

The Venango County Housing Rehabilitation Program provides income-qualified (HUD Income Limits) households with minor and major improvements to their homes, of which they must be able to show proof of ownership, via deed or title. This is to provide low-income, elderly, and disabled households with safe and sanitary living environments, as well as to invest in the future of Venango County's supply of decent homes.

The Program aims to bring homes into compliance with current Housing Quality Standards by adhering to the Pennsylvania Department of Community and Economic Development's Housing Rehabilitation Guidelines, as well as local housing and construction codes.

Section I: Process Overview

1. The Venango County Housing Rehabilitation Program (hereinafter: Program) accepts intake applications on a rolling basis. Applications are available online, on the County Planning website, at venangocountypa.gov/741/Community-Development; by calling the Venango County Regional Planning Commission office, at (814) 432-9547; by visiting the Planning office, in the Venango County Courthouse, at 1168 Liberty St., Franklin, Pa., 16323, or by email, at joshua.sterling@venangocountypa.gov.
2. Projects are initiated on a first-come, first-served basis, and are subject to availability of funds.
3. Due to the volume of applications submitted from residents around the County, applicants should expect a minimum two-year wait from application submission to project initiation. Be advised: wait times are continuing to develop, and may be considerably longer than two years.
4. The Program is wholly funded by State and Federal grants, meaning the Program is sequestered from County tax revenues and expenses. This also means that there may be delays in the Program between grant awards.
5. **ELIGIBILITY:** The Program provides grant funding for projects to improve the living standards of low-income homeowners that occupy the home to be rehabilitated as their primary, single-family residence.
 - **Ineligible residences include:**
 - Manufactured (mobile) homes without permanent foundations
 - Homes existing outside Venango County
 - Homes within Floodways
 - Rental units, or homes otherwise not solely owner-occupied
 - Multi-unit structures that include a non-family, income-generating tenant(s); and which do not have an interior mode of egress from one space to another
 - Homes that lack insurance coverage
 - There may be additional prohibiting factors, based on findings of any required Environmental Review process
 - **Ineligible applicants include:**
 - Households whose incomes are above the relevant HUD income threshold
 - Those who do not occupy as their primary residence the home for which assistance is being requested
 - Those who do not own the home being considered for rehabilitation
 - Those who are not current on local (County, Municipal, School) real estate taxes
6. **INTAKE:** Applicants ONLY need to return the three-page intake application and homeowners insurance declarations page to get onto the waiting list. Applicants are not contacted to confirm receipt of application. Applicants may contact Program staff at the information listed in Point 1, above, to inquire.
7. When a Homeowner's application is activated from the waiting list, the Program will mail to the applicant, at the address listed on their application, multiple Program signature documents, as well as a request for required eligibility documentation.
 - **Eligibility documentation includes** *(for each household member, 18 and older):*
 - Most recent six (6) months' bank statements
 - Most recent three (3) months' pay stubs
 - Social Security Benefits Statement
 - Pension statements
 - Other retirement account statements
 - Investment statements
 - 3rd party statements and/or accounting records from all other sources of earned income
 - Copy of photo ID and Social Security card
 - Copy of deed
 - Current homeowners insurance declarations page
 - Receipts showing County, Municipal, and School taxes are paid current
8. Following eligibility review, a letter will be mailed to the applicant Homeowner advising of the determination.
9. **INSPECTIONS:** If a project is determined eligible, a Program Housing Inspector will schedule with the Homeowner a time to conduct an inspection of the home and property. If the prospective project is to be funded by Federal grant sources, a property assessment will be conducted for the presence of lead-based paint, asbestos, and radon (and mold, if listed as a Homeowner concern on application or otherwise requested in writing). If property is located within Franklin or Oil City, a separate inspection will be conducted by the City's Office of Code Enforcement.

10. If the subject home rehabilitation project is being funded by Federal grant sources: After all relevant inspections are complete and inspection recommendations are compiled into a single Scope of Work (SOW), the project must go through Environmental Review to assure project will have no adverse impact on surrounding environment.
11. Homeowner must approve SOW prior to procurement efforts.
12. **PROCUREMENT:** Following any required Environmental Review and the inclusion of all relevant recommendations into the Final SOW, the Homeowner will be sent a copy of the Final SOW and a list of the Program's Contractor Pool. Each listed business in the Contractor Pool will be sent bidding documents; and a bid opening date will be scheduled. Bids will be opened by County personnel. The project will be awarded to the lowest bidder. If Homeowner prefers any other bidder, the Homeowner must pay the difference in excess of the low bid. If no bids are received, the County's Procurement Policy will be followed until the project is under contract.
13. Federal funding will be capped at a maximum per-project investment of \$150,000. Bids that exceed that amount will require the Homeowner to fund any amount that surpasses this cap or the project will be determined ineligible.
14. Winning bidders and Homeowners will be notified of bid results.
15. The base contract is a three-month term. Contractors may request extensions for reasonable delays. Contractors may request Change Orders for cost increases or reductions, based on site/construction discoveries of relevant and eligible work.
16. Pennsylvania Prevailing Wage rates apply to all projects in which costs meet or exceed \$25,000.
17. If Homeowner wishes to express any minor concerns or has any questions, their project's Home Inspector should be the initial point of contact. The second point of contact should be Program administration. Otherwise, the Program's Grievance and Appeals Process should be followed.
18. The Home Inspector will make progress inspections, at 25%, 50%, and 75% completion. Contractor is responsible for keeping Inspector advised of these project milestones. After Contractor submits Final Invoice, a Final Inspection will be scheduled and conducted, as soon as possible. Based on findings of Final Inspection, the Final Invoice/Retainage will be withheld if there are any found defects or deficiencies in materials, workmanship, or completion-status of any SOW items.
19. If Contractor appears unable or unwilling to complete the Final Inspection's punch-list to Program satisfaction, the final work may be contracted to a different Contractor.
20. **LIEN:** After the project is satisfactorily completed, a five-year forgivable lien will be filed against the property, in the form of a Second Mortgage, if the project's grant funding source requires. The Second Mortgage will be for the total value of the project. It will be forgiven at 20% per year, for five consecutive years. After five years, the Second Mortgage will be extinguished. If the Homeowner should sell their home prior to the conclusion of the five-year period, the Homeowner will be liable for a pro-rata repayment of the grant money that was invested into their home. If a Homeowner dies during the five-year period, County Commissioners may allow the early termination of the Second Mortgage if so requested by the Homeowner's survivors.

Section III: Administrative Standards

The following administrative Standards provide a general overview of the rehabilitation process

1. Minimum Property Standards

Objective

To ensure that when the rehabilitation is completed, the property meets an acceptable standard, and will remain in a safe, sanitary, and decent condition for no less than 5 years.

Requirements

Venango County's standard to which properties will be rehabilitated will be the minimum property standards contained in Section V of this Guide. If there are any areas with conflicting standards or questions, the Program will defer to Local Code and/or the International Property Maintenance Code (IPMC) will be consulted.

The Uniform Construction Code (UCC), adopted on April 9, 2004, for the State of Pennsylvania, applies to the construction, alteration, repair, movement, equipment, removal, demolition, maintenance, occupancy or change of occupancy of every building or structure that occurs on or after April 9, 2004, and all existing structures that are not legally occupied. The UCC did not adopt the IPMC. Under the UCC, alterations to residential buildings that do not make structural changes or changes to means of egress, except as might be required by ordinances in effect pursuant to section 303(b)(1) or adopted pursuant to Section 503 do not need a building permit. For purposes of this paragraph, a structural change does not include a minor framing change needed to replace existing windows or doors.

2. Contractor Qualification Criteria

Objective

To ensure that Contractors working in the Program are able to complete the assigned work in a professional and timely manner.

Requirements

All interested Contractors must contact Program administration about their interest. Contractors are required to provide Certificate of Liability Insurance and IRS Form W9 (Request for Taxpayer Identification Number and Certification). Insurance must include general liability coverage, property damage coverage, and worker's compensation coverage. Additionally, if the Contractor wishes to be placed on BOTH the general Contractor List and the Lead-Based Paint (LBP) Contractor List, a copy of all relevant lead certifications must be provided. A copy of the Contractor's PA Home Improvement Contractor License is also required, with relevant Contractor Registration Number. Prospective Contractors may be asked to provide a list of references.

3. Income Eligibility Criteria

Objective

To ensure that the Program meets low- to moderate-income (LMI) benefit criteria, as required for certain grant funding sources, income eligibility criteria are developed to determine which households qualify as very-low, low-, and moderate-income.

Requirements

The Program is designed to meet the income thresholds for its various grant funding sources for housing activities and to assure the home contains only one dwelling unit. If the home contains more than one dwelling unit, it will only be eligible if the multiple units are combined by interior access to make the home a single-family home.

Whose income is to be counted in household income?

- All household members, age 18 and older, are part of the household income requirements.
- A household member is a person whom spends at least 50% of their time living in the home subject to rehabilitation program funding.

What sources of household income are and are not to be counted?

Annual Income Inclusions 24 CFR Part 5

The following are included in Annual Income:

1. The gross amount, before any payroll deductions, of wages, salaries, overtime pay, commissions, fees tips, and bonuses, and other compensation for personal services.
2. The net income from operation of a business or profession or from rental or real or personal property. Expenditures for business expansion or amortization of capital indebtedness cannot be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Services regulations. Any withdraw of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdraw is reimbursement of cash or assets invested in the operation by the family.
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in item 2 above. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. The full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment (except as provided in No. 14 of Income Exclusions).
5. Payments in lieu of earnings such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in No. 3 of Income Exclusions).
6. Welfare Assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance

agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

- a. the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - b. the maximum amount that the welfare assistance agency could, in fact, allow the family for shelter and utilities. If the family welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph is the amount resulting from one application of the percentage.
7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
 8. All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in No. 7 of Income Exclusions).
 9. Venango County will also include as income any clearly identifiable payments that will begin within the next 12 months.

Annual Income Exclusions 24 CFR Part 5

The following are not included in Annual Income:

1. Income from employment of children (including foster children) under the age of 18 years.
2. Payments received for the care of foster children or foster adults (typically persons with disabilities, unrelated to the tenant family, who are unable to live alone).
3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health/accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (except as provided in No. 5 of Income Inclusions).
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of a live-in aide (as defined in 24 CFR 403).
6. The full amount of student financial assistance paid directly to the student or to the educational institution.
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
8. Amounts received under training programs funded by HUD: (a) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self Sufficiency (PASS). (b) Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) that are solely for participation in a specific program (c) Amounts received under a resident service stipend (as defined in 24 CFR 5.609(c)(8)(iv)) (d) Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment-training program.
9. Temporary, nonrecurring or sporadic income (including gifts).
10. Reparation payments paid by a foreign government pursuant to claims under the laws of that government by persons who were persecuted during the Nazi war era.
11. Earnings in excess of \$480 for each full-time student, 18 years and older (excluding head of household or spouse).
12. Adoption assistance payments in excess of \$480 per adopted child.
13. Applicable to public housing only; the earnings and benefits to any family member resulting from participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of Act 1937 Act (43 U.S.C.1437t) or any comparable federal, state or local law during exclusion period.
14. Deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly payments.
15. Amounts received by the family in the form of refunds or rebates under state or local laws for property taxes paid on the dwelling unit.

16. Amounts paid by a state agency to a family member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this family member at home.
17. Amounts excluded by other Federal statutes from consideration as income for the purpose of determining eligibility or benefits under a funding program that may include assistance under a program where exclusions of 24CFR5.609(c) may apply, including:
 - the value of the allotment made under the Food Stamp Act of 1977;
 - payments received under the Domestic Volunteer Service Act of 1973 (employment through VISTA, Retired Seniors Volunteer Program, Foster Grandparents Program, youth offender incarceration alternatives, senior companions);
 - payment received under the Alaskan Native Claims Settlement Act;
 - payments from the disposal of funds of the Grand River Band of Ottawa Indians;
 - payments from sub-marginal U.S. land held in trust for certain Indian tribes;
 - payment rebates or credits received under Federal Low-Income Home Energy Assistance Programs (includes any winter differentials given to the elderly);
 - payments received under the Main Indian Claims Settlement Act of 1980 (Pub.L. 96-420, 9z Stat.1785);
 - the first \$2,000 of per capita shares received from judgments awarded by the Indian Claims Commission or the Court of Claims or from funds the Secretary of Interior holds in trust for an Indian tribe;
 - amounts of scholarships funded under Title IV of the Higher Education act of 1965, including awards under the Federal work study program or under the Bureau of Indian Affairs student assistance programs, or veterans' benefits;
 - payments received under the older Title V of the Older Americans Act (Green Thumb, Senior Aides, Older American Community Service Employment Program);
 - payments received after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.)
 - earned income tax credit;
 - the value of any child care provided or reimbursed under the Child Care and Development Block Grant Act of 1990; and
 - payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, veteran's employment programs, State job training programs and career intern programs).

4. Policy Regarding Public Documents

Objective

To comply with applicable statutes regarding access to public information, while at the same time protecting the rights of individuals under applicable privacy laws.

Requirements

Venango County will provide citizens with reasonable access to records regarding the past use of relevant grant funds, consistent with applicable Federal, State, and local laws regarding privacy and obligations of confidentiality (24 CFR 570.508 and 24 CFR 92.508[d]).

5. Procedures Designed to Protect Program Integrity

Objective

To protect the Program from fraudulent abuses.

Requirements

Venango County has safeguards to prohibit employees, agents, consultants, officers, or elected or appointed officials from using positions for a purpose that gives the appearance of being, motivated by a desire for private gain (24 CFR 570.611).

Conflicts Prohibited - 24 CFR 57G.611 (b) and 24 CFR 92.356 (b)

Except for the use of HOME/CDBG grant funds to pay salaries and other related administrative or personnel costs, the general rule is that no persons (as described below) who exercise or have exercised any functions under this part or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from a HOME/CDBG assisted activity; or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties during their tenure or for one year thereafter. No persons bearing professional interest or administrative duties as part of the Venango County Housing Rehabilitation Program are eligible to directly benefit from the Program.

Persons Covered - 24 CFR 570.611 (c) and 24 CFR 92.356 (c)

Provisions apply to any person who is an employee, agent, consultant, officer, elected official or appointed official of Venango County, or of any designated public agencies, or sub-recipients which are receiving HOME/CDBG funds.

6. Reviewing Contractor Bids

Objective

To ensure that the low bid is reasonable and that the owner is aware of the scope of the rehabilitation work and the cost of that work.

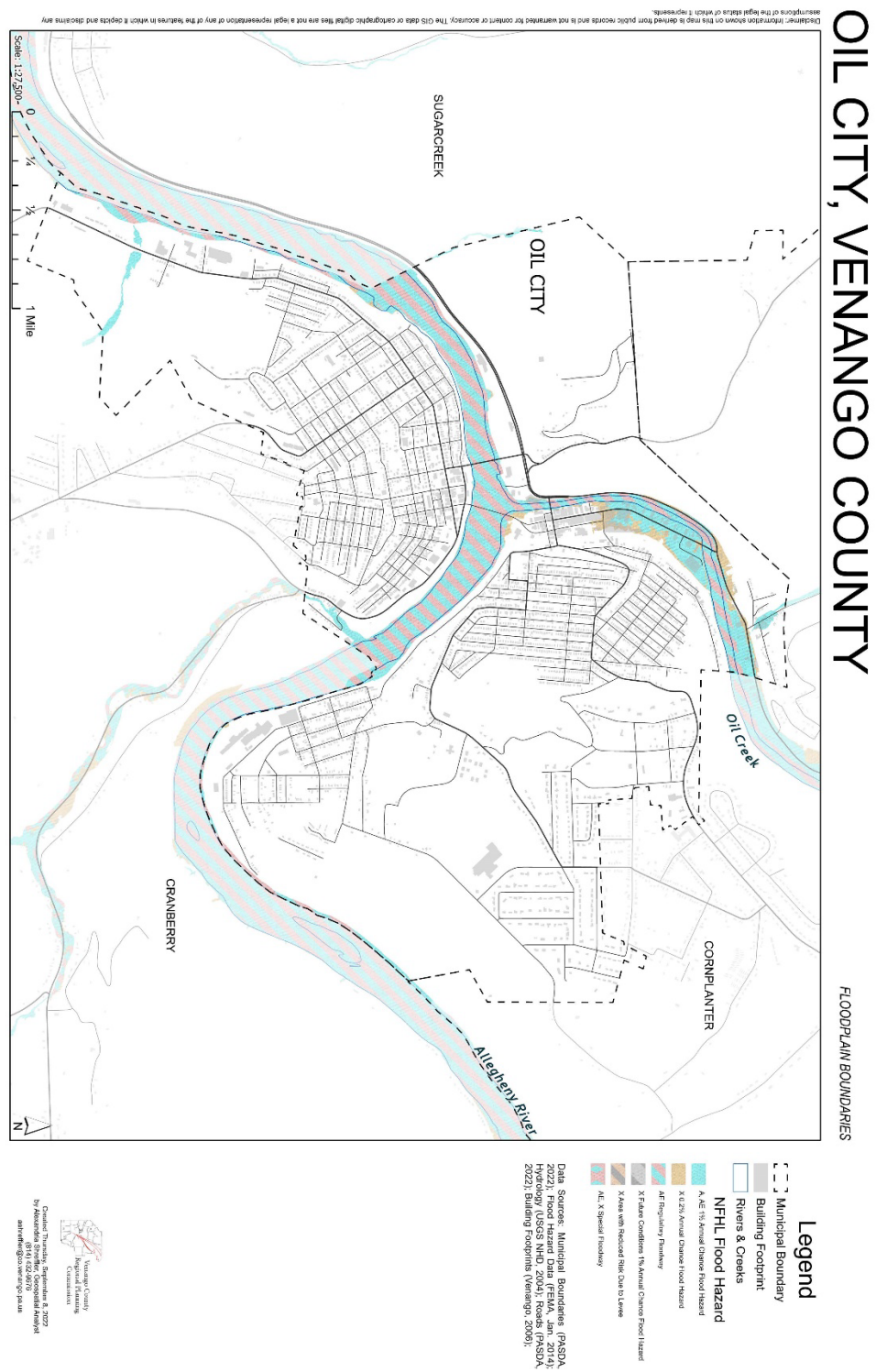
Requirements

To be allowable, costs must be necessary and reasonable for proper and efficient administration of the program. (Section C. I.a. of OMB Circular A-87, Cost Principles for State and Local Governments (46 FR 9548)). The lowest bidder will be selected as the "winner" of the bid. If the owner wishes to select another bidder, they must agree to pay the difference between the lowest bidder and selected bidder.

6.5 Determine Funding Limit

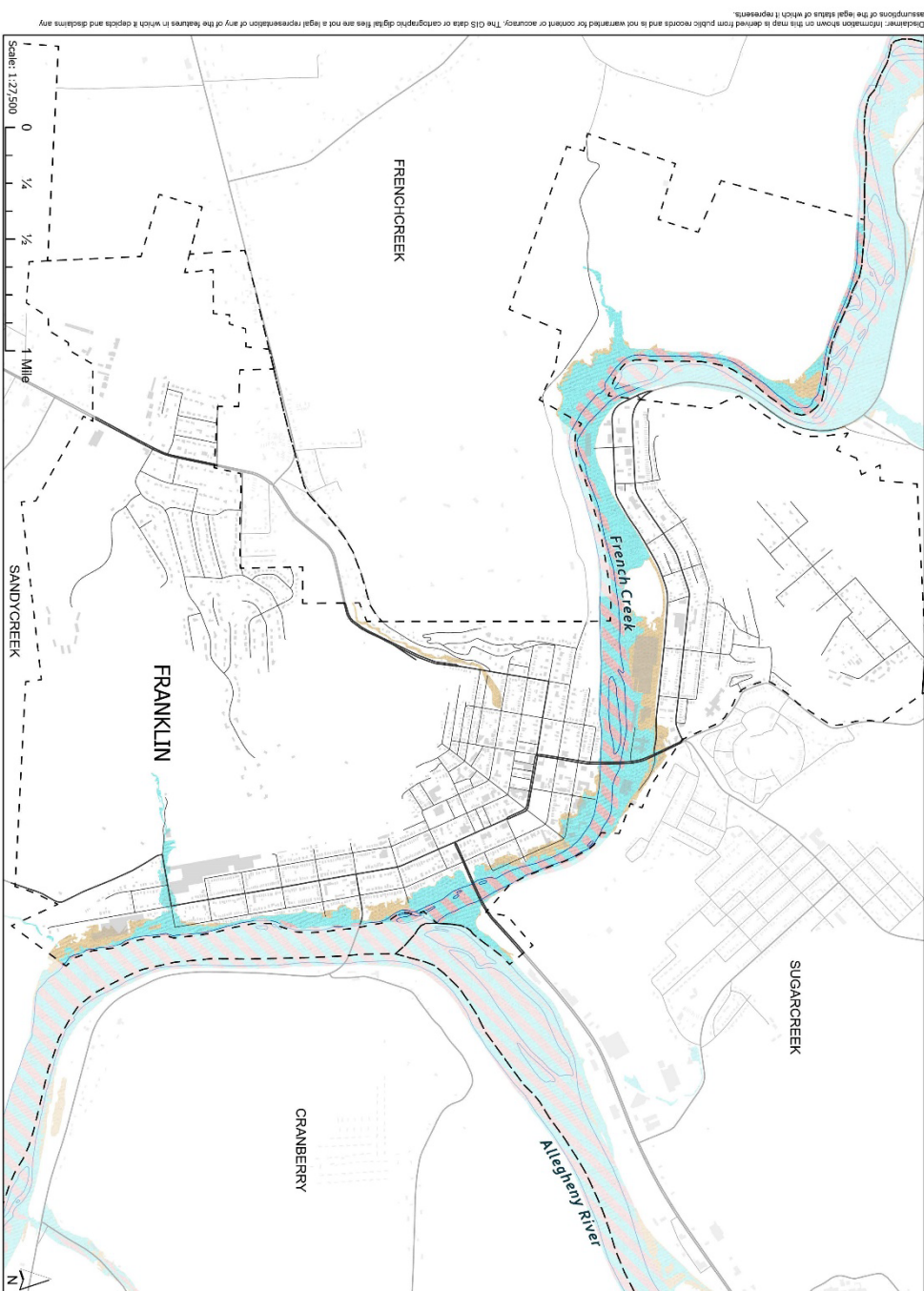
The maximum amount of funding from which a dwelling unit may benefit will result in the unit being 95% or less than the area's median sale price. To determine this after rehab value, multiply the building's assessed value, and multiply by the Common Level Ratio, to get the building's Fair Market Value. Then, subtract 20% from the low bid amount to get the total cost of actual improvements. Multiply the cost of improvements by 35% to get the increase in fair market value. From there, add the increase in Fair Market Value to the original Fair Market Value to get the maximum Post-Rehab Value. If that sum exceeds 95% of the area's median sale price, the project may not be fundable at that cost.

The following maps show floodway boundaries in the cities of Franklin and Oil City.



FRANKLIN, VENANGO COUNTY

FLOODPLAIN BOUNDARIES



Legend

- - - Municipal Boundary
- Building Footprint
- ▬ Rivers & Creeks
- NFHL Flood Hazard**
- AE 1% Annual Chance Flood Hazard
- X 0.2% Annual Chance Flood Hazard
- AE Regulatory Floodway
- X Future Conditions 1% Annual Chance Flood Hazard
- X Areas with Reduced Risk Due to Levees
- AE, X Special Floodway

Data Sources: Municipal Boundaries (PASDA, 2022); Flood Hazard Data (FEMA, Jan. 2014); Hydrology (USGS NHD, 2004); Roads (PASDA, 2022); Building Footprints (Venango, 2006).

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Section V: Rehabilitation Standards

The following section will detail the Department of Community and Economic Development's standards for existing owner-occupied housing rehabilitation. Grantees, at a minimum, must ensure all rehabilitation meets the department's standards. A local building code, which is more stringent than the department's standards, must be adhered to.

Applicable Codes and Regulations

The intent of the program is to ensure all rehabilitations are completed in full compliance with the following statutory and regulatory requirements:

- PA Uniform Construction Code (UCC)
- Locally adopted Municipal Zoning and/or Property Maintenance Codes
- HUD Housing Quality Standards
- National Fire Protection Association Life Safety Code
- HAZMAT: HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing
- HUD requirements for specific programs
- HUD Environmental Review
- Section 106 Historic Review, in consultation with the DCED Historic Preservation Specialist

The following codes, while not required, shall be complied with, if financial resources are available for a specific project:

- Energy: International Energy Conservation Code
- Accessibility: American National Standards Institute A117.1 (per Uniform Construction Code)

Materials

All materials used for housing rehabilitation will be at minimum, mid-grade quality. If a material is prescribed within the housing rehabilitation standards, grantees are permitted to use a comparable material, as long as it meets code requirements and the housing rehabilitation standard.

Changes in materials (i.e. roofing, gutters, windows, etc.) require consultation with the DCED Historic Preservation Specialist if building is determined to be 50 or more years in age.

Inspections

Inspections will be required at the following intervals:

- 25 percent of work completed
- 50 percent of work completed
- 75 percent of work completed
- 100 percent of work completed

In addition, if, in the opinion of the inspector, an inspection is warranted due to the nature of the work, then the inspection will take place. Evidence of all inspections will include, but is not limited to, inspection reports and timestamped photographs.

Permit Requirements and Exemptions

The following requirements are located in the Uniform Construction Code (UCC) §403.62:

- a) An owner or authorized agent, who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a residential building or erect, install, enlarge, alter, repair, remove, convert or replace an electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code shall first apply to the building code official and obtain the required permit under §403.62a (relating to permit application).
- b) An emergency repair or replacement of equipment may be made without first applying for a permit if a permit application is submitted to the building code official within 3 business days of the repair or replacement.
- c) A permit is not required for the exceptions listed in §403.1(b) (relating to scope) and the following, if the work does not violate a law or ordinance:
 - i. Fences that are not more than 6 feet high.
 - ii. Retaining walls that are not over 4 feet in height measured from the lowest level of grade to the top of the wall unless the wall supports a surcharge.
 - iii. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
 - iv. Sidewalks and driveways that are 30 inches or less above adjacent grade and not placed over a basement or story below it.
 - v. Prefabricated swimming pools that are less than 24 inches deep.

- vi. Swings and other playground equipment accessory to a one-or two-family dwelling.
- vii. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
- viii. Installation of an uncovered deck where the floor of the deck is no more than 30 inches above grade.
- ix. Installation or rearrangement of communications wiring.
- d) An ordinary repair does not require a permit. The following are not ordinary repairs:
 - i. Cutting away of a load-bearing wall, partition, or portion of a wall.
 - ii. The removal or cutting of any structural beam or load-bearing support.
 - iii. The removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements.
 - iv. The addition to or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical.
- e) A permit is not required for the installation, alteration or repair of generation, transmission, distribution, metering or other related equipment that is, by established right, under the ownership and control of public service agencies.

Repair/Replacement Standards

HEALTH AND SAFETY	
Contaminants	
Repair Standard	Minimum Life: 5 years
N/A	
Replacement Standard	
In an ongoing effort to maintain safe and healthy indoor air quality, the use of products and components that contain low levels of VOC's (volatile organic compounds) will be required. Materials utilized in the construction process that generally contain moderate levels of VOCs may include; sealants, paints, caulking, adhesives, plywood, pressed wood products and carpets. Manufacturers typically label or provide information regarding low VOC compliance with the distribution of their products. Several entities that maintain information regarding VOCs and product testing (including respective links) are listed below for reference. • VOC Green Program; provides third-party verification services to wood industry and consumer. www.vocgren.com • Green Seal; provides environmental certification standards to assist manufacturers, purchasers and consumers. www.greenseal.org • US Environmental Protection Agency (EPA); Federal agency regulating and providing oversight to protect human health and the environment. www.epa.gov	

Lead-Based Paint (LBP)	
Repair Standard	Minimum Life: 5 years
For all houses constructed prior to 1978—four (4) floors, two (2) window sills and two (2) window troughs (all randomly selected) plus a blank sample must be submitted to an EPA-accredited lead analytical laboratory and the dust samples must pass a dust wipe test for lead content as per the protocol in the HUD Guidelines. Lead-safe work practices must be followed. In situations where abatement is required, only contractors certified in remediation and abatement will be authorized to perform the work. For more information, please view HUD's website.	
Replacement Standard	Minimum Life: 20 years
When stabilization of surfaces containing Lead-Based Paint is impractical, the most affordable solution for abatement of the component will be chosen. Walls containing Lead-Based Paint may be covered with drywall or gutted and replaced with drywall. Trim and other wood or metal components containing Lead-Based Paint may be removed and replaced with similar materials. Lead-safe work practices must be followed. In situations where abatement is required, only contractors certified in remediation and abatement will be authorized to perform the work. For more information, please view HUD's website.	

Asbestos	
Repair Standard	Minimum Life: N/A
Asbestos materials that are not brittle or crumbling to the extent of creating a hazard such as exterior siding consisting of Portland cement and asbestos fibers, may be left intact and painted, if appropriate. Vinyl-asbestos-tile (VAT) flooring tiles, installed in many U.S. homes from approximately 1930 until 1980, may remain if deemed to be sound and intact. If new flooring is to be installed in areas of the home where sound and intact VAT flooring tile exists, the subject area may be covered with new flooring material and applicable underlayment.	
Replacement Standard	Minimum Life: N/A
Deteriorating asbestos components such as boiler or pipe insulation, cement asbestos siding or vinyl-asbestos-tile (VAT) flooring will be removed and properly disposed of replaced and with suitable non-hazardous materials.	

Radon	
Repair Standard	Minimum Life: 5 years
All housing in this program will be subject to radon testing, laboratory certification and, if required, mitigation requirements as regulated by the PA Department of Environmental Protection (DEP). All testing services, laboratory certification and mitigation activities performed under this program must be conducted by individuals or entities having the appropriate certification(s) as administered by DEP.	
Replacement Standard	Minimum Life: 20 Years
If, as a result of the testing above, there is a presence of Radon at or above the 4 pCi/L level, remediation and mitigation will be performed by an individual or entity with the appropriate certification and constructed in compliance with the PA Department of Environmental Protection regulations.	

Mold	
Repair Standard	Minimum Life: N/A
Visual inspections for mold will be performed and, if detected, steps taken to reduce exposure by preventing and controlling excessive moisture. When repairs or corrections are required for remediation, reference should be made to "Steps to Remove Mold" found in the NCHH (National Center for Healthy Housing) Healthy Housing Solutions found by accessing their on-line publications. www.nchh.org	
Replacement Standard	Minimum Life: N/A
Upon identification of a mold problem, remediation of the moisture source must be managed. Mold may be cleaned in areas of non-porous and semi-porous materials (i.e.; metals, glass, hard plastics, wood and concrete) where determined possible to do so. In areas where mold has been found in porous materials (i.e; fabrics, ceiling tiles, insulation and wallboard), removal and appropriate cleanup will be conducted. The NCHH (National Center for Healthy Housing) provides information outlining potential impact and criteria to help identify, test, reduce exposure and remove/remediate mold hazards.	

Fire Safety-Egress	
Repair Standard	Minimum Life: N/A
N/A	
Replacement Standard	Minimum Life: N/A
Egress windows are required in all new sleeping areas unless other secondary means of escape requirements are met. The minimum dimensions for egress window clear openings are 20" wide by 24" high, and have a clear opening of 5.7 square feet. No bedrooms should be created in attics or basements unless compliance with the PA Uniform Construction Code is met.	

Smoke and Carbon Monoxide Alarms	
Repair Standard	Minimum Life: 5 years
Existing smoke and carbon monoxide alarms must be maintained in operating condition. Installation of additional detectors may be required to meet standards for location and placement. www.nfpa.org	
Replacement Standard	
When walls are open and wiring is exposed, hardwired smoke alarms are required on each dwelling floor and in all bedrooms. Carbon monoxide detectors are required in homes that contain fuel burning equipment and appliances or have an attached garage. In lieu of hardwired alarms, units with wireless interconnect capability may be installed.	

SITE	
Grading	
Repair Standard	Minimum Life: 5 years
When required construction activity results in necessary repairs or modifications to grading adjacent to the building foundation, it should have a minimum ½" per foot slope away from the perimeter to direct all drainage from the structure and alleviate moisture infiltration. All bare and disturbed areas will be restored or reseeded as necessary.	
Replacement Standard	
Same as Repair	

Outbuildings	
Repair Standard	Minimum Life: 5 years
If an accessory building has deteriorated to the point where it is deemed to be a potential threat to health, safety and welfare, the structure will be removed. If the outbuilding is structurally sound but requires repairs to correct potential hazards, the grantee may invest funds to repair if deemed financially feasible.	
Replacement Standard	
No outbuilding replacement is permitted in this program.	

Fencing	
Repair Standard	Minimum Life: 5 years
If repairs are needed, replacing sections in-kind is permissible, if deemed financially feasible.	
Replacement Standard	
Same as Repair.	

Paving and Walks	
Repair Standard	Minimum Life: 5 years
Paving required to facilitate access to the residence, such as front sidewalks and driveways where defects or unsafe conditions exist, will be repaired as necessary. Highly deteriorated paving, such as sidewalks that are unnecessary, will be removed and appropriately landscaped.	
Replacement Standard	
Unrepairable essential walks and driveways will be replaced with permeable paving or concrete per local ordinance, when financially feasible. Pressure treated wood and/or wood composite handicapped accessible ramps are an eligible expense.	

Trees and Shrubbery	
Repair Standard	Minimum Life: 5 years
Plant material, that due to location or condition has become unsafe or detrimental to the structure, shall be trimmed, cut or removed as required to mitigate the hazard.	
Replacement Standard	
N/A	

Lawn (DR Only)	
Repair Standard	Minimum Life: 1 year
Bare sections of lawn or areas damaged due to storm event, or disturbed due to construction activity, will be restored and planted with seed varieties conducive to the geographic area and current property conditions. http://pubs.cas.psu.edu	
Replacement Standard	
Same as Repair	

EXTERIOR BUILDING SURFACES	
Exterior Cladding*	
Repair Standard	Minimum Life: 5 years
Siding and trim must be structurally intact and weatherproof. All exterior wood components where deteriorating paint is present will be scraped and primed as necessary and have a minimum of one continuous coat of paint. Buildings designated as historic will have existing wood siding and trim repaired in-kind. New exterior wood will blend with existing and will be primed and painted. Alternate siding materials may be permitted in some instances for historic buildings. "Section 106" consultation is required whenever a new material exterior cladding is proposed for buildings over fifty (50) years of age. Use of a water resistive barrier is required under all newly installed siding and where feasible in areas of repair or replacement	
Replacement Standard	
Buildings not designated as historic may have exterior components replaced or repaired with alternate siding materials to match or blend with the structure's existing style and configuration. If replacing soffit, selected materials should be complimentary to other exterior elements and will be of design to support home air ventilation.	

Exterior Porches**	
Repair Standard	Minimum Life: 5 years
Deteriorated concrete porches will be repaired when possible. Unsafe wood porch components will be repaired with readily available materials to conform closely to historically accurate porches in the neighborhood. Porch repairs will be structurally sound, with smooth and even decking surfaces. Deteriorated wood structural components will be replaced with preservative-treated wood or exterior grade wood composite materials	
Replacement Standard	
Porches on buildings, designated as historic, will be rebuilt to conform closely to historically accurate structures in the neighborhood. Replaced wood structural components will be pressure-treated. The use of exterior grade wood composite or like materials will be permitted for decking, support columns, railing and trim elements if not cost prohibitive. All work performed or elements added to existing porch structures will comply with the PA Uniform Construction Code.	

**When financially-feasible and materials are available, grantees are encouraged to use composite material and/or mold-resistant material, especially in high moisture areas.*

***Caution should be exercised when replacing decking over a crawl space or basement. Need to ensure water does not enter into property after completion.*

Exterior Railings	
Repair Standard	Minimum Life: 5 years
Existing handrails will be structurally sound. Guide rails are required on any accessible area with a walking surface over 30" above finished grade. Structurally sound and compliant railings may be repaired as necessary. On historic structures, railing repairs will be historically-sensitive.	
Replacement Standard	
Handrails will be present on at least one side of all exterior steps or stairs with more than two risers and on the exterior perimeter of porches or platforms when finished floor level exceeds 30" above finished grade. Style and aesthetics of newly constructed handrails and guide rails will conform to the style of similar components of the homes in surrounding neighborhood. On historic designated structures, new railings will be constructed of materials and in design - sensitive to this designation and any applicable architectural guidelines.	

Exterior Steps and Decks	
Repair Standard	Minimum Life: 5 years
Steps, stairs, landings and porch decks will be structurally sound, reasonably level, with smooth and even surfaces required to maintain safe pedestrian use. Any necessary repairs will match and/or complement existing design and materials.	
Replacement Standard	
In non-historic structures, wood decking may be replaced with 5/4" x 6" pressure-treated wood and steps will be constructed from nominal 2" pressure-treated lumber. The use of exterior grade wood composite materials is permitted when not cost prohibitive. On historic structures, new wood decking will be 3/4" clear tongue and groove fir, primed on all 6 sides before installation.	

Exterior House Numbers and Mailboxes	
Repair & Replacement Standard	Minimum Life: 5 years
All properties will have street address numbers installed on the house near front entry or on the mailbox in rural delivery areas. In all cases, address numbers should be of size and location where they easily are visible.	

FOUNDATIONS AND STRUCTURES	
Fire Separation	
Repair Standard	Minimum Life: 5 years
Fire separation or common walls will be maintained without cracks and plaster or wallboard deterioration.	
Replacement Standard	
When frame walls and floors, adjoining other dwellings are gutted, new wall finish installations will conform to the PA Uniform Construction Code requirements for fire ratings where applicable.	

Foundations	
Repair Standard	Minimum Life: 15 years
Foundations will be repaired to be structurally sound, reasonably level, and free from movement.	
Replacement Standard	
Foundation work beyond the repair standard, must comply with the PA Uniform Construction Code.	

Structural Walls	
Repair Standard	Minimum Life: 15 years
Structural framing and masonry will be free from visible deterioration, rot, or serious termite damage, and be adequately sized for current loads. Prior to rehab, all sagging floor joists or rafters will be visually inspected, and significant structural damage and its cause will be corrected.	
Replacement Standard	
New structural walls will be designed and constructed to integrate with existing, but all structural elements must be of size and design to meet load and bearing requirements in compliance with the PA Uniform Construction Code. Newly constructed exterior structural walls must be also be sheathed and insulated per UCC requirements.	

WINDOWS AND DOORS	
Interior Doors	
Repair Standard	Minimum Life: 5 years
Baths and occupied bedrooms will have operating doors and lock sets.	
Replacement Standard	
Interior doors will be hollow-core, medium density fiberboard (MDF), of design and style to coordinate with existing. Interior doors serving bedroom and bathrooms shall include a minimum ANSI/BHMA Grade 2 lockset.	

Exterior Doors	
Repair Standard	Minimum Life: 5 years
Exterior doors* will be solid core and weather tight. The door and hardware must function properly. If the existing entry door does not have a deadbolt, one must be installed having a minimum ANSI/BHMA Grade 2 rating.	
Replacement Standard	
Replacement doors (4) will be solid core with weather stripping and air seal at perimeter and sill. Any glazing must be insulated, double pane glass. Installation must include an exterior lockset and deadbolt, keyed alike, having a minimum ANSI/BHMA Grade 2 rating.	

Windows	
Repair Standard	Minimum Life: 5 Years
All existing windows will open and operate in the manner for which they were originally intended and able to be locked and secured.	
Replacement Standard*	
Windows deemed to be inoperable or unable to be repaired may be replaced with units constructed of vinyl or other alternate material and have and insulated glass. Replacement windows will meet ENERGY STAR certification requirements for the North climate regions. Windows on key facades of historically-sensitive properties will be replaced with units constructed of wood or other like material when locally approved.	

**When the replacement of exterior doors or windows is proposed of alternate material (such as fiberglass door to replace wood or vinyl replacement windows) on structures over 50 years old, Section 106 review is required. For historic structures, the repair of original wood doors and windows is encouraged. In the event exterior door or window replacement is unavoidable on historic buildings, the new units should be of matching design, appearance, placement and material if possible.*

Alternate material units may be utilized for some historic buildings upon consultation with the DCED Historic Preservation Specialist.

Basement Windows	
Repair Standard	Minimum Life: 5 years
Existing basement windows left intact must be operable and able to be secured. When possible, it is desirable to have at least 2 operable basement windows to provide adequate ventilation.	
Replacement Standard (see ** on previous page)	Minimum Life: 5 years
Basement windows below grade that are deemed inoperable or unable to be repaired, may be replaced with hopper or sliding glass units manufactured of vinyl or other alternate material. If windows are in a conditioned basement area, the glass must be of insulated type and meet ENERGY STAR certification requirements for the North climate regions.	

ROOFING	
Flat and Low-Slope Roofing	
Repair Standard	Minimum Life: 5 years
Built-up roofing where no leaks are evident will be re-coated and any flashing, built-in gutters and/or roof penetrations (such as plumbing vents) will be repaired if their minimum life is questionable.	
Replacement Standard	
Installation of an EPDM or functionally equivalent roofing membrane and underlayment as specified by the roofing material manufacturer shall be required	

Pitched Roofs (2/12 or greater)	
Repair Standard	Minimum Life: 5 years
Flashing or shingles in disrepair or in areas where leaks are detected may be repaired when roof is otherwise sound and functional. Slate, metal and tile roofs will be repaired when possible. Roof penetrations no longer being utilized or the presence of rooftop mounted equipment (such as antennas) will be removed at the owner's discretion.	
Replacement Standard	
Roofing shingles shall be of fiberglass -asphalt composition with a Class A (UL790) fire rating and include a minimum 25-year ltd. transferrable warranty issued by the manufacturer. Shingle underlayment of a minimum #15 roofing felt (water repellant breather type cellulose fiber) must be installed over a clean and structurally sound roof decking. The utilization of starter strips, leak barriers, flashing and drip edging, as well as, the means of attachment of the roofing shingles and all other applicable materials must comply with the manufacturer's specifications necessary to validate the warranty and insure overall integrity and durability of the complete roofing system. Ridge ventilation will be installed at all ridge locations after proper modifications are made to the ridge board and/or roof sheathing so that the ridge vent will function as designed. In situations where it is deemed unfeasible to install, or the roof design will not allow for a sufficient amount of ridge venting, the installation of other vent types will be required (i.e.; gable louvers, mechanical or power vents)	

Gutters and Downspouts	
Repair Standard	Minimum Life: 5 years
Gutters and downspouts must be in good repair, leak-free, and collect storm water from all lower roof levels. II Storm water must be directed away from the building perimeter to prevent water from entering the structure and alleviate the potential for damage to the foundation.	
Replacement Standard	
Gutters and downspouts will be installed and collect storm water from all lower roof levels. Splash blocks and/or downspout extensions will be installed to move water away from the foundation. The system must move all storm water away from the building and prevent water from entering the structure.	

INSULATION AND VENTILATION	
Infiltration (CDBG-DR Only)	
Repair Standard	Minimum Life: N/A
Seal all accessible gaps and penetrations in the building envelope. If applicable, use low VOC caulk or foam. In buildings with ducted forced-air heating and cooling systems, seal all penetrations of the air distribution system to reduce leakage in order to meet or exceed ENERGY STAR for Homes' duct leakage standard. Ensure continuous unbroken air barrier surrounding all conditioned space and align insulation completely and continuously with the air barrier.	
Replacement Standard	
As stated in Repair Standard.	

Whole House Ventilation (CDBG-DR Only)	
Repair Standard	Minimum Life: 5 years
Install an in-unit ventilation system capable of providing adequate fresh air per ASHRAE 62.2 requirements.	
Replacement Standard	
As stated in the Repair Standard.	

Insulation (CDBG-DR Only)	
Repair Standard*	Minimum Life: N/A
Attics: For attics with closed floor cavities directly above the conditioned space, blow in insulation per manufacturer's specifications to a minimum density of 3.5 lbs. per cubic foot (CF). For attics with open floor cavities directly above the conditioned space, install insulation to meet or exceed IECC levels. Floors: Install minimum R-19 insulation in contact with the subfloor in buildings with floor systems over vented crawl spaces. Install a 6-mil vapor barrier in contact with 100% of the floor of the crawl space (the ground), overlapping seams and piers at least 6 inches.	
Replacement Standard	Minimum Life: 20 Years
As stated in Repair Standard.	

Bath Ventilation	
Repair Standard	Minimum Life: N/A
N/A	
Replacement Standard	Minimum Life: 10 Years
Bathrooms which include a shower and/or bathtub must incorporate the use of a bathroom ventilation fan capable of exhausting a minimum of 80 cfm to the exterior of the home. Fan to be controlled by a wall mounted switch/timer control.	

**As designated in HUD CPD Green Building Retrofit Checklist, a complete copy of which is included in entirety as an addendum. Checklist refers to the mandatory replacement with specified green improvements, products, and fixtures only when replacing those systems during the normal course of the retrofit.*

Kitchen Ventilation	
Repair Standard	Minimum Life: 5 years
All kitchens must have functioning mechanical ventilation above or adjacent to the range/cooking surface. The fan must be capable of producing air movement no less than 160 cfm.	
Replacement Standard	
All kitchens will have mechanical ventilation producing a minimum of 160 cfm and must exhaust to exterior of the home. All venting duct will be constructed of heavy gauge galvanized metal, air tight with mastic-sealed seams (no duct tape) and terminated with an exterior vent cap appropriate for selected location. If deemed unfeasible to provide ventilation to exterior of home, a non-vented range hood with ventilation fan capable of providing 160 cfm may be utilized. If a non-vented kitchen fan/range hood is determined to be the viable alternative, the unit must incorporate a ductless venting filter to aid in the removal of smoke and odors created as a byproduct of cooking.	

Roof Ventilation	
Repair Standard	Minimum Life: 5 years
1 square foot of free venting must be supplied for every 300 SF of area directly under the roof.	
Replacement Standard	
The venting requirement is the same as with the Repair Standard above with a strong preference for a combination of ridge vents, soffit vents and the one perm-rated ceiling required for the 1 to 300 ratio.	

INTERIOR STANDARDS	
Interior Walls and Ceilings	
Repair Standard	Minimum Life: 5 years
Holes, cracks and deteriorated or damaged areas of wallboard or plaster will be repaired as necessary. All visual surfaces will be stabilized to minimize lead paint hazards using premium vinyl acrylic paint.	
Replacement Standard	
When necessary, plaster will be replaced by ½" gypsum board. Fire-rated assemblies will be specified on a project-by-project basis as required by the PA Uniform Construction Code.	

Flooring	
Repair Standard	Minimum Life: 5 years
Bathroom, kitchen and other moisture-prone floor areas will have moisture -resistant flooring intact and in sound condition. Damaged areas, or where hazards may exist, will be repaired. Existing wood floors in rooms other than kitchens or baths, may be repaired and refinished when determined to be viable and in sound condition. *Basement floors will be continuous concrete at least 3-1/2" thick. (*CDBG-DR Only).	
Replacement Standard	
Baths and kitchens will have installed resilient sheet goods or tile over plywood or other appropriate underlayment. Floors in rooms, other than kitchens or baths, may be finished with carpet and associated products that are Carpet and Rug Institute's Green Label certified or laminate materials that are identified as containing low levels of VOCs (volatile organic compounds). Existing wood floors, in rooms other than kitchens or baths, may be refinished when determined to be viable and in sound condition. *New basement slabs will be at least 3-1/2" thick and have a 6-mil vapor barrier. (*CDBG-DR Only)	

Closets	
Repair Standard	Minimum Life: 5 years
Existing closets will be maintained in good repair and have appropriate shelf and clothes rod.	
Replacement Standard	
New closets may be created if there is a significant lack of storage space and the budget permits. New closets will have a depth of 2 feet and include a shelf and clothes rod.	

Kitchen Cabinets and Countertops	
Repair Standard	Minimum Life: 5 years
Kitchens will have functional base and wall cabinets determined to be sound and cleanable. Countertop surfaces should be manufactured of a non-permeable material able to be cleaned and maintained to minimize bacterial growth from food borne contaminants. Existing cabinets with doors and face frames may be repaired if in good condition.	
Replacement Standard	
When new replacement kitchen cabinets are required, the installation will include coordinating base and wall cabinets with high pressure laminate (HPL) countertops including 4" high backsplash. Cabinet construction will include hardwood face frames, door and drawer fronts and meet ANSI/KCMA A161.1 performance and construction standards.	

ELECTRIC	
Ground Fault Circuit Interrupters	
Repair Standard	Minimum Life: 5 years
GFCI protection is required for all receptacles located in bathroom areas, receptacles that serve kitchen countertop surfaces and receptacles located within 6 ft. of the outside edge of a water supply fixture. If unprotected receptacles are in use at any of the aforementioned locations, installation of a GFCI-protected device is required. If the areas in question are served by existing 2-wire NM cable without ground, a GFCI – receptacle may still be installed if marked "NO EQUIPMENT GROUND".*	
Replacement Standard	
Electrical work which may incorporate the installation of new receptacles in areas of the home which include the following; any portion of bathrooms or kitchens as described in Repair Standard.	

Passage Lighting	
Repair Standard	Minimum Life: 5 years
All light fixtures and switches in hallways, stairs and other passageways will operate safely and be of size and design, to provide adequate illumination. Existing fixtures with incandescent lamp fittings will be replaced with LED units providing a minimum 800 lumens (60 watt equivalent).	
Replacement Standard	
In hallways, stairs or rooms where it is necessary to pass through in order to access other rooms and stairways, lighting fixtures of size and design to provide adequate illumination will be installed and controlled by 3-way wall switches located at each end of the travel path. Attics, basements and crawl spaces must have lamp fixtures. Properly installed wiremold (conduit) will be permitted where it may be cost prohibitive to install wiring in wall and ceiling cavities.	

**The equipment grounding conductor plays no part in the operation of a GFCI, so ground-fault protection will still be provided on a 2-wire circuit without an equipment-grounding conductor*

Kitchen Electric Distribution	
Repair Standard	Minimum Life: 5 years
Existing receptacles, fixtures and switches will be safe and grounded.	
Replacement Standard	
Stoves, refrigerators, freezers, dishwashers and disposals, washers and dryers will have separate circuits sized to National Electric Code per the PA Uniform Construction Code. Two separate 20-amp counter circuits are required with each kitchen area.	

Interior Electric Distribution	
Repair Standard	Minimum Life: -5 years
Exposed knob and tube will be replaced. Every room will have a minimum of two duplex receptacles, placed on separate walls and one light fixture or receptacle switched at each room entrance. Where the source wiring circuit is accessible (e.g. first floor above basements, in gutted rooms, etc.), receptacles will be grounded. All switch, receptacle, and junction boxes will have appropriate cover plates. Wiring must be free from hazard, and all circuits will be properly protected at the panel. Floor receptacles will be removed and a metal cover plate installed or flooring/subfloor repaired as necessary Exposed wiremold (conduit) will be permitted where it is not feasible to install wiring in wall or joist cavity. Bedroom receptacles must have Arc Fault protection, either at outlet or thru circuit at service panel. There must be one electrical receptacle at the service panel location Basements will have adequate keyless bare bulb fixtures switched at the top of the stairs and at any other point of entry or exit.	
Replacement Standard	
When a room's wall finishes are removed, it will be rewired to the latest version of the National Electric Code, per PA Uniform Construction Code.	

Service and Panel	
Repair Standard	Minimum Life: 10 years
Distribution panels will have a main disconnect, at least 10 circuit-breaker-protected circuits, a 100-amp minimum capacity and be adequate to safely supply existing and proposed devices. If a working central air conditioning system is present, the minimum service will be 200amps.	
Replacement Standard	
200-amp service with a main disconnect panel containing at least 30 circuit breaker positions.	

PLUMBING SYSTEM	
Drain, Waste, and Vent Lines	
Repair Standard	Minimum Life: 5 years
Waste and vent lines must function without losing the trap seal.	
Replacement Standard	
When walls are removed exposing vent and waste lines those lines will be reworked to the current mechanical code per PA Uniform Construction Code	

Plumbing Fixtures*	
Repair Standard	Minimum Life: 5 years
All fixtures and faucets will have working, drip-free components. All plumbing fixtures must be properly connected to either a public sewer system or an approved private sewage disposal system.	
Replacement Standard	
Vitreous china bathroom lav/basin (or other non-pervious material designed for residential baths) having single lever, metal faucet with 5-year limited warranty and maximum 1.5 GPM flow. Vitreous china, comfort-height toilets with maximum 1.28 GPF. Double bowl stainless steel kitchen sink with single-lever metal faucet having 5-year limited warranty with maximum 2.0 GPM flow. Bathtubs, showers or combination bathtub/shower units and surrounds will be constructed of fiberglass or acrylic composites and have maximum 2.0 GPM showerhead.	

Plumbing Minimum Equipment	
Repair Standard	Minimum Life: 5 years
Existing equipment will be repaired to conform to the Housing Quality Standards.	
Replacement Standard	
Every dwelling unit will have a minimum of one stainless steel double bowl sink in the kitchen and at least one bathroom containing a lav/basin and shower and/or bathtub unit with required water flow devices, all with hot and cold running water and one water closet/toilet as described above.	

Water Heaters	
Repair Standard	Minimum Life: -5 years
Each housing unit will have working domestic water heating equipment installed and operating in a safe manner.	
Replacement Standard	
When the installation of a water heater is required, the units will be a minimum of 40-gallon with a 5-year limited warranty, installed in compliance with PA Uniform Construction Code.	

Water and Wastewater Distribution	
Repair Standard	Minimum Life: 10 years
The main shut off valve must be operable and completely stop the flow of water to the house. All fixtures must be leak-free and deliver sufficient cold water and, where applicable, hot water. Residences must be properly connected to either a public sewer system or an approved private sewage disposal system. If the property is served by a private, on-lot sewage disposal system a copy of the most recent pumping/inspection report must be obtained through the officiating Sewage Enforcement Officer, demonstrating the system is compliant with PA Department of Environmental Protection and any applicable local regulations. If any deficiencies are noted or if actions are required to bring the system into compliance, those issues must be addressed and approved by the Sewage Enforcement Officer.	
Replacement Standard	
The main shut off valve must be operable and completely stop the flow of water to the house, and should be replaced if it does not. Lead and galvanized pipe that is part of the water service or the distribution system will be replaced with supply piping, valves and accessories in compliance with the PA Uniform Construction Code. One freeze-protected exterior hose bib is required.	

*Recommend using water conservation measures (1.3 GPF toilets and 2.0 GPM showers), when available.

HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

Air Conditioning

Repair Standard	Minimum Life: N/A
Non-functioning, non-repairable air conditioners will be removed and drained of all CFCs, in accordance with DEP's approved disposal standards. Existing central air conditioning will be inspected, serviced and refurbished to operate properly.	
Replacement Standard	Minimum Life:
None	

Chimney Repair

Repair Standard	Minimum Life: N/A
Chimneys no longer utilized and in a state of disrepair or deterioration will be removed to below the roof decking when a new roof is being installed. (Removal of a chimney requires Section 106 review if the building is over 50 years of age). When chimneys must be used for combustion ventilation, they will be inspected and repaired or relined as necessary.	
Replacement Standard	Minimum Life: N/A
The creation of new flues is not recommended in this program. The use of high efficiency closed combustion appliances is recommended to avoid the need for new flues. When necessary, chimney flue liners may utilized and will be of material and design required for the type of fuel burning appliance and configuration of the chimney.	

Distribution System

Repair Standard	Minimum Life: 5 years
Duct work and hot water or steam piping will be well supported and in sound operating condition to provide adequate heat supply in areas served. Defective duct work and hot water or steam piping will be repaired when possible.	
Replacement Standard	Minimum Life: 25 years
All duct work will be insulated to R-8, sealed at all seams with mastic (not tape).	

Heating System

Repair Standard	Minimum Life: 5 years
Workable existing heating systems will be inspected and maintained to operate in a safe and efficient manner. Repairs, including replacement of any applicable filters, will be conducted when necessary.	
Replacement Standard	Minimum Life: 25 years
Gas-fired heating plants will be rated at > 92% AFUE or better. Oil-fired furnaces will be rated at > 83% AFUE or better. Oil-fired boilers will be rated at > 85% AFUE or better. Heat pumps will be rated at > 15 SEER. Setback thermostats are required. Electric resistance heating units may be retained or installed in areas where it is not cost effective to heat via ductwork or hot water piping from primary heating source.	

APPLIANCES

Kitchen Appliances

Repair Standard	Minimum Life: 5 years
All units will have a range with properly operating cooktop and oven.	
Replacement Standard	Minimum Life: 15 years
All replaced kitchen ranges will have ENERGY STAR certified appliances, where applicable.	

This Program Guideline has been approved by the Board of Venango County Commissioners, during its regular meeting, on the _____ day of _____, in the year _____.

BOARD OF VENANGO COUNTY COMMISSIONERS



Samuel Breene, Commissioner Chair

Ken Bryan, Commissioner



Albert "Chip" Abramovic, Commissioner



Attest: _____

Bridey Shawgo, Chief Clerk/County Administrator