FHFC CNA Guide

1. Introduction

1.1. Purpose. This Guide provides the CNA Provider with the requirements for all asset classes of multifamily properties and prescribes a standardized format for the CNA Report detailing findings and opinions of the assessment. The CNA Provider is responsible for using its best professional judgment in determining whether additional Property Components beyond those specified in this Guide should be assessed and included in the CNA Report.

1.2. Capital Needs Assessment Description. The Capital Needs Assessment (CNA) is a comprehensive evaluation of the overall physical condition of a multifamily residential Property at a specific point in time; and anticipated capital expenditures required at the Property over a specified Evaluation Period. The CNA will provide:

- An assessment of the Property's current physical condition, including identification of Physical Deficiencies;
- An estimate of the Effective Age and the Remaining Useful Life of each of the Property's Systems and Components;
- An evaluation of past and current operating and maintenance practices at the Property, and suggestions for future operating and maintenance practices; and
- An identification of current and future physical needs, including all significant capital replacement and maintenance costs that are anticipated at the Property.
- An assessment of Physical and/or design Deficiencies pursuant to the RFA requirements, and accessibility requirements of the ADA, Section 504/UFAS, and Florida Building Code, Accessibility.

1.3. CNA Components. The CNA should have three components:

- Due Diligence Activities
- Physical Inspection and Observations
- Capital Needs Assessment Report

Detailed requirements of each component are described in the subsections below.

1.4. Deliverables. The principal deliverable is the CNA Report, which forms the basis of the project's scope of rehabilitation or renovation work. The CNA Report will include exhibits and supplemental information, photographs, and documentation obtained during the course of the assessment that supports the CNA Provider's findings and recommendations. After the inspection and evaluation is complete, the CNA Provider will deliver a CNA Report to the Credit Underwriter and Florida Housing Finance Corporation (the "Corporation" or "FHFC").

1.5. Scope of Work / Enhanced Due Diligence. Unless indicated otherwise, the site visit will be a visual and non-invasive inspection of observable and accessible areas of the Subject Property by the Field Observer. Provider will be responsible for confirmation of the measurements required to comply with

the construction features, and to document existing conditions that present Physical Deficiencies in the dwelling units that would prohibit compliance with the Corporation's requirements.

- The CNA Provider is not required to provide Opinions of Costs to remedy Physical Deficiencies that may require the opinions of Specialty Consultants, or that may require additional testing, intrusive observations, exploratory probing, or further research to determine the cause of the Physical Deficiency and the Suggested Remedy, scope, and scheme for repair or replacement, unless specifically indicated in the services agreement with the CNA Provider.

- **Not a professional Architectural or Engineering service**—By undertaking the CNA and associated report, neither the CNA Provider, nor any of its staff including the CNA Consultant, Field Observer, or the CNA Reviewer is to be considered practicing Architecture or Engineering. Furthermore, it is not a requirement that the CNA Reviewer or the Field Observer, if they are an Architect or Engineer, sign or seal the CNA Report as an instrument of professional service.

1.7 Terminology and Definitions. All words and acronyms that are defined in Appendix L – Definitions, Abbreviations and Acronyms are capitalized in this Guide and associated appendices.

2. Schedule Requirements

2.1. Whenever a CNA is required by a RFA, it will be ordered by the Credit Underwriter within seven calendar days of receiving the credit underwriting fee(s) and CNA fee. The choice of the CNA Provider will be made by the Credit Underwriter, and must be chosen from the Corporation's approved list of qualified CNA Providers (if applicable at the time the CNA is ordered).

2.2. Once the CNA has been ordered, the CNA Provider will need to contact the Applicant to obtain basic information regarding the current physical condition of the Subject Property. The Applicant (or designee) will be expected to answer the CNA Provider's request for information and to provide original construction plans, if available, and a history of major repair expenditures covering at least the most recent five years at least a week prior to a physical inspection. The CNA Provider, along with the Applicant if possible, should perform a physical inspection of the Subject Property within 30 days from the ordering of the CNA, and should also provide notice of this inspection to the Credit Underwriter and the Corporation so that they may attend.

3. CNA Components

3.1. Due Diligence Activities

3.1.1 Objective. The objective of the document review and interviews is to augment the physical inspection and to help the CNA Consultant to understand the Subject Property, evaluate its past and current operations and performance, and identify any Physical Deficiencies.

- Building Department records, Fire Department records or documents that are readily available and reasonably ascertainable should be reviewed as part of the assessment.

- The CNA Consultant must include copies of any such documentation as an exhibit to the CNA Report, making note of any information requested but not received.

- The CNA Consultant should note in the CNA the sources of information used by the CNA Consultant that were material in identifying items that were not readily Observed by the CNA Consultant or that supplemented the CNA Consultant's Observations.

3.1.2 Government Agency Provided Information. The CNA Consultant will make all appropriate inquiries to obtain and review any relevant information relating to the Property from the local governmental agencies and departments having jurisdiction over the Property. Documentation should include, to the greatest extent possible:

- Certificates of Occupancy;
- Inspection records and certificates;
- Reports of existing building / fire code violations;
- Reports of existing regulatory, health or zoning violations; and
- Documentation of ongoing or pending litigation on Physical Conditions of the Property.

3.1.3. Pre-Site Visit Questionnaire and Interview. Owner provided documentation and information should be acquired by means of a pre- site visit questionnaire and interview. The format of the questionnaire shall follow Appendix E - Pre-Site Visit Questionnaire.

- Interviews and questionnaires should be directed to the property Point of Contact for input from both the Maintenance Supervisor and the On-Site Property Manager. Questionnaires may also be directed to Residents.

- A questionnaire, complete with the Point of Contact's responses, shall be included as an exhibit within the CNA Report List as a limitation in the CNA Report if these individuals are not available.

3.1.4 Owner Provided Documentation and Information should include, to the greatest extent possible:

- Site survey;
- Appraisals;
- As-built drawings or record drawings;
- Previous accessibility surveys;
- Planned Capital Improvements;
- Planned maintenance or replacement;
- Previous reports on Property condition;
- Existing Physical Deficiencies and pending work;
- Warranties for construction products, appliances and equipment;
- Preventative maintenance requirements;
- Operations and maintenance plans;
- Maintenance reports and contracts; and
- Previous repairs, improvements or replacements.

3.2. Physical Inspection and Observations

3.2.1. Objective. The objective of the physical inspection is to visually Observe the Subject Property to obtain information on the condition of the building(s), and to identify Physical Deficiencies and any unusual features for a reasonable determination of the Subject Property's functionality and sustainability. The physical inspection will contain two components: Material Building Systems and Components and Accessibility, Adaptability, Universal Design and Visitability Features. The physical inspection shall be limited to Representative Observations when appropriate. The Field Observer is not expected to inspect every recurring Component or System. The Representative Observation extends to all conditions, areas, equipment, Components, Building Systems, buildings, etc., to the extent that they are similar and representative of one another.

3.2.2. Minimum Requirements. At a minimum, the physical inspection will include:

- All vacant and out-of-service units;
- A sampling of at least 25% of all occupied units;
- All units set aside to meet Section 504 of the Rehabilitation Act of 1973, as outlined in the applicable RFA issued by the Corporation;
- At least one unit in each building;
- At least one unit of each bedroom-size configuration;
- All common areas; and
- For scattered sites, at least one unit from each site, but no less than the percentages specified above.

3.2.3. Scope of Physical Inspection– Material Building Systems and Components. Specific items of the material Building Systems and Components to be Observed are included in Appendix A - Scope of Inspection for Material Building Systems and Components. Additionally, known problematic construction materials and design issues present should be identified and documented as outlined in Appendix D - Problematic Materials and Design Issues. The items listed should not be considered all-inclusive, and the CNA Consultant should utilize professional judgment regarding adding or deleting inspection items in Appendices A and D as necessary to complete the CNA Report.

3.2.4. Scope of Physical Inspection – Accessibility.
All proposed Developments must meet all federal requirements and state Building Code requirements, including the following:

- Florida Accessibility Code for Building Construction as adopted pursuant to Section 553.503, Florida Statutes;
- The Fair Housing Act as implemented by 24 CFR 100;
- Section 504 of the Rehabilitation Act of 1973*; and
- Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR 35, incorporating the most recent amendments, regulations and rules.

In addition to meeting the federal requirements listed above and state Building Code requirements, additional accessibility, adaptability, universal design and visitability features are required in all units. These features are listed in Appendix B Accessibility, Adaptability, Universal Design and Visitability Features Checklist for Dwelling Units.

*All Developments must meet accessibility standards of Section 504. Section 504 accessibility standards require a minimum of 5% of the total dwelling units, but not fewer than one unit, to be accessible for individuals with mobility impairments. An additional 2 percent of the total units, but not fewer than one unit, must be accessible for persons with hearing or vision impairments. To the extent that a Development is not otherwise subject to Section 504 and its related regulations, the Development shall nevertheless comply with Section 504 and its related regulations as requirements of the Corporation funding program to the same extent as if the Development were subject to Section 504 and its related regulations in all respects. To that end, all Corporation funding shall be deemed "Federal financial assistance" within the meaning of that term as used in Section 504 and its related regulations for all Developments.

An accessible route is required for all Developments in ground floor dwelling units in buildings without elevators. A continuous, unobstructed path throughout the site and the building that connects all the accessible features, elements, and spaces shall be provided. This shall include all amenities of the Development.

The CNA Provider is responsible for confirmation of the measurements required to comply with the construction features, and to document existing conditions that present Physical Deficiencies in the dwelling units that would prohibit compliance with the Corporation's requirements. Appendix B Accessibility, Adaptability, Universal Design and Visitability Features Checklist for Dwelling Units shall be used by the CNA provider.

Scope of Physical Inspection - Construction Features and Amenities. The CNA Provider must conduct a visual survey inspection using Appendix C FHFC Required Construction Features and Amenities Checklist.

3.2.5. Photographic Documentation. The CNA Consultant must provide photographic documentation sufficient in quantity and quality to appropriately document the Subject Property's current physical condition, including material deficiencies. The photographs should be representative of typical conditions and include the following:

- Typical elevations and exteriors;
- Site elements, including parking areas, flatwork, drainage elements and major landscape elements;
- Roofing Systems, including flashing and drainage Systems;
- Observable structural Systems;
- Plumbing, HVAC, and electrical systems, including equipment and nameplates
- Conveyance Systems;
- Life safety Systems;
- Accessibility, Adaptability, Universal Design, and Visitability features;
- Representative interiors of each room type;
- Common areas, accessory structures and development amenities;
- Any special or unusual conditions present;

- All identified Immediate Repair Items and Replacement of Capital Items clearly illustrating the nature and scope of the required repairs; and
- A representative sample of appliances, including Energy Guide labels.

3.3. Capital Needs Assessment Report

3.3.1. Executive Summary. The content for the CNA Report Executive Summary shall be as follows:

- **General Description** - Provide an introductory statement identifying generally the nature of the Capital Needs Assessment (CNA) and associated report, identify the Subject Property, indicate at whose request the CNA was ordered and state the purpose the CNA is to serve.

- Summary of Property Information including:
    a. Name of the Subject Property;
    b. Location (including county);
    c. Current Owner(s);
    d. Parcel ID number;
    e. Primary land use and zoning;
    f. Site size (in acres);
    g. Number of buildings / stories;
    h. Construction type (wood frame, concrete frame, masonry, steel, etc.);
    i. Number of dwelling units;
    j. Number and type of accessory structures;
    k. Heated and cooled floor area (approximate square feet);
    l. Year(s) constructed (include subsequent phases and major renovations);
    m. Demographic (Family, Elderly ALF or Non-ALF, Special Needs, Etc.); and
    n. Occupancy rate (at the time of inspection).

- **Unit Mix Table** – Provide a completed table describing the mix of dwelling units, common areas and support spaces. Refer to Appendix G – Unit Mix Table for format.

- **Physical Inspection Description** - Indicate the site visit date, and describe both the weather and conditions at the time of the site visit. State the names of the individuals from the CNA Provider, the Property Point of Contact, and all Property Owner representatives providing information or attending the Property site visit. Identify whether any limitations or constraints prevented the CNA Consultant or other CNA Provider staff from performing the entire required scope of the Capital Needs Assessment.

- **General Physical Condition**—The Subject Property's general physical condition, the apparent level of preventive maintenance exercised, and any significant Deferred Maintenance should be summarized. A schedule of material Physical Deficiencies; any significant capital improvements that are pending, in-progress, or were recently implemented; and any significant findings resulting from research should be provided. If the CNA Consultant does not deem that planned improvements or current repair and

maintenance practices are sufficient to maintain the Property in its current condition or improve the condition of the Property, then the CNA Report should note any deficiencies and provide appropriate recommendations.

- **Property Useful Life Table** - The Property Useful Life Table must be included in the format provided in Appendix I - Property Useful Life Table. The Property Useful Life Table will include the CNA Consultant's professional opinion of the Effective Age (EA) and Remaining Useful Life (RUL) of the Property's Building Systems and Components. To complete the Property Useful Life Table, the CNA Consultant will reference the standard useful life tables for multifamily property Building Systems and Components set forth in Appendix F – Estimated Useful Life (EUL) Tables. The EUL Tables represent average EUL values and are not intended to replace the professional judgment of the CNA Consultant in determining the EA and RUL of the Property's Building Systems and Components. Additionally, the CNA must provide a summary finding stating whether the estimated RUL after rehabilitation for the buildings and their Components will be at least 35 more years. Due to hardware and software revisions, central control equipment for HVAC, fire alarms, security and other computerized systems can become "orphaned" and no longer supported by vendors. The CNA Provider may consider new or enhanced functionality of these Systems essential, which may be achievable only with new hardware and software. In certain cases, energy cost reduction may justify replacement or major upgrade of equipment prior to the end of its useful life. If such replacement is recommended, the CNA Provider shall provide a detailed evaluation of cost savings for each item as justification for replacement.

- **Problematic Building Materials and Design Issues** - Summarize any identified building materials and design problems affecting the Property. Additional information is included in Appendix D - Problematic Materials and Design Issues. The CNA Report must include verification that each applicable item in Appendix D was considered and provide appropriate corrective measures as applicable. Appendix D is not meant to be an all-inclusive list of all known building material and design issues, and the CNA Consultant should use its professional judgment to determine the presence of any additional problematic building material or design issues at the Property.

- **Summary of Recommended Repair and Replacement Probable Costs**—Present the aggregate sum of opinions of repair and/or replacement costs, categorized as either Immediate, Critical, Deferred Maintenance, or Replacement of Capital costs. Include a summary of mitigation costs for all known or Observed deficiencies pursuant to the FHFC accessibility requirements outlined in the applicable RFA, as well as FHA and Florida Accessibility Code requirements. Refer to Appendix H - Summary of Recommended Repair and Replacement Probable Costs for table format.

- **Coordination with Application Commitments** – Confirm that all items committed to in the Application (including all items required by the Corporation as outlined in the applicable RFA, and optional Green Building Features selected in the RFA) are physically and financially feasible within the contemplated budget using the checklist depicted in Appendix C - FHFC Required Construction Features and Amenities Checklist. The CNA Report will opine on the appropriateness of the rehabilitation measures selected by the

Applicant, considering the Remaining Useful Life and the current condition of the subject features.

- **Recommendations/Discussions**—Briefly identify those Components and Building Systems necessitating further study, research, testing, intrusive inspections, or exploratory probing. This section also may be used to discuss any obvious major deviations from the Subject Property description provided by the Applicant or Owner to the CNA Consultant, ongoing repairs or improvements, or other relevant issues. The CNA Consultant must consider the Applicant's scope of work preferences, using their professional judgement in the appropriateness of items included in the Applicant's scope.

- **Deviations from this Guide**—Present all material deviations and deletions from this Guide, if any, listed individually along with all additional Consultant services that have exceeded this Guide's suggested requirements.

- **CNA Qualifications** – Identify the name of the CNA Consultant that prepared, or had overall responsibility of the CNA, describe which standards and protocols were used for conducting the physical inspection and preparation of the CNA Report, and certify that the CNA Report follows the standards and guidelines provided by the Corporation.

- **Members of CNA Provider team** - List the names, titles, qualifications and certifications of the individuals from the CNA Provider who actively participated in the CNA and the preparation of the CNA Report, followed by the signatures of each. If the CNA Consultant or Field Observer, or both are not at arm's-length with the entity ordering the CNA, such a relationship should be disclosed.

3.3.2. Opinion of Probable Costs. General scope opinions of probable costs are to be prepared for the Suggested Remedy of the material Physical Deficiencies Observed. The CNA Report will present the CNA Consultant's professional opinion of the probable cost, including installation, for each item requiring repairs as defined below, and capital items reasonably expected to need replacing during the Evaluation Period. All cost estimates provided as part of the CNA must reference the source and basis for identifying items designated for repair or replacement.

- **Scope** - Opinions of Costs should be provided for material Physical Deficiencies and not for repairs or improvements that could be classified as:
    a. Cosmetic or decorative;
    b. Part or parcel of a building renovation program;
    c. Tenant improvements/finishes;
    d. Enhancements to reposition the Subject Property in the marketplace;
    e. For warranty transfer purposes;
    f. Routine or normal preventive Maintenance; and/or
    g. De Minimis conditions that are in aggregate less than a threshold amount of $3,000 for like items.

- **Determination of Probable Costs** – Opinions of Costs should only be construed as preliminary, order of magnitude budgets. Actual costs may vary depending on design, material quality, unforeseen conditions, construction market rates, etc.

It is not the intent of the assessment for the CNA Consultant to prepare or provide exact quantities as a basis for preparing the Opinions of Costs, but approximate quantities, units, and unit costs shall be provided by line item. Opinions of Costs may be based upon the extrapolation of Representative Observations or conditions deemed by the CNA Consultant as highly probable, results from information received, or the RUL of Components.

The source of cost information utilized by the CNA Consultant may be from one or more of the following resources:

a. Applicant or Owner provided unit costs;
b. Owner's historical experience costs;
c. Consultant's cost database or cost files;
d. Commercially available cost information or published commercial data;
e. Third-party cost information from contractors, vendors, or suppliers; and/or
f. Other qualified sources that the Corporation determines appropriate.

Cost estimate values shall take into account associated demolition, construction and finishing work that may be required for installations. Values for design, construction management and contractor overhead and profit shall also be included as appropriate.

If in the opinion of the CNA Consultant, a Physical Deficiency is too complex to develop an opinion of probable cost using the quantity and unit cost method, the CNA Consultant may apply a lump sum opinion of probable costs for that particular line item, or provide a value for additional study to be provided.

- Cost Estimates for Repairs. The CNA Report will document the estimated costs of needed repairs using the appropriate table format provided in Appendix J - Cost Estimate Schedule for Repairs. Repairs shall be classified as follows:

  a. **Immediate Repair Items**. Life Safety items that, in the CNA Consultant's professional judgment, if left in the current condition, have the potential to cause injury, illness, or death.

  b. **Critical Repair Items**. Items requiring immediate remediation to prevent additional substantial deterioration to a particular System, address an immediate need Observed by the CNA Consultant, or extend the life of a System critical to the operation of the Property.

  c. **Deferred Maintenance Items**. Items that are material Systems, Components, or equipment that are approaching, have reached, or have exceeded their estimated useful life, and which have the potential to affect the Property's financial and operational performance if not remediated within 12 months.

- **Cost Estimates for Replacement of Capital Items**. The CNA Report will document the cost estimates for replacement of capital items, and will include the Property's Building

Systems, Components, and equipment to be maintained or replaced over the Evaluation Period. Replacement of capital items are items anticipated to meet or exceed their RUL during the Evaluation Period.

The CNA will include a 15-year replacement reserve table for the replacement of capital items as indicated in Appendix K - Cost Estimate Schedules for Replacement of Capital Items and will include both current replacement cost and inflation adjusted replacement costs. A 3% annual inflation factor will be added to the cost estimates for Replacement of Capital Items from the date of the CNA Report through the scheduled replacement date.

- **Cost Estimates for Correction of Accessibility Issues**. The CNA Report will document the cost estimates for the correction of all known or Observed deficiencies pursuant to the FHFC accessibility requirements outlined in the applicable RFA, as well as FHA and Florida Accessibility Code requirements.

3.3.3. Document Review and Interview Findings. Identify any material information relating to Physical Deficiencies of the Property resulting from the review of documents and interviews conducted. Provide copies of certifications, reports, documented code violations, surveys, interview questionnaires, etc., as an exhibit to the CNA Report.

3.3.4. Existing Conditions Observations. Include a description of the existing condition of the applicable Property Building Systems, Components, and equipment as indicated in Appendix A - Scope of Inspection for Material Building Systems and Components, and Appendix B – Accessibility, Adaptability, Universal Design and Visitability Features. For each element, the overall condition will be assessed, and a recommended course of action will be provided for repairs and replacements or indication of no action required. Categories for the existing conditions observation report are:

- Development information;
- Evaluation of FHFC required construction features;
- Site conditions;
- Building conditions;
- Fixtures, casework and equipment;
- Amenities and program features;
- Hazardous materials and conditions; and
- Accessibility evaluation.

3.3.5. Additional Considerations. Report on the following additional considerations:

- Identify any material additional considerations or out of scope considerations that are included in the CNA.

- If applicable, comment on the physical and financial feasibility of the inclusion of full-size ranges and ovens in all rehabilitation units in Elderly developments.

- Where appropriate, comment on the proportions of physical needs that have resulted from accumulated Deferred Maintenance, and from ordinary use and decline of a properly maintained Property. If, in the CNA Provider's expert opinion, the deterioration of the Property has been accelerated by poor management practices, that information must be disclosed to the Credit Underwriter and the Corporation.

- Comment on whether rehabilitation of a particular feature ordinarily requires relocation of the tenant.

3.3.6. Limiting Conditions. Describe all limiting conditions encountered during the conduct of the CNA and the preparation of the CNA Report.

3.3.7. Exhibits. Exhibits provided shall include, but not be limited to:

- Representative photographs (numbered and labeled in exhibit);
- Certificates, surveys and reports;
- Interview questionnaire;
- User/Owner submitted documents;
- Photocopied plot plans, sketches, etc.; and
- Other exhibits considered appropriate by the CNA Consultant.

5. Appendices

Appendix A. Scope of Inspection for Material Building Systems and Components

Appendix B. Accessibility, Adaptability, Universal Design and Visitability Features Checklist

Appendix C. FHFC Required Construction Features and Amenities Checklist

Appendix D. Problematic Materials and Design Issues

Appendix E. Pre-Site Visit Questionnaire

Appendix F. Estimated Useful Life Tables

Appendix G. Unit Mix Table

Appendix H. Summary of Recommended Repair and Replacement Probable Costs

Appendix I. Property Useful Life Table

Appendix J. Cost Estimate Schedule for Repairs

Appendix K. Cost Estimate Schedule for Replacement of Capital Items

Appendix L. Definitions, Abbreviations and Acronyms

Appendix A
Scope of Inspection for Material Building Systems and Components

Purpose and Use. Appendix A shall be used as a guide for the existing conditions to be observed during the physical inspection as applicable to the Subject Property. Appendix A is not an exhaustive list, and the CNA Consultant should supplement the list as necessary based on actual conditions of the Subject Property. The Consultant shall include appropriate descriptions, assessments and evaluations of each applicable item listed below in the Capital Needs Assessment Report, including age of building components and equipment, recommended replacement specifications, repairs, maintenance, and scope of work for any recommended repairs or replacements.

Refer to Appendices B (accessibility), C (required features), D (material and design issues) and F (EUL tables) for more detailed information.

The intent of the physical inspection is to visually investigate the Subject Property to obtain information on material building systems and components and identify physical deficiencies. With the exception of accessibility features indicated in Appendix B, testing, measuring, or preparing calculations for any system or component to determine adequacy, capacity, or compliance with any standard is outside the scope of the inspection.

Unless specified otherwise, the Consultant is not expected to observe every recurring component or system during the physical inspection, only representative observations of such areas are to be provided unless scope of work or conditions warrant otherwise. Representative observations extend to all conditions, areas, equipment, components, systems, buildings, etc., to the extent that they are similar and representative of one another.

I. Development Information

1. Total Number of Buildings
2. Number of Floors per Building
3. Number of Dwelling Units per Building
4. Total Number of Dwelling Units
5. Unit Counts
   5.1 Number of Bedrooms per Unit
   5.2 Number of Baths per Unit
   5.3 Number of Units per Bedroom Type
6. Number of Down or Vacant Units
7. Number of Dwelling Units inspected (% of Total)

II. Evaluation of FHFC Required Construction Features

1. Existing qualifying General Features currently in place:
    1.1 Termite / Pest Control Service
    1.2 Window Treatments
    1.3 Cable / Satellite TV Connection
    1.4 Full Size Range / Oven
2. Accessibility Features (refer also to Appendix B for a complete list)
    2.1 Was a formal accessibility survey previously conducted? If so, are the results still accurate and available for inclusion in the CNA Report?
    2.2 Number of Existing Accessible Units
        2.2.1 Existing Mobility Impaired units:
        2.2.2 Existing Sensory Impaired units:
3. Existing qualifying Green Building Features to remain
    3.1 Low-flow plumbing fixtures
    3.2 Energy Star qualified appliances and fixtures
    3.3 Additional qualifying Green Building features
4. Does the project meet the Concrete Construction Qualification as described in the RFA?

III. Site Conditions

1. Site Configuration and Size (indicate if a single parcel or scattered site)
2. Topography
3. Site Access (adjacent streets, service alleys and pedestrian connections)
4. Vehicular Paving and Curbing (indicate if light colored topping is present for heat reduction)
5. Parking (including parking counts and ADA compliant parking and access aisles)
6. Flatwork and Vertical Access
    6.1 Sidewalks
    6.2 Plazas, Decks and Patios
    6.3 Ramps and Stairs
7. Utilities Service Providers and Service Equipment
    7.1 Electrical Power
    7.2 Domestic Water (including pipe materials If available)
        7.2.1 Municipal System
        7.2.2 On-site Well
    7.3 Sanitary Sewer (including pipe materials if available)
        7.3.1 Municipal System
        7.3.2 Private Treatment Plant
        7.3.3 On-site Septic System
    7.4 Fuel Gas
        7.4.1 Municipal System
        7.4.2 On-site Storage
    7.5 Data
    7.6 Communications
8. Site Drainage

8.1 Grading and Swales
8.2 Curbs and Inlets
8.3 Storm Water Piping
8.4 On-Site Detention / Retention Facilities

9. Landscaping and Irrigation (indicate if Florida Yards and Neighborhoods certified)
10. Erosion Control
11. Guardrails
12. Site Lighting (including system controls and lighting sufficiency)
13. Site Security Features (fencing, gates, cameras)
14. Retaining Walls
15. Signage
16. Waste Containment
17. Common / Recreational Areas
18. Postal Equipment
19. Other Site Features (as applicable)

IV. Building Components - Residential Units, Common Use Areas, Employee Areas, Appurtenances and Accessory Structures

1. Structural
   1.1 Foundation (note basements or crawl spaces)
   1.2 Load Bearing Masonry or Concrete Walls
   1.3 Primary Framing Systems
      1.3.1 Floor
      1.3.2 Framed Walls
      1.3.3 Stairs, Balconies and Covered Walkways
      1.3.4 Roof
2. Building Envelope and Enclosure Elements
   2.1 Exterior Walls
      2.1.1 Materials
      2.1.2 Finishes
      2.1.3 Trim
   2.2 Exterior Doors
      2.2.1 Door Units
      2.2.2 Door Finishes
      2.2.3 Door Hardware
      2.2.4 Weather-Stripping and Sealants
   2.3 Windows
      2.3.1 Window Units
      2.3.2 Window Finishes
      2.3.3 Window Hardware
      2.3.4 Weather-Stripping and Sealants
   2.4 Skylights

2.5 Roofing System
    2.5.1 Materials (indicate if Energy Star certified materials are present)
    2.5.2 Age and Condition
    2.5.3 Positive Drainage Issues / Leaks
2.6 Flashing
    2.6.1 Wall
    2.6.2 Roof
    2.6.3 Penetrations
    2.6.4 Roof Mounted Equipment
2.7 Roof Drainage Components
    2.7.1 Gutters
    2.7.2 Downspouts
    2.7.3 Splash Blocks / Subsoil Drains
    2.7.4 Diverters
    2.7.5 Roof Drains
2.8 Roof Vents
    2.8.1 Soffit Vents
    2.8.2 Ridge Vents
    2.8.3 Turbine Ventilators
    2.8.4 Fans or other ventilation equipment
2.9 Building Insulation
    2.9.1 Floor
    2.9.2 Wall
    2.9.3 Roof
2.10 Insect Screening and Rodent Control
    2.10.1 Windows
    2.10.2 Vents
2.11 Access Components
    2.11.1 Crawl Space Access
    2.11.2 Attic Access
    2.11.3 Roof Access

3. Interior Features and Finishes
3.1 Floors (indicate if certified eco-friendly)
3.2 Walls
3.3 Millwork
    3.3.1 Baseboards
    3.3.2 Door and Window Trim
    3.3.3 Misc. Trim
3.4 Interior Doors
    3.4.1 Door Units
    3.4.2 Door Finishes
    3.4.3 Door Hardware
3.5 Ceilings

3.6 Sound Transmission Control (both airborne and structure-borne sound)

4. Building Systems
   4.1 Mechanical
      4.1.1 Heating / Air Conditioning Equipment*
         * (include age, EER / Energy Star rating labels and maintenance level)
      4.1.2 Equipment Piping
      4.1.3 Ductwork
      4.1.4 Terminal Devices
      4.1.5 Controls (indicate if thermostat is programmable and humidistat exists)
      4.1.6 Ventilation Fans (indicate if Energy Star rated)
      4.1.7 Ceiling Fans (indicate if Energy Star rated)
      4.1.8 Appliance and Equipment Exhaust
      4.1.9 Equipment, Duct and Piping Insulation

   4.2 Plumbing
      4.2.1 Domestic Water Service
         4.2.1.1 Metering (indicate if central or separate at each unit)
      4.2.2 Sanitary Sewer Service
      4.2.3 Potable Water Piping
      4.2.4 Waste Piping
      4.2.5 Waste Vents
      4.2.6 Fixtures (indicate if low-flow water saving features are included)
         4.2.6.1 Toilets
         4.2.6.2 Lavatories
         4.2.6.3 Bathtubs / Showerheads
         4.2.6.4 Sinks
         4.2.6.5 Controls and Faucets
      4.2.7 Domestic Water Heaters*
         * (include age, capacity, indicate electric or gas operation and EER / Energy Star rating labels)
      4.2.8 Plumbing Devices (water softeners, filtration, etc.)
      4.2.9 Piping Insulation
   4.3 Electrical Power
      4.3.1 Metering (indicate if central or separate at each unit)
      4.3.2 Supply and Service Devices (include service size)
      4.3.3 Main Distribution Panels and Switchgear (indicate if fused panels are used)
      4.3.4 Individual Unit Distribution Panels*
         * (confirm a 60-amp minimum service is present and no fused panels are used, only circuit breakers are allowable)
      4.3.5 Wiring and Conduits (indicate if aluminum wire is used)
      4.3.6 Outlets and Controls (include ground fault interrupter protection)
      4.3.7 Lightning Protection Systems
      4.3.8 Standby Generators (include fuel storage if applicable)

- 4.4 Lighting
  - 4.4.1 Interior Fixtures
  - 4.4.2 Exterior Fixtures
  - 4.4.3 Switches and Controls
- 4.5 Fuel Gas
  - 4.5.1 Metering (indicate if central or separate at each unit)
  - 4.5.2 Supply and Service Devices
  - 4.5.3 Piping and Connections
  - 4.5.4 Controls
  - 4.5.5 Equipment / Appliance Ventilation
  - 4.5.6 Storage
- 4.6 Data and Communications (include provider and speed)
  - 4.6.1 Supply and Service Devices
  - 4.6.2 Wiring and Conduits
  - 4.6.3 Outlets and Controls
- 4.7 Security Systems
  - 4.7.1 Detection
  - 4.7.2 Alarms
  - 4.7.3 Cameras

5. Life Safety
   - 5.1 Adequate Egress Routes
   - 5.2 Fire and Smoke Protection
   - 5.3 Handrails and Guardrails
   - 5.4 Exit Lighting
   - 5.5 Emergency Lighting
   - 5.6 Alarms and Detection Devices
     - 5.6.1 Fire
     - 5.6.2 Smoke
     - 5.6.3 Carbon Monoxide
   - 5.7 Fire Suppression
     - 5.7.1 Portable Extinguishers
     - 5.7.2 Sprinkler Systems (indicate wet or dry)
     - 5.7.3 Standpipes (indicate wet or dry)
     - 5.7.4 Hydrants
   - 5.8 Stairwell Smoke Protection (pressurization or evacuation system)
   - 5.9 Observed Exigent Safety Conditions

6. Vertical Access
   - 6.1 Stairs
   - 6.2 Ramps
   - 6.3 Elevators and Lifts (identify operation type)
     - 6.3.1 Car condition (include finishes)
     - 6.3.2 Opinion of adequate number and capacity
     - 6.3.3 Communications features

6.3.4 Equipment condition
6.3.5 Certifications and Maintenance Contracts

V. Fixtures, Casework and Equipment

1. Appliances (include age, Energy Star or other efficiency ratings)
   1.1 Clothes Washers
   1.2 Clothes Dryers
   1.3 Dishwashers
   1.4 Range / Ovens
   1.5 Stove Hoods
2. Casework (indicate age and if certified eco-friendly)
   2.1 Kitchen Counters
   2.2 Lavatories / Vanities
   2.3 Work Surfaces
   2.4 Shelving
3. Equipment (as applicable)

VI. Amenities and Program Features

1. Playgrounds
   1.1 Playground Surfaces
   1.2 Playground Equipment
   1.3 Accessible Route
   1.4 Accessible Equipment
2. Swimming Pools
   2.1 Accessible Route
   2.2 Accessible Entry Feature(s)
   2.3 Equipment and Accessories
   2.4 Structure and Finishes
   2.5 Security Enclosure

VII. Hazardous Materials and Conditions

1. Flood Zone designation (provide FEMA flood map zone for the Subject Property)
2. Inclusion of subject property in a High Velocity Hurricane Zone or Windborne Debris Region (identify any existing mitigation measures observed such as impact resistant windows, storm shutters, continuous load path systems, etc.)
3. Observed or suspected geotechnical issues (expansive soils, karst features, etc.)
4. Observed or suspected hazardous building materials (lead-based paint, asbestos, etc.)
5. Observed or suspected environmental hazards (radon, chemicals, petroleum products, etc.)
6. Observed moisture intrusion, mold and biological growth (identify sources)
7. Observed presence of rodents, insects or wood destroying organisms
8. Observed or known problematic materials and design Issues (see Appendix D)
9. Observed excessive noise or odor Issues
10. Observed indoor air quality issues

APPENDIX B - ACCESSIBILITY, ADAPTABILITY, UNIVERSAL DESIGN AND VISITABILITY FEATURES CHECKLIST FOR DWELLING UNITS					
	Purpose and Use: Appendix B shall be used when conducting a physical and/or design inspection to report any known or observed deficiences pursuant to the Request for Applications (RFA) requirements, accessibility requirements of the ADA, Section 504/UFAS, and Florida Building Code, Accessibility (as applicable) of the Subject Property.				
	Provider is responsible for confirmation of the measurements required to comply with the construction features, and to document existing conditions that present physical deficiencies in the dwelling units that would prohibit compliance with the Corporation's requirements.				
	This checklist consists of all the construction features that are required in the dwelling units of FHFC properties. When a feature is only to be included in a specified type of RFA, it will be noted in the "Notes to Provider" column.				
	The Citation column refers to the following components:				
	• the RFA section that describes the required construction feature, or				
	• the section of the ADA Standards for Accessible Design that is applicable to the specific construction feature, or				
	• the section of UFAS (Uniform Federal Accessibility Standard) that is applicable to the specific construction feature.				
Citation	**RFA Section Four A.8. Construction Features**	**YES**	**NO**	**Note to Provider**	**Comments**
	A.8.c. Accessibility, Adaptability, and Universal Design and Visitability Features - General - All units				
A.8.c.	Primary entrance threshold with no more than a ½-inch rise				
A.8.c.	All door handles on primary entrance door and interior doors must have lever handles				
A.8.c.	Lever handles on all bathroom faucets and kitchen sink faucets				
A.8.c.	Mid-point on light switches and thermostats not more than 48 inches above finished floor level				
A.8.c.	Cabinet door and drawer handles in bathroom and kitchen shall be lever or D-pull type				
A.8.c.; ADA 604.5.1	Reinforced walls for future installation of grab bars in place around each toilet/tub/shower			May be a Corporation-approved alternative approach for grab bar installation; Family Demographic only	
	ELDERLY DEVELOPMENTS ONLY				
A.8.c.	Primary entrance threshold with no more than a ½-inch rise				
A.8.c.	All door handles on primary entrance door and interior doors must have lever handles				
A.8.c.	Lever handles on all bathroom faucets and kitchen sink faucets				
A.8.c.	Mid-point on light switches and thermostats not more than 48 inches above finished floor level				
A.8.c.	Cabinet door and drawer handles in bathroom and kitchen shall be lever or D-pull type				
A.8.c.	15 percent of units must have roll-in showers			A sufficient number of units must be inspected to ensure that roll-in showers are achievable in 15% of units	
A.8.c.	Horizontal grab bars in place around each tub and/or shower				
A.8.c.; ADA 607.4.1	• If a bathtub/shower combination with a permanent seat is provided, grab bars shall be installed to meet or exceed ADA 607.4.1				
A.8.c.; ADA 607.4.2	• If bathtub/shower combination without a permanent seat is provided, grab bars shall be installed to meet or exceed ADA 607.4.2				
A.8.c.; ADA 608.3.2	• If roll-in shower is provided, grab bars shall be installed to meet or exceed ADA 608.3.2				
A.8.c.	Reinforced walls for future horizontal grab bars around each toilet			May be a Corporation-approved alternative approach for grab bar installation;	
A.8.c.	Roll-out shelving or drawers provided in all bottom bathroom cabinets				
A.8.c.	Adjustable shelving provided in master bedroom closets			Shelves must be adjustable by resident	
A.8.c.	A large drawer with drawer slides that are beyond full extension in at least one of the kitchen's bottom or base cabinets			Drawer slides are also called "over-travel"	
	Section 504 accessibility features for persons with mobility impairments- Section 504 accessibility standards require a minimum of 5 percent of the total dwelling units, but not fewer than one unit, to be accessible for individuals with mobility impairments. These units must have the following features:			Five percent of total units must be in compliance with 24 CFR part 8 (Section 504 regulation) and UFAS (Uniform Federal Accessibility Standards); A sufficient number of units must be inspected to ensure that UFAS features are acheivable in 5% of units;	
UFAS 4.34.2	The accessible dwelling units shall be on an accessible route, and shall have the accessible elements and spaces as a minimum as cited in UFAS 4.34.2 (1-12)				
	At least one full bathroom (contains sink, toilet, bathtub or shower) shall have following features and be in accorance with UFAS:				
UFAS 4.34.5; 4.3.3.; 4.4.1	• Accessible route to bathroom				
UFAS 4.34.5.1	• Doors shall not swing into the clear floor space required for any fixture.				
UFAS 4.34.5.2 (1-4)	Toilet requirements (clear floor space, height, structural reinforcement, toilet paper dispenser)				
UFAS 4.34.5.2(3); 4.26	• Grab bars at toilet required			UFAS Appendix A4.34.5 states that "although not required by these specifications, it is important to install grab bars at toilets, bathtubs, and showers if it is known that a dwelling unit will be occupied by elderly or severely disabled people." Please note that Corporation requires grab bars to be installed and to comply with UFAS.	
UFAS 4.34.5.3 (1-3)	Sinks, Mirrors, and Medicine Cabinets				
UFAS 4.34.5.4 (1-5)	Bathtubs				

Citation	RFA Section Four A.8. Construction Features	YES	NO	Note to Provider	Comments
UFAS 4.34.5.4 (3) Fig. 48	• Grab bars at bathtub required			UFAS Appendix A4.34.5 states that "although not required by these specifications, it is important to install grab bars at toilets, bathtubs, and showers if it is known that a dwelling unit will be occupied by elderly or severely disabled people." Please note that Corporation requires grab bars to be installed and to comply with UFAS.	
UFAS 4.34.5.5 (1-5)	Showers				
UFAS 4.34.5.5 (3) Fig. 37	• Grab bars at showers required			UFAS Appendix A4.34.5 states that "although not required by these specifications, it is important to install grab bars at toilets, bathtubs, and showers if it is known that a dwelling unit will be occupied by elderly or severely disabled people." Please note that Corporation requires grab bars to be installed and to comply with UFAS.	
UFAS 4.34.5.6	Enclosures for bathtubs or shower stalls shall not obstruct controls or transfer from wheelchairs onto shower or bathtub seats. Enclosures on bathtubs shall not have tracks mounted on their rims.				
UFAS 4.34.5.7	Clear Floor Space				
UFAS 4.34.6	Kitchen shall have the following features and be in accordance with UFAS.				
UFAS 4.34.6.1 *	Clearance between kitchen base cabinets, counter tops, appliances, or walls.				
* A4.34.6.1	The minimum clearances provide satisfactory maneuvering spaces for wheelchairs only if cabinets are removed at the sink.				
UFAS 4.34.6.2	Clear floor space in kitchens				
UFAS 4.34.6.3	Controls				
UFAS 4.34.6.4 (1-5)	Kitchen work surfaces				
UFAS 4.34.6.5 (1-8)	Kitchen sink				
UFAS 4.34.6.6	Ranges and cooktops				
UFAS 4.34.6.7 *	Ovens				
UFAS 4.34.6.8 (1-2)	Refrigerator/Freezer				
UFAS 4.34.6.9	Dishwashers				
UFAS 4.34.6.10 (1-2)	Kitchen Storage				
UFAS 4.34.7; 4.34.7.1; 4.34.7.2; 4.34.7.3	Laundry Facilities				
A.8.c.	Primary entrance threshold with no more than a ½-inch rise			Feature required in all units, including the units for mobility/communication impaired (5%/2% of total units)	
A.8.c.	All door handles on primary entrance door and interior doors must have lever handles			Feature required in all units, including the units for mobility/communication impaired (5%/2% of total units)	
A.8.c.	Lever handles on all bathroom faucets and kitchen sink faucets			Feature required in all units, including the units for mobility/communication impaired (5%/2% of total units)	
A.8.c.	Mid-point on light switches and thermostats not more than 48 inches above finished floor level			Feature required in all units, including the units for mobility/communication impaired (5%/2% of total units)	
A.8.c.	Cabinet door and drawer handles in bathroom and kitchen shall be lever or D-pull type			Feature required in all units, including the units for mobility/communication impaired (5%/2% of total units)	
	Section 504 accessibility features for persons with visual/hearing impairments - Section 504 accessibility standards require a minimum of two percent of the total dwelling units, but not fewer than one unit, to be accessible for individuals with hearing/visual impairments. These units must have the following features:			Two percent of total units must be in compliance with 24 CFR part 8 (Section 504 regulation). Please note that ADA Standards for Accessible Design §809.5 are to be applied to the two percent of the units for the communication impaired. HUD has deemed the 2010 ADA Standards (with certain limitations) to be substantially equivalent to UFAS for the purpose of implementing their Section 504 regulations. A sufficient number of units must be inspected to ensure that UFAS features are acheivable in 2% of units;	
ADA 809.5.1	Building Fire Alarm System. Where a building fire alarm system is provided, system wiring shall be extended to a point within the residential dwelling unit in the vicinity of the residential dwelling unit smoke detection system.				
ADA 809.5.1.1	Alarm Appliances. Where alarm appliances are provided within a residential dwelling unit as part of building alarm system, they shall comply with Section 702.				
ADA 702	Fire alarm systems shall have permanently installed audible and visible alarms complying with NFPA 72 (1999 or 2002 edition), except that the maximum allowable sound level of audible notification appliances complying with section 4-3.2.1 of NFPA 72 (1999 edition) shall have a sound level no more than 110 dB at the minimum hearing distance from the audible appliance.				Incorporated by reference, see "Referenced Standards" in ADA Chapter 1 105
ADA 809.5.1.2	Activation. All visible alarm appliances provided within the residential dwelling unit for building fire alarm notification shall be activated upon activation of the building fire alarm in the portion of the building containing the residential dwelling unit.				
ADA 809.5.2	Residential Dwelling Unit Smoke Detection System. Residential dwelling unit smoke detection systems shall comply with NFPA 72 (1999 or 2002 edition)				Incorporated by reference, see "Referenced Standards" in ADA Chapter 1 105

Citation	RFA Section Four A.8. Construction Features	YES	NO	Note to Provider	Comments
ADA 809.5.2.1	Activation. All visible alarm appliances provided within the residential dwelling unit for smoke detection notification shall be activated upon smoke detection.				
ADA 809.5.3	Interconnection. The same visible alarm appliances shall be permitted to provide notification of residential dwelling unit smoke detection and building fire alarm activation.				
ADA 809.5.4	Prohibited Use. Visible alarm appliances used to indicate residential dwelling unit smoke detection or building fire alarm activation shall not be used for any other purpose within the residential dwelling unit.				
ADA 809.5.5	Residential Dwelling Unit Primary Entrance. Communication features shall be provided at the residential dwelling unit primary entrance complying with 809.5.5.				
ADA 809.5.5.1	Notification. A hard-wired electric doorbell shall be provided. A button or switch shall be provided outside the residential dwelling unit primary entrance. Activation of the button or switch shall initiate an audible tone and visible signal within the residential dwelling unit. Where visible doorbell signals are located in sleeping areas, they shall have controls to deactivate the signal.				
ADA 809.5.5.2	Identification. A means for visually identifying a visitor without opening the residential dwelling unit entry door shall be provided and shall allow for a minimum 180 degree range of view.				
ADA 809.5.6	Site, Building, or Floor Entrance. Where a system, including a closed-circuit system, permitting voice communication between a visitor and the occupant of the residential dwelling unit is provided, the system shall comply with 708.4.				
ADA 708.4	Residential Dwelling Unit Communication Systems. Communications systems between a residential dwelling unit and a site, building, or floor entrance shall comply with 708.4.				
ADA 708.4.1	708.4.1 Common Use or Public Use System Interface. The common use or public use system interface shall include the capability of supporting voice and TTY communication with the residential dwelling unit interface.				
ADA 708.4.2	Residential Dwelling Unit Interface. The residential dwelling unit system interface shall include a telephone jack capable of supporting voice and TTY communication with the common use or public use system interface.				
	Level 1 Accessibility Requirements - For persons with mobility impairments: A percentage of the total units must meet the following requirements:			Level 1/Level 2 accessibility requirements are only found in specific RFAS. Confirm with credit underwriter if the RFA requires Level 1/Level 2 accessibility and the correct percentages of total units that must meet the requirements. A sufficient number of units must be inspected to ensure that the percentages are acheivable.	
ADA 809.2; 809.2.1; 809.2.2	• Must be on an accessible route				
A.8.c	• Must be equally distributed among different unit sizes and Development types and must be dispersed throughout the Development (not located in the same area, or on a single floor)				
ADA 809.2.2; 304	Turning space in all rooms				
ADA 809.4; 603-610	At least one full bathroom (contains sink, toilet, bathtub or shower) shall have following features and be in accordance with ADA 809 Residential Dwelling Units				
ADA 603.2.3	• Doors shall not swing into the clear floor space required for any fixture. Door shall be permitted to swing into the required turning space or clearance for each fixture.				
ADA 604.3; 604.4 (2); 604.7	Toilet requirements (clear floor space, height, toilet paper dispenser)				
ADA 604.5 (2); 604.5.1; 604.5.2	• Grab bars at toilet required				
ADA 603.3	Mirrors				
ADA 606	Bathroom Sink				
ADA 606.2.3	Cabinetry shall be permitted under bathroom sink provided following conditions are met:				
ADA 606.2.3 (a)	• cabinetry can be removed without removal or replacement of fixture				
ADA 606.2.3 (b)	• finish floor extends under cabinetry				
ADA 606.2.3 (c)	• walls behind and surrounding the cabinetry are finished				
ADA 606.2;	• dips in overflow of sink shall not be considered in determining knee and toe clearances				
ADA 606.3.2	• height of sink				
ADA 305; 306	• clear floor space at sink, including knee and toe clearance				
ADA 606.2; 305	Clear floor space at bathroom fixtures				
ADA 606.4; 309	Controls				
ADA 606.5	Exposed pipes and surfaces				
ADA 809.4; 607	Bathtubs				
ADA 607.4; 607.4.1; 607.4.1.1; 607.4.1.2; 607.4.2; 607.4.2.1; 607.4.2.2 ;607.4.2.3 Fig. 607.4.1; Fig. 607.4.2; 609	• Grab bars at bathtub required				
ADA 809.4; 608	Showers				

Citation	RFA Section Four A.8. Construction Features	YES	NO	Note to Provider	Comments
ADA 608.3; 608.3.1; 608.3.2; 608.3.3; Fig. 608.3.1; Fig. 608.3.2; Fig. 608.3.3;	• Grab bars at showers required				
ADA 609	Grab bars, cross section, spacing, position, fittings, installation, structural strength				
ADA 809.3; 804	Kitchen shall have the following features and be in accordance with ADA 809 Residential Dwelling Units				
ADA 804.2.1 or 804.2.2	Clearance between kitchen base cabinets, counter tops, appliances, or walls.				
ADA 804.6.1; 606.2; 305; 303	Clear floor space at kitchen appliances				
ADA 606	Kitchen sink				
ADA 606.2.3	Cabinetry shall be permitted under kitchen sinks provided following conditions are met:				
ADA 606.2.3 (a)	• cabinetry can be removed without removal or replacement of fixture				
ADA 606.2.3 (b)	• finish floor extends under cabinetry				
ADA 606.2.3 (c)	• walls behind and surrounding the cabinetry are finished				
ADA 606.2;	• dips in overflow of sink shall not be considered in determining knee and toe clearances				
ADA 606.3.2	• height of sink				
ADA 305; 306	• clear floor space at sink, including knee and toe clearance				
ADA 606.2; 305	Clear floor space at kitchen appliances				
ADA 606.4; 309	Controls				
ADA 606.5	Exposed pipes and surfaces				
ADA 804.3	Kitchen work surfaces, clear floor space, height, exposed surfaces				
ADA 804.6.4; 306	Ranges and cooktops				
ADA 804.6.5.1 or 804.6.5.2; 804.6.5.3	Ovens				
ADA 804.6.6	Refrigerator/Freezer				
804.6.3	Dishwashers				
ADA 804.5; 811	Kitchen Storage				
	Level 1 Accessibility Requirements - For persons with visual and hearing impairments: An additional percentage of the total units must meet the following requirements. The units for the visual/hearing impaired shall not be the same units for the mobility impaired residents.				
ADA 809.5.1	Building Fire Alarm System. Where a building fire alarm system is provided, system wiring shall be extended to a point within the residential dwelling unit in the vicinity of the residential dwelling unit smoke detection system.				
ADA 809.5.1.1	Alarm Appliances. Where alarm appliances are provided within a residential dwelling unit as part of building alarm system, they shall comply with Section 702.				
ADA 702	Fire alarm systems shall have permanently installed audible and visible alarms complying with NFPA 72 (1999 or 2002 edition), except that the maximum allowable sound level of audible notification appliances complying with section 4-3.2.1 of NFPA 72 (1999 edition) shall have a sound level no more than 110 dB at the minimum hearing distance from the audible appliance.				Incorporated by reference, see "Referenced Standards" in ADA Chapter 1 105
ADA 809.5.1.2	Activation. All visible alarm appliances provided within the residential dwelling unit for building fire alarm notification shall be activated upon activation of the building fire alarm in the portion of the building containing the residential dwelling unit.				
ADA 809.5.2	Residential Dwelling Unit Smoke Detection System. Residential dwelling unit smoke detection systems shall comply with NFPA 72 (1999 or 2002 edition)				Incorporated by reference, see "Referenced Standards" in ADA Chapter 1 105
ADA 809.5.2.1	Activation. All visible alarm appliances provided within the residential dwelling unit for smoke detection notification shall be activated upon smoke detection.				
ADA 809.5.3	Interconnection. The same visible alarm appliances shall be permitted to provide notification of residential dwelling unit smoke detection and building fire alarm activation.				
ADA 809.5.4	Prohibited Use. Visible alarm appliances used to indicate residential dwelling unit smoke detection or building fire alarm activation shall not be used for any other purpose within the residential dwelling unit.				
ADA 809.5.5	Residential Dwelling Unit Primary Entrance. Communication features shall be provided at the residential dwelling unit primary entrance complying with 809.5.5.				
ADA 809.5.5.1	Notification. A hard-wired electric doorbell shall be provided. A button or switch shall be provided outside the residential dwelling unit primary entrance. Activation of the button or switch shall initiate an audible tone and visible signal within the residential dwelling unit. Where visible doorbell signals are located in sleeping areas, they shall have controls to deactivate the signal.				
ADA 809.5.5.2	Identification. A means for visually identifying a visitor without opening the residential dwelling unit entry door shall be provided and shall allow for a minimum 180 degree range of view.				
ADA 809.5.6	Site, Building, or Floor Entrance. Where a system, including a closed-circuit system, permitting voice communication between a visitor and the occupant of the residential dwelling unit is provided, the system shall comply with 708.4.				

Citation	RFA Section Four A.8. Construction Features	YES	NO	Note to Provider	Comments
ADA 708.4	Residential Dwelling Unit Communication Systems. Communications systems between a residential dwelling unit and a site, building, or floor entrance shall comply with 708.4.				
ADA 708.4.1	708.4.1 Common Use or Public Use System Interface. The common use or public use system interface shall include the capability of supporting voice and TTY communication with the residential dwelling unit interface.				
ADA 708.4.2	Residential Dwelling Unit Interface. The residential dwelling unit system interface shall include a telephone jack capable of supporting voice and TTY communication with the common use or public use system interface.				
	Level 2 Accessibility Requirements - For persons with mobility impairments: A percentage of the total units must meet the features' requirements for the mobility impaired found in Level 1 Accessibility Requirements. The only difference is the percentage of the total units that must be provided.			Level 1/Level 2 accessibility requirements are only found in specific RFAS. Confirm with credit underwriter if the RFA requires Level 1/Level 2 accessibility and the correct percentages of total units that must meet the requirements. A sufficient number of units must be inspected to ensure that the percentages are acheivable.	
	Level 2 Accessibility Requirements - For persons with visual and hearing impairments: A percentage of the total units must meet the features' requirements for the visual/hearing impaired found in Level 2 Accessibility Requirements. The unit(s) for the visual/hearing impaired shall not be the same units for the mobility impaired residents.				

	APPENDIX B - ACCESSIBILITY, ADAPTABILITY, UNIVERSAL DESIGN AND VISITABILITY FEATURES CHECKLIST FOR PROPERTIES SERVING PERSONS WITH DEVELOPMENTAL DISABILITIES **Community Residential Homes and Supported Living Units**				
	NOTE: Confirm with Credit Underwriter if Development is a Community Residential Home or a Development with Supported Living Units.				
	Purpose and Use: Appendix B shall be used when conducting a physical and/or design inspection to report any known or observed deficiences pursuant to the Request for Applications (RFA) requirements, accessibility requirements of the ADA, Section 504/UFAS, and Florida Building Code, Accessibility (as applicable) of the Subject Property.				
	Provider is responsible for confirmation of the measurements required to comply with the construction features, and to document existing conditions that present physical deficiencies in the dwelling units that would prohibit compliance with the Corporation's requirements.				
	This checklist consists of all the accessibility, adaptability, Universal Design and Visitability construction features that are required in the dwelling units of FHFC properties.				
	The Citation column refers to the following components:				
	• the RFA section that describes the required construction feature or,				
	• the section of the ADA Standards for Accessible Design that is applicable to the specific construction feature.				
Citation	**Required Design and Construction Features - Accessibility, Adaptability, Universal Design and Visitability Features**	**YES**	**NO**	**Note to Provider**	**Comments**
	All units, All Development Categories				
7. c.	Number of full bathrooms in each unit of the proposed Development must be equal to or greater than the number of existing full bathrooms				
7. c.	A full-size range and oven in all units				
	Development Category: Acquisition/Rehabilitation			**Confirm with credit underwriter the correct Development Category: Acquisition/ Rehabilitation or Renovation of exisiting units serving Persons with Developmental Disabilities or Renovation serving Residents with a physical disability**	
7. c.; ADA 809.2; 809.2.1; 809.2.2	Development must provide an accessible route; A continuous, unobstructed path throughout the site and the building that connects all the accessible features, elements, and spaces shall be provided. This shall include the back yard and all amenities of the Development				
7. c.	Community Residential Homes - 50 percent of the Bedrooms and a minimum of one (1) bathroom must contain the following features for mobility-impaired persons, in accordance with the 2010 ADA Standards for Accessible Design:				
7.c.	Supported Living Units - minimum of 50 percent of the total Units must contain the following features for mobility-impaired persons, in accordance with the 2010 ADA Standards for Accessible Design:				
ADA 809.2.2; 304	Turning space in all rooms				
ADA 809.4; 603-610	At least one full bathroom (contains sink, toilet, bathtub or shower) shall have following features and be in conformance with ADA 809 Residential Dwelling Units:				
ADA 603.2.3 Exception 2	Clear floor space beyond the arc of the bathroom door swing. Door shall be permitted to swing into the clear floor space or clearance required for any fixture				
ADA 604.3; 604.4 (2); 604.7	Toilet requirements (clear floor space, height, toilet paper dispenser)				
ADA 604.5 (2); 604.5.1; 604.5.2	Grab bars at toilet required				
ADA 603.3	Mirrors				
ADA 606	Bathroom Sink				
ADA 606.2.3	Cabinetry shall be permitted under bathroom sink provided following conditions are met:				
ADA 606.2.3 (a)	• cabinetry can be removed without removal or replacement of fixture				
ADA 606.2.3 (b)	• finish floor extends under cabinetry				
ADA 606.2.3 (c)	• walls behind and surrounding the cabinetry are finished				
ADA 606.2;	• dips in overflow of sink shall not be considered in determining knee and toe clearances				
ADA 606.3.2	• height of sink				
ADA 305; 306	• clear floor space at sink, including knee and toe clearance				
ADA 606.2; 305	Clear floor space at bathroom fixtures				
ADA 606.4; 309	Controls				
ADA 606.5	Exposed pipes and surfaces				
ADA 809.4; 607	Bathtubs				
ADA 607.4; 607.4.1; 607.4.1.1; 607.4.1.2; 607.4.2; 607.4.2.1; 607.4.2.2 ;607.4.2.3 Fig. 607.4.1; Fig. 607.4.2; 609	• Grab bars at bathtub required				
ADA 809.4; 608	Showers				
ADA 608.3; 608.3.1; 608.3.2; 608.3.3; Fig. 608.3.1; Fig. 608.3.2; Fig. 608.3.3;	• Grab bars at showers required				
ADA 609	• Grab bars, cross section, spacing, position, fittings, installation, structural strength				
7. c.	Community Residential Home - At least one of the total Bedrooms shall be accessible to persons with visual and hearing impairments and have the following features in accordance with the 2010 ADA Standards for Accessible Design:				

Citation	Required Design and Construction Features - Accessibility, Adaptability, Universal Design and Visitability Features	YES	NO	Note to Provider	Comments
7. c.	Supported Living Units - At least one of the total Units shall be accessible to persons with visual and hearing impairments and have the following features in accordance with the 2010 ADA Standards for Accessible Design:				
ADA 809.5.1	Building Fire Alarm System. Where a building fire alarm system is provided, system wiring shall be extended to a point within the residential dwelling unit in the vicinity of the residential dwelling unit smoke detection system.				
ADA 809.5.1.1	Alarm Appliances. Where alarm appliances are provided within a residential dwelling unit as part of building alarm system, they shall comply with Section 702.				
ADA 702	Fire alarm systems shall have permanently installed audible and visible alarms complying with NFPA 72 (1999 or 2002 edition), except that the maximum allowable sound level of audible notification appliances complying with section 4-3.2.1 of NFPA 72 (1999 edition) shall have a sound level no more than 110 dB at the minimum hearing distance from the audible appliance.			**Incorporated by reference, see "Referenced Standards" in ADA Chapter 1 105**	
ADA 809.5.1.2	Activation. All visible alarm appliances provided within the residential dwelling unit for building fire alarm notification shall be activated upon activation of the building fire alarm in the portion of the building containing the residential dwelling unit.				
ADA 809.5.2	Residential Dwelling Unit Smoke Detection System. Residential dwelling unit smoke detection systems shall comply with NFPA 72 (1999 or 2002 edition)			**Incorporated by reference, see "Referenced Standards" in ADA Chapter 1 105**	
ADA 809.5.2.1	Activation. All visible alarm appliances provided within the residential dwelling unit for smoke detection notification shall be activated upon smoke detection.				
ADA 809.5.3	Interconnection. The same visible alarm appliances shall be permitted to provide notification of residential dwelling unit smoke detection and building fire alarm activation.				
ADA 809.5.4	Prohibited Use. Visible alarm appliances used to indicate residential dwelling unit smoke detection or building fire alarm activation shall not be used for any other purpose within the residential dwelling unit.				
ADA 809.5.5	Residential Dwelling Unit Primary Entrance. Communication features shall be provided at the residential dwelling unit primary entrance complying with 809.5.5.				
ADA 809.5.5.1	Notification. A hard-wired electric doorbell shall be provided. A button or switch shall be provided outside the residential dwelling unit primary entrance. Activation of the button or switch shall initiate an audible tone and visible signal within the residential dwelling unit. Where visible doorbell signals are located in sleeping areas, they shall have controls to deactivate the signal.				
ADA 809.5.5.2	Identification. A means for visually identifying a visitor without opening the residential dwelling unit entry door shall be provided and shall allow for a minimum 180 degree range of view.				
ADA 809.5.6	Site, Building, or Floor Entrance. Where a system, including a closed-circuit system, permitting voice communication between a visitor and the occupant of the residential dwelling unit is provided, the system shall comply with 708.4.				
ADA 708.4	Residential Dwelling Unit Communication Systems. Communications systems between a residential dwelling unit and a site, building, or floor entrance shall comply with 708.4.				
ADA 708.4.1	708.4.1 Common Use or Public Use System Interface. The common use or public use system interface shall include the capability of supporting voice and TTY communication with the residential dwelling unit interface.				
ADA 708.4.2	Residential Dwelling Unit Interface. The residential dwelling unit system interface shall include a telephone jack capable of supporting voice and TTY communication with the common use or public use system interface.				
7. c.	The primary entrance door shall have a threshold with no more than a ½-inch rise				
7. c.	Thresholds at doorways of exterior sliding doors shall not exceed ½-inch in height				
7. c.	When a secondary exterior door exits onto decks, patios, or balcony surfaces constructed of impervious materials, such as concrete or asphalt, the accessible route may be interrupted. In this case, the outside landing surface may be dropped a maximum of 4 inches below the floor level of the interior of the dwelling unit to prevent water infiltration at door sills, as allowed in the Fair Housing Act Guidelines				
7. c.	If the exterior surface is constructed of pervious material, such as a wood deck that will drain adequately, that surface must be maintained to within ½-inch of the interior floor level				
7. c.	All exterior doors shall provide a clear opening of not less than 32 inches. This includes the primary entrance door, all sliding glass doors, French doors, other double-leaf doors, doors that open onto private decks, balconies, and patios, and any other exterior doors				
7. c.	All door handles on primary entrance door and interior doors must have lever handles				
7. c.	Interior doorways shall provide a clear opening of not less than 32 inches				
7. c.	All interior doorways must have flush thresholds				
7. c.	Hall widths must be at least 36 inches wide to allow a person in a wheelchair to make a 90 degree turn into or out of a 32" door opening				
7. c.	Lever handles on all bathroom faucets and kitchen sink faucets				
7. c.	Toilets must be at least 16.5 inches in height as measured from the finished floor to the top of the toilet seat				
7. c.	Mid-point on light switches and thermostats shall not be more than 48 inches above finished floor level				
7. c.	**Development Category - Renovation of exisiting units serving Persons with Developmental Disabilities**			**Confirm with credit underwriter the correct Development Category: Acquisition/ Rehabilitation or Renovation of exisiting units serving Persons with Developmental Disabilities or Renovation serving Residents with a physical disability**	
7. c.	Applicants that propose to add Bedrooms and a bathroom to an existing Community Residential Home are required to make the rooms accessible as follows:				

Citation	Required Design and Construction Features - Accessibility, Adaptability, Universal Design and Visitability Features	YES	NO	Note to Provider	Comments
7. c.	50 percent of the Bedrooms and a minimum of one (1) bathroom must contain the features for mobility-impaired persons in accordance with the 2010 ADA Standards for Accessible Design. List of features is described above in "Development Category: Rehabilitation" section.				
7. c.	At least one of the total Units shall be accessible to persons with visual and hearing impairments in accordance with the 2010 ADA Standards for Accessible Design. List of features is described above in "Development Category: Rehabilitation" section.				
7. c.	The primary entrance door shall have a threshold with no more than a ½-inch rise				
7. c.	Thresholds at doorways of exterior sliding doors shall not exceed ½-inch in height				
7. c.	When a secondary exterior door exits onto decks, patios, or balcony surfaces constructed of impervious materials, such as concrete or asphalt, the accessible route may be interrupted. In this case, the outside landing surface may be dropped a maximum of 4 inches below the floor level of the interior of the dwelling unit to prevent water infiltration at door sills, as allowed in the Fair Housing Act Guidelines				
7. c.	If the exterior surface is constructed of pervious material, such as a wood deck that will drain adequately, that surface must be maintained to within ½-inch of the interior floor level				
7. c.	All exterior doors shall provide a clear opening of not less than 32 inches. This includes the primary entrance door, all sliding glass doors, French doors, other double-leaf doors, doors that open onto private decks, balconies, and patios, and any other exterior doors				
7. c.	All door handles on primary entrance door and interior doors must have lever handles				
7. c.	Interior doorways shall provide a clear opening of not less than 32 inches				
7. c.	All interior doorways must have flush thresholds				
7. c.	Hall widths must be at least 36 inches wide to allow a person in a wheelchair to make a 90 degree turn into or out of a 32" door opening				
7. c.	Lever handles on all bathroom faucets and kitchen sink faucets				
7. c.	Toilets must be at least 16.5 inches in height as measured from the finished floor to the top of the toilet seat				
7. c.	Mid-point on light switches and thermostats shall not be more than 48 inches above finished floor level				
7. c.	**Development Category - Existing Units or portions of a Unit that are to be Renovated and are serving Residents with a physical disability**			**Confirm with credit underwriter the correct Development Category: Acquisition/ Rehabilitation or Renovation of exisiting units serving Persons with Developmental Disabilities or Renovation serving Residents with a physical disability**	
ADA 809.4; 603-610	At least one full bathroom (contains sink, toilet, bathtub or shower) shall have following features and be in conformance with ADA 809 Residential Dwelling Units				
ADA 603.2.3 Exception 2	Clear floor space beyond the arc of the bathroom door swing. Door shall be permitted to swing into the clear floor space or clearance required for any fixture				
	Clear floor space around toilet, sink, and tub/shower				
ADA 604.3; 604.4 (2); 604.7	Toilet requirements (clear floor space, height, toilet paper dispenser)				
ADA 604.5 (2); 604.5.1; 604.5.2	Grab bars at toilet required				
ADA 603.3	Mirrors				
ADA 606	Bathroom Sink				
ADA 606.2.3	Cabinetry shall be permitted under bathroom sink provided following conditions are met:				
ADA 606.2.3 (a)	• cabinetry can be removed without removal or replacement of fixture				
ADA 606.2.3 (b)	• finish floor extends under cabinetry				
ADA 606.2.3 (c)	• walls behind and surrounding the cabinetry are finished				
ADA 606.2;	• dips in overflow of sink shall not be considered in determining knee and toe clearances				
ADA 606.3.2	• height of sink				
ADA 305; 306	• clear floor space at sink, including knee and toe clearance				
ADA 606.2; 305	Clear floor space at bathroom fixtures				
ADA 606.4; 309	Controls				
ADA 606.5	Exposed pipes and surfaces				
ADA 809.4; 607	Bathtubs				
ADA 607.4; 607.4.1; 607.4.1.1; 607.4.1.2; 607.4.2; 607.4.2.1; 607.4.2.2 ;607.4.2.3 Fig. 607.4.1; Fig. 607.4.2; 609	• Grab bars at bathtub required				
ADA 809.4; 608	Showers				
ADA 608.3; 608.3.1; 608.3.2; 608.3.3; Fig. 608.3.1; Fig. 608.3.2; Fig. 608.3.3;	• Grab bars at showers required				
ADA 609	• Grab bars, cross section, spacing, position, fittings, installation, structural strength				
	Bathroom shall contain one of the following. Selection must conform to ADA sections 607 or 608, as applicable.			**Please note in Comments column (Column F) which one was selected. Please put "N/A" in Column C for those that were not selected.**	
ADA 608	Roll-in shower;				

Citation	Required Design and Construction Features - Accessibility, Adaptability, Universal Design and Visitability Features	YES	NO	Note to Provider	Comments
ADA 608	Shower with a transfer seat; or				
ADA 607	Bathtub with a seat, either a permanent seat or a removable in-tub seat.				
7.c.	Primary entrance doorway with a clear opening not less than 32 inches;				
7.c.	Primary entrance door must have threshold with no more than a ½-inch rise;				
7.c.	An accessible route that connects all spaces and elements that are part of the residential dwelling unit				
7.c.	All doorways to bedrooms and common space rooms must have clear opening not less than 32 inches				

Appendix C

FHFC Required Construction Features and Amenities Checklist

Purpose and Use. Appendix C shall be used for documenting the existence of FHFC-required construction features and amenities and indicating the feasibility of providing these required features if they do not currently exist in the Subject Property based on the project application. Refer to the project Application to determine the applicable demographic commitment(s) and development category.

General Features					
Demographic Commitment: All Demographics Except Special Needs					
Feature Description	**Currently Exists?**		**Feasible?**		**Comments**
	Yes	**No**	**Yes**	**No**	
Broadband infrastructure in each unit.					
Termite prevention program.					
Pest control program.					
Window covering for all windows and glass doors.					
Cable/satellite TV hook-up in all units.					
Washer and dryer hook ups in each of the Development's units, or:					
An on-site laundry facility with a minimum of one (1) Energy Star certified washer and one (1) Energy Star certified dryer per every 15 units.					
For scattered sites, laundry facilities on each site, or no more than 1/16 mile from the site with the most units, or a combination of both.					

Demographic Commitment: Family and Elderly Only					
Feature Description	**Currently Exists?**		**Feasible?**		**Comments**
	Yes	**No**	**Yes**	**No**	
A full-size range and oven in all units.					

Required Green Building Features					
Demographic Commitment: All Demographics					
Feature Description	**Currently Exists?**		**Feasible?**		**Comments**
	Yes	**No**	**Yes**	**No**	
Interiors and Building Envelope					
All penetrations and receptacles in exterior walls are sealed.					
Plumbing					
Toilets: 1.28 gal. / flush or less					
Faucets: 1.5 gal. / min. or less					
Showerheads: 2.0 gal./min. or less					
Residential electric water heater Up to 55 gallons = .95 EF or .92 UEF					
Residential electric water heater > 55 gallons – Energy Star certified					
Residential electric water heater Tankless - Energy Star certified					
Residential gas water heater (storage or tankless) – Energy Star certified					
Commercial gas water heater - Energy Star certified					
Appliances					
Energy Star certified refrigerator					
Energy Star certified dishwasher					
Electrical					
Energy Star certified ventilation fan in all bathrooms					
Energy Star certified ceiling fans with lighting fixtures in bedrooms					
Air Conditioning					
In-unit air conditioning - min. 15 SEER					
Ductless mini-split AC system Energy Star certified					
Through-wall AC units Energy Star certified					
Packaged Terminal Air Conditioner (PTAC) – minimum EER based on capacity:					
• <6,900 Btu/h – 12.8 EER					
• 6,901-9,400 Btu/h – 12 EER					
• 9,401-11,500 Btu/h – 11.2 EER					
• 11,501 – 14,700 Btu/h – 10.4 EER					
• >14,700 Btu/h – 10.2 EER					
NOTE: Window air conditioners and portable air conditioners are not allowed. Through-the-wall units and PTACs are allowed in studio and 1-bedroom units only.					

Central chiller AC system— minimum EER based on size:						
• 0-65 KBtuh: Energy Star certified						
• 65-135 KBtuh: 11.9 EER						
• 135-240 KBtuh: 12.3 EER						
• 240 KBtuh: 12.2 EER						
All heating and cooling system ducts are sealed and insulated						
*Features are required in all rehabilitation units unless found not to be appropriate or physically or financially unfeasible due to existing conditions.						

Additional Green Building Features

Demographic Commitment: All Demographics

Feature Description	Currently Exists?		Feasible?		Selected in Application?	Comments
	Yes	No	Yes	No		
Programmable thermostat each unit						
Humidistat in each unit						
Water Sense certified dual flush toilets in all bathrooms						
Light colored concrete pavement instead of or on top of asphalt						
Energy Star certified roof coating						
Energy Star certified roofing						
Eco-friendly cabinets						
Eco-Friendly flooring for entire unit						
High Efficiency HVAC with >16 SEER						
All windows except Mid and High Rise – Energy Star rating						
Mid- and High Rise Developments (fixed windows): U-Factor of < 0.50 / SHGC of < 0.25						
Mid- and High Rise Developments (operable windows): U-Factor of < 0.65 / SHGC of < 0.25						
Florida Yards and Neighborhoods certification on all landscaping						
daylight sensors, timers or motion detectors on all outdoor lighting						
*Additional Green Building Features are selected by applicant and must be cross-referenced with features selected in the project application.						

Appendix D
Problematic Materials and Design Issues

General Requirements. Problematic building materials or specific design issues identified by the CNA Provider must be addressed in the Capital Needs Assessment Report, and must include an evaluation of the problematic building material or design issue, including:

- The current condition of the material and quality of construction of that System;
- An evaluation of the long-term physical and financial impacts of the material or design issue if not addressed;
- Recommendations for remediation or mitigation, including estimated replacement costs or further testing as applicable; and
- Photographic documentation of problematic materials or design issues in sufficient quality and quantity to accurately describe the issue.

Some of the most commonly known problematic building materials are addressed herein, but this document does not constitute a comprehensive list. It is the responsibility of the CNA Provider to identify additional problematic building materials and recalled equipment and appliances that may exist.

The CNA Provider should use best professional judgement in identifying design issues that have led to current damage or problematic issues, or have the potential for such.

1. Architectural Components

1.1 Fire Retardant Treated Plywood (FRTP). Certain treatment chemicals have potential for delamination of wood plies leading to failure of positive attachment of roof coverings.

1.2 Compressed Wood/Composite Board Siding. Board that is manufactured from various combinations of wood fibers, fillers, binders and glue (commonly referred to as T1-11 siding) has the tendency to absorb water at locations where raw edges are exposed, leading to edge swell, delamination, warping, and fungus growth.

1.3 Exterior Insulation Finish Systems (EIFS). An exterior wall system consisting of a finish coat, a base coat, reinforcing mesh, adhesive and insulation board secured to a substrate (commonly referred to as synthetic stucco or Dryvit). EIFS has the potential for water to leak behind the EIFS cladding at penetrations and become trapped inside the walls, producing mildew and rot in the sheathing and framing.

1.4 Problem Drywall (aka "Chinese Drywall"). A specific drywall primarily used from approximately 2001 to 2007 containing extraneous metals and minerals, such as sulfur, strontium and iron, which in warm, humid climates emits sulfur gasses that create a noxious odor and corrode copper and other metal surfaces, affecting alarms, detectors and electrical system components. Refer to the Consumer Products Safety Commission (CPSC) Identification Guidance for Problem Drywall dated March 18, 2011, or as amended.

1.5 Phenolic Foam Roofing Insulation (PFRI). Rapid corrosion of steel decks has the potential to occur due to acids used in manufacturing combining with moisture. Older insulation has the potential for shrinkage or being crushed.

1.6 Single-Ply Thermoplastic Olefin (TPO) Membrane Roofing. TPO roofing membranes in southern states have been noted to have an issue of material degradation, accelerated weathering and premature failure when subjected to high thermal or solar loading. TPO membrane roofing produced prior to 2002 experienced material formulation problems leading to physical failures.

2. Mechanical Components

2.1 Air Conditioning Systems with Hydrochlorofluorocarbon (HCFC) and Chlorofluorocarbon (CFC)

Refrigerants. The Federal Clean Air Act requires that all CFC and HCFC refrigerants must be recovered, recycled, and reclaimed during equipment servicing and repairs. Replacement refrigerant of that type may not be available due to phasing out of HCFC and CFC products. Systems requiring these refrigerants should be noted and scheduled for replacement in the CNA as appropriate.

3. Plumbing and Fire Protection Components

3.1 Cross-Linked Polyethylene (PEX) Piping. Water systems with a high chlorine content and prolonged exposure of pipe to UV rays cause significant degradation to PEX piping. Brass PEX pipe fittings with a high zinc content can degrade prematurely and cause system leaks.

3.2 Microbiologically Influenced Corrosion (MIC) in Fire Sprinkler Systems. MIC is an electro-chemical corrosion process that is concentrated and accelerated by the activity of specific bacteria within a fire sprinkler system. The result is localized corrosion where material is lost at discrete points leading to pinhole leaks and obstructive growth.

3.3 Acrylonitrile Butadiene Styrene (ABS) Sanitary Lines. ABS pipe produced from 1984 to 1990 may crack circumferentially at the joint. The manufacturers are Apache, Polaris, Centaur, Phoenix, and Gable. If ABS piping is identified as being installed as the primary sanitary piping within the buildings (i.e., the material is not limited to the stub out from the wall to the fixture), the current condition and manufacturer must be verified.

3.4 Polybutylene (PB) Water Distribution Lines. Polybutylene water supply piping was manufactured between 1979 until about 1995 as a substitute for traditional copper piping. It is believed that oxidants in public water supplies (such as chlorine) react with the piping and fittings, causing micro-fractures of the piping, and the basic structural integrity of the pipe is reduced. Other factors may also contribute to the failure of PB systems, such as improper installation.

3.5 Galvanized Steel Water Distribution Lines. Steel or wrought-iron pipe which has been galvanized utilized as a water supply system has high potential for corrosion depending upon several factors (including acidity, electrical conductivity, temperature, oxygen concentration and the presence of sulfate and chlorides). Current and historical condition of galvanized pipe and any reported replacements should be noted.

3.6 Omega Brand Fire Sprinkler Heads. All Omega sprinkler models are being recalled, including those Omegas manufactured after May 1, 1996 for failure to activate as they should. All Omega sprinklers contain the word “Central” or “CSC” somewhere on the daisy-like device.

3.7 Central Brand Fire Sprinkler Heads. Central manufactured wet sprinklers with O-rings from 1989 until 2000, dry sprinklers with O-rings from the mid-1970's to June 2001, sprinklers with O-rings manufactured by Gem Sprinkler Co. and Star Sprinkler Inc. from 1995 to 2001 are covered by a recall program due to performance of O-rings degrading over time causing the sprinkler heads not to activate in a fire. The fire sprinkler heads have the words "CENTRAL" or "STAR", the letters "CSC", the letter "G" in triangle, or a star-shaped symbol stamped on either the metal sprinkler frame or on the deflector.

4. Electrical Components

4.1 Unit Level Electrical Amperage. The amperage measurement that must be included in every Capital Needs Assessment is the amperage as measured at the individual electric meter. The amperage should be a minimum of **60 amps**. In almost all individually metered properties there is a breaker located somewhere near, if not directly below, the electric meter. This is the amperage measurement required. NOTE: this is not the amperage identified by adding all the individual breakers at the unit level subpanel.

4.2 Aluminum Branch Wiring. Unequal expansion rates between the aluminum wire and the copper, steel or brass connection point occur when heated due to electrical load. Recurring expansion causes the connection to become loose, resulting in an overheated connection that could lead to a fire. NOTE: All CNA reports must indicate the type of branch wiring observed (i.e., visually verified and photographed) by the CNA Provider. If aluminum wiring is identified, the CNA report must also indicate whether a retrofit, such as the installation of CO/ALR devices, is already in place and provide recommendations and values for retrofit procedures as applicable.

4.3 Zinsco or GTE-Sylvania Electrical Panels. The circuit breakers inside many Zinsco panels melt to the main bus bar, resulting in failure of the breaker to trip in the event of a short or overloaded circuit. This is an extreme fire hazard.

4.4 Federal Pacific Electric (FPE) “Stab-Lok” Panels. Federal Pacific Electric (FPE) “Stab-Lok” panels have a high potential for breaker trip failure when overloaded and may also have interconnection problems resulting in a high risk of overheating. This is an extreme fire hazard.

4.5 Fused Sub-Panels. Fuse boxes are unsafe because of potential for oversized replacement fuses, double tapping fuse lugs and the ability to be modified for serving higher load demands, such as circumventing the fuse with a metallic object. **NOTE:** All CNA Reports must indicate the type of sub panels and include recommendations and values regarding replacement of circuit breaker panels as applicable.

4.6 Ground Fault Circuit Interrupter (GFCI) Receptacles. The 2017 National Electrical Code calls for ground fault circuit interrupter protection in the following locations:

- Bathrooms
- Kitchens (receptacles serving countertop surfaces)
- Sinks (receptacles within 6 feet of sink edge)

- Garages / accessory storage buildings at or below grade
- Unfinished basements and crawl spaces
- Outdoor locations

NOTE: All CNA reports must indicate the presence of GFCI receptacles in these locations, and include recommendations and values regarding replacement of non-GFCI receptacles in these locations as applicable.

5. Appliances and Equipment.
Appliances or equipment identified by the CPSC as subject to recall must be identified. The CNA Provider should be aware of recalled appliances and equipment, and make recommendations for replacement or repair consistent with the CPSC guidelines.

Appendix E
Pre-Site Visit Questionnaire

Purpose and Use. The pre-site visit questionnaire is intended to provide the CNA Provider with an understanding of the components and systems at the Property and facilitate an effective and efficient site inspection. Prior to the CNA Provider's site visit, the CNA Provider should deliver the pre-site visit questionnaire to the Property Point of Contact for completion and the CNA Provider shall make reasonable efforts to review the pre-site visit questionnaire prior to the site visit. If the pre-site visit questionnaire is received prior to the Field Observer's site visit, the CNA Provider should interview the Property Point of Contact to address any needed clarifications.

1. General Property Information		
Property Name:		
Property Address:		
City:	**County:**	**Zip:**
Property Owner / Owner's Representative:		**Phone:**
		Email:
Property Manager:	**Experience in Multifamily:**	**Phone:**
	Experience at Subject Property:	**Email:**
Maintenance Manager:	**Experience in Multifamily:**	**Phone:**
	Experience at Subject Property:	**Email:**
Total Land Area (ac.):		
Date(s) of Construction and Major Renovations (describe):		
Total Number of Apartment Buildings on Property:		
Is the Property located within a flood zone?		**Flood Zone:**
Is the Property located within a high velocity hurricane zone or windborne debris region?		
Has the Property been damaged by a catastrophic event or natural disaster in the past?		
If yes to above, provide details including type of event, extent of damage and date of event.		
Has the Property been subject to or recommended for an Environmental Phase II investigation or are there any current environmental concerns at the Property?		
If yes to above, provide details (including previous Phase I and Phase II report, if applicable).		
Number of Non-Residential Buildings on-site:	**Clubhouse Area** (sq.ft.)**:**	**Leasing Office** (sq.ft.):

Recreation Area (sq.ft.):	**Maintenance Structure** (sq.ft.):	**Laundry Facility** (sq.ft.)**:**
Other Amenities (description & sq.ft.)		
Number of On-Site Parking Spaces:	**Number of Covered Parking and/or Garage Spaces:**	**Parking Spaces Assigned or General Lot?**
Total # of Rental Units:	**Total Model Units and Unit Type:**	

No. of Studio Units:	**Floor Area** (sq.ft):	**No. Units Occupied:**	**No. Units Vacant:**	**No. Units Down:**
No. of 1-Bedroom Units:	**Floor Area** (sq.ft):	**No. Units Occupied:**	**No. Units Vacant:**	**No. Units Down:**
No. of 2-Bedroom Units:	**Floor Area** (sq.ft):	**No. Units Occupied:**	**No. Units Vacant:**	**No. Units Down:**
No. of 3-Bedroom Units:	**Floor Area** (sq.ft):	**No. Units Occupied:**	**No. Units Vacant:**	**No. Units Down:**
No. of 4-Bedroom Units:	**Floor Area** (sq.ft):	**No. Units Occupied:**	**No. Units Vacant:**	**No. Units Down:**
No. of Other Units:	**Floor Area** (sq.ft):	**No. Units Occupied:**	**No. Units Vacant:**	**No. Units Down:**

Current Economic Occupancy (%):	**Current Physical Occupancy** (%):	**Average Economic Occupancy - Last Calendar Year** (%):	**Average Physical Occupancy - Last Calendar Year** (%):
List Commercial / Retail Tenants (Attach commercial lease abstracts for each tenant):			
No. of Commercial / Retail Units:	**Total Floor Area of Commercial / Retail Tenants** (sq.ft)**:**	**Current Economic Retail Occupancy** (%):	**Current Physical Retail Occupancy** (%):
Include brief narrative on commercial uses:			

Property or the residential tenants receive a government-provided utility subsidy payment?	**Property is rent-controlled/ rent stabilized?**

Property complies with local jurisdictional regulations? If not in compliance, attach explanation. (If not known, indicate such.)		
Is the Subject Property in compliance with Codes?	**Florida Building Code:**	
	Florida Fire Prevention Code:	
	Zoning Codes:	
Are As-built Construction Plans or Record Drawings available for review during the site visit?		
Is the Subject Property pursuing a green building certification? (If yes, attach additional detail.)		
If green building certification is in place, identify certifying body and year of certification.		
Does Lead Paint exist at the Subject Property? (If yes, attach report copy.)		
Do Asbestos Containing Materials exist at the Subject Property? (If yes, attach report copy.)		
Does Property have a Moisture Management Plan? (If yes, attach copy.)		
Does Property have a Termite / Pest Management Program Plan? (If yes, attach copy.)		

2. Utility Providers	
Water:	
Electricity:	
Natural Gas:	
Fuel Oil (specify type):	
Other Fuel Types (i.e., propane):	
Sewer:	
Waste Disposal:	
Telephone:	
Cable TV/Internet:	**Connection Available in Each Unit?**
Are the current utility service levels adequate?	
If not adequate, provide description and issues:	

3. Site Improvements

Parking Pavement Type (Asphalt or Concrete):	**Last Re-seal & Re-stripe Date:**	**Last Overlay Date:**

Type of Sidewalk present (Concrete or Pervious):	**Do the Sidewalks connect to the adjacent neighborhood?**
Site Lighting present?	**Type of Site Lighting:**
Site Security present?	**Site Security features provided:**

Are Athletic Courts or Playgrounds present? (if yes provide description, including equipment age and play surface materials and condition)

Are Swimming Pools, Jacuzzis or Saunas present? (if yes provide description, including equipment age and surface materials and condition)

Description of Landscaping (mature, new, minimal, native or not native plants):	**Landscaping Contract?**
	Landscaping Firm:
	Landscaping Capital Budget:
	Landscaping Annual Maintenance Budget:
Landscape Irrigation present?	**Irrigation Type:**
Stormwater System present?	**Stormwater Piping Material Used:**
On-Site Stormwater Retention or Detention?	**Known Stormwater Drainage Issues:**

Other Site Improvements / Amenities: (include description, age and current condition)

4. Building Materials and Finishes	
Structural Frame Type:	**Foundation Type:**
Does a Crawl Space Exist?	**Is Crawl Space Accessible by Tenants?**
Exterior Walls & Finishes Type(s):	**Type of Exterior Wall Insulation and Rating:**
Do Balconies, Porches or Decks Exist? (describe):	
Exterior Doors Type(s):	**Windows Type(s):**
Elevators or Lifts:	**Last Elevator Inspection Date:**
Type of Roof(s):	**Age of Roof(s):**
Roof Warranty (including term):	**Known Leak Locations:**
Type of Roof Insulation and Rating:	**Age of Roof Insulation:**
Does an Attic Exist?	**Is Attic or Rooftop Accessible by Tenants?**
Description of energy efficient materials or technologies in place (if any):	

5. Building Interiors		
Common Areas (provide attachments for multiple areas as needed)		
Floors:	**Baseboards:**	**Walls:**
Window Treatments:	**Trim:**	**Ceiling:**
Common Toilet Rooms Finishes:		
Common Toilet Rooms Fixtures:		
Apartment Units (provide attachments for multiple unit types as needed)		
Floors:	**Baseboards:**	**Walls:**
Window Treatments:	**Trim:**	**Ceiling:**
Bathroom Finishes:		
Bathroom Cabinetry and Fixtures:		
Kitchen Finishes:		
Kitchen Cabinetry and Fixtures:		
Appliances: (note if Energy Star rated)		**Full Size Oven/Range Present in all units?**

6. Electrical System	
Load (Volts/Phase/Wires)**:**	**Total Service Amps:**
Electrical Metering (individually metered units or master meter):	
Wiring (copper, aluminum or combination)**:**	
Standby Generator:	**Fuel Source:**
Exterior Lighting:	**Exterior Lighting Control** (timer, photocell, etc.):

7. Mechanical System	
HVAC Units Description:	
Total Number and Capacity (tons):	**Operation** (electric or gas):
Unit Ages or Age Range:	**Are HVAC Units Energy Star Rated?**
Is all ductwork insulated?	**Are vent fans present in all bathrooms?**

8. Plumbing and Fuel Gas System	
Domestic Water Supply Pipe Material(s):	
Known Water Supply Problems (leaks, low pressure, etc.):	
Water Heater Service (individual unit or central):	**Total Number:**
	Ages or Age Range:
	Operation (electric or gas):
	ENERGY STAR Rated?
	Hot Water Lines Insulated?
Central Boiler System Used?	**Boiler Permit No.**
Sanitary Sewer Pipe Material(s):	
Known Sanitary Sewer Problems (leaks, clogs, slow drainage etc.):	
Fuel Gas Distribution Pipe Material:	
Known Fuel Gas Distribution Problems:	

9. Fire Detection and Suppression	
Fire Sprinkler System Present?	**Locations:**
	System Type (wet or dry):
Standpipe Present?	**Locations:**
Hose Cabinet Present?	**Locations:**
Portable Fire Extinguishers Present?	**Locations:**
	Type:
	Last Inspection Date:
Fire Alarm System Present?	**Control Panel Location:**
Smoke Detectors Present?	**Type** (System or individual unit):
Carbon Monoxide Detectors Present?	**Type** (System or individual unit):

10. Accessibility, Adaptability, Universal Design and Visitability	
History	
Has an ADA survey previously been completed for this property?	
Are there any ADA complaints or pending litigation?	
ADA improvements been made to the property since original construction:	**Date Completed:**
Accessible Units	
Assigned Accessible Units – Mobility Impaired:	**% of Total:**
Assigned Accessible Units – Sensory Impaired:	**% of Total:**
Accessible Elements (as defined in the Florida Building Code – Accessibility	
Accessible parking space count:	**Type** (lot or individual unit):
Exterior accessible route from parking to accessible units present?	
Exterior accessible route between accessible units and accessible features present?	
Accessible entrances present at all accessible units and common buildings?	
Is door hardware in accessible units lever-type operation or knobs?	
Interior accessible routes present to spaces and amenities in common buildings?	
Interior accessible routes present to spaces and amenities in accessible units?	
Are toilet rooms and fixtures in common buildings accessible?	
Are walls in all unit bathrooms reinforced for future grab bars at toilet and shower?	
Number of units with roll-in showers present:	**% of Total:**
Do accessible unit sinks and lavatories have lever handle faucets?	
Are roll-out shelving or drawers present in all bathroom vanity base cabinets?	
Are there kitchen base cabinets with full extension drawer slides present in all units?	
Is there resident-adjustable shelving present in master bedroom closets in all units?	
Are cabinetry door handles and drawer pulls lever or d-shaped for ease of use?	

11. Laundry Facilities

Laundry Facility Type:	Common Laundry Facility?	In-Unit Hook-ups Only?	In-Unit Equipment Provided?

Are Energy Star Laundry Appliances Provided?

12. Capital Improvements

Completed Capital Improvements in the last 3 years: (attach documentation if available)

Description of Capital Improvement:	Actual Completion Date:

Planned Capital Improvements: (indicate if under contract)

Description of Capital Improvement:	Scheduled Completion Date:

Signature of Owner or Authorized Representative

Name:

Title:

Date:

Appendix F
Estimated Useful Life Tables

General Requirements. This table lists the recommended Estimated Useful Life (EUL) in years of the categories of assets that shall be considered in a Capital Needs Assessment. The different EUL values given reflect the occupancy demographic of the dwelling units, either multi-family or elderly.

The systems and average useful life years is based on regular preventive maintenance properly performed at prescribed frequencies. Many factors can affect the EUL such as maintenance programs, climatic conditions, challenging environments (wet locations, near salt water or heavy industry), use of heavy-duty equipment features, and use of corrosion resistant materials. It is the responsibility of the CNA Consultant to use best professional judgement in making final determinations of EUL based on specific Property conditions, and the Consultant must provide justification for all variances to the EUL values listed herein.

If an observed item is not listed, it should be assigned to the most closely related category. When identifying an alternative to an existing component the user may specify an EUL for the alternative which differs from the EUL in the following tables for that component type but must provide an explanation.

1. Site Systems	**EUL Multi-family**	**EUL Elderly**
Storm Water Drainage		
Catch basins, inlets, culverts	50	50
Marine or stormwater bulkhead	35	35
Earthwork, swales, drainways, erosion controls	50	50
Storm drain lines	50	50
Stormwater management ponds	50	50
Fountains, pond aerators	15	15
Access and Egress		
Security gate- lift arm	10	10
Security gate- rolling gate	10	10
Paving Curbing and Parking		
Asphalt Pavement	25	25
Asphalt Seal Coat	5	5
Concrete Pavement	50	50
Curbing, Asphalt	25	25
Curbing, Concrete	50	50
Parking, Gravel Surfaced	15	15
Permeable Paving Systems (brick, concrete pavers)	30	30
Striping and Marking	5	5
Signage, Roadway I Parking	15	15

Flatwork (sidewalks, plazas, terraces and patios)		
Asphalt	25	25
Concrete	50	50
Gravel	15	15
Permeable Paving (brick, concrete pavers)	30	30
Landscape Appurtenances		
Fencing, chain-link	40	40
Fencing, wood picket	15	20
Fencing, 1x6 wood board - privacy	15	20
Fencing, 1x6 wood board – dumpster enclosure	12	15
Fencing, wrought Iron	50	50
Fencing, steel or aluminum	20	25
Fencing, concrete masonry unit (CMU)	30	30
Fencing, PVC (6’ high)	25	25
Signage, Entrance/Monument	25	25
Mail Kiosk	10	15
Retaining Walls, heavy block (50-80 lb)	50	50
Retaining Walls, reinforced concrete masonry unit (CMU)	40	40
Retaining Walls, treated timber	25	25
Site Utilities		
Water		
Water Mains/Valves	50	50
Water Tower	50	50
Irrigation System	25	25
Electric		
Electric distribution center	40	40
Electric distribution lines	40	40
Transformer	30	30
Emergency Generator / Auxiliary fuel storage tank	25	25
Solar Photovoltaic panels	15	15
Photovoltaic Inverters	10	10
Pole mounted lights	25	25
Ground lighting	10	10
Building Mounted Lighting	10	10
Building Mounted High Intensity Discharge (HID) Lighting	10	20
Fuel Gas		
Gas Main	40	40
Gas supply piping	40	40
Site Propane, Storage & Distribution	35	35
Gas lights/fire pits	20	20

Sanitary Sewer		
Sanitary Sewer lines	50	50
Sanitary waste treatment system	40	40
Lift Station	50	50
Trash		
Dumpsters	10	10
Compactors (exterior, commercial grade)	15	15
Recycling containers/equipment	15	15

2. Building Frame and Envelope	**EUL Multi-family**	**EUL Elderly**
Foundation		
Slab, reinforced concrete	100	100
Slab, post tensioned	100	100
Continuous reinforced concrete footing and CMU stem wall	100	100
Piers, reinforced concrete pad footing and CMU pier	100	100
Piers, treated timber post/pole	40	40
Foundation waterproofing	50	50
Foundation drainage equipment	10	10
Framing Systems - Floors and Walls		
Wood, timbers, dimensioned lumber, laminated beams, trusses	100	100
Tie downs, clips, braces, straps, hangers, shear walls/panels	75	75
Steel, beams, trusses	100	100
Site-cast reinforced concrete	100	100
Reinforced masonry, concrete masonry unit (CMU)	40	40
Precast concrete panel	40	40
Framing Systems - Roofs		
Wood frame and board or plywood sheathing	75	75
Tie downs, clips, braces, straps, hangers	75	75
Steel frame and sheet metal or insulated panel sheathing	100	100
Reinforced concrete deck	100	100
Exterior Wall Finishes		
Aluminum Siding	40	40
Vinyl Siding	25	25
Cement Board Siding	45	45
Plywood/Laminated Panels	20	20
Exterior Insulation Finishing System (EIFS)	20	20
Stucco, over wire mesh/lath	50	50
Metal/Glass Curtain Wall	30	30

Precast Concrete Panel (tilt-up)	45	45
Brick/block veneer	60	60
Stone Veneer	50	50
Glass Block	40	40
Cedar/Redwood shakes, clapboard	20	20
Pine board, clapboard	20	20
Roofing Systems		
Asphalt Shingle		
Asphalt Shingle, 15-year	15	15
Asphalt Shingle, 20-year	20	20
Asphalt Shingle, 25-year	25	25
Asphalt Shingle, 30-year	30	30
Metal Roof Panels		
Structural (Galvanized Steel)	25	25
Premanufactured Architectural (Aluminum or Galvanized Steel)	25	25
Custom Fabricated Standing Seam (Copper, Stainless Steel)	75	75
Custom Fabricated Flat Seam (Copper, Stainless Steel)	50	50
Slate Shingle		
Slate shingle, S-1	100	100
Slate shingle, S-2	75	75
Slate shingle, S-3	50	50
Clay/cementitious tile	40	40
Wood Shingle, Cedar Shakes/Shingles	25	25
4-Ply Built-Up		
Asphalt, flat (dead level)	18	18
Asphalt, sloped (1/4”per foot)	25	25
Cold-Tar	35	35
Hot Applied Rubberized Asphalt	30	30
2-Ply Modified Bitumen		
Mopped Down, flat (dead level)	15	15
Mopped Down, sloped (1/4”per foot)	20	20
Single Ply		
EPDM, flat (dead level)	15	15
EPDM, sloped (1/4” per foot)	20	20
Thermoplastic (Hypalon, PVC, TPO, Vinyl)	20	20
Modified Bitumen, torched on flat (dead level)	10	10
Modified Bitumen, torched on sloped (1/4” per foot)	15	15

Rubberized/elastomeric white/cool roof	15	15
Roof Drainage		
Gutters/Downspouts, aluminum	10	10
Gutters/Downspouts, copper	50	50
Low slope-roof drains, scuppers	30	30
Roof Trim and Accessories		
Soffits, Wood	20	20
Soffits, Vinyl or Metal	25	25
Fascia, Wood, Vinyl	20	20
Roof Hatch	30	30
Service Door	30	30
Roof Skylight	30	30
Flashing and Moisture Protection		
Caulking and Sealing	15	15
Concrete/Masonry Sealants	10	10
Wood waterproofing and sealants	10	10
Building wraps & moisture resistant barriers	50	50
Paints and stains, exterior	8	8
Parapet caps and copings, aluminum	25	25
Exterior Stairs, Rails, Balconies / Porches and Canopies		
Exterior Stairs, wood frame/stringer	30	30
Exterior Stair Tread-wood	15	20
Exterior Stairs-steel frame/stringer	40	40
Exterior Stair Tread-metal, concrete filled	30	30
Exterior Stairs, Concrete	50	50
Fire escapes, metal	40	40
Balcony/Porch, wood frame	25	25
Balcony/Porch, steel frame or concrete	50	50
Balcony/Porch, wood decking	20	20
Balcony/Porch, composite decking	50	50
Railings, wood	20	20
Railings, metal	50	50
Railings, composite	50	50
Canopy, Concrete	50	50
Canopy, Wood/Metal	40	40
Windows		
Wood, operable	35	45
Wood, fixed	40	45
Aluminum	35 (30)	40 (30)
Vinyl	30	30

Vinyl/Alum Clad Wood	50	50
Storm/Screen Windows	10	15
Exterior Doors and Entry Systems		
Unit Entry Door, Exterior, solid wood/metal clad	25	30
Common Exterior Door, aluminum and glass	30	30
Common Exterior Door, solid wood /metal clad	25	25
Storm/Screen Doors	7	10
Sliding Glass Doors	25	30
French or Atrium Doors, wood/metal clad	25	30
Automatic Entry Doors	30	30
Commercial Entry Systems	50	50
Overhead Door	30	30
Automatic Opener, overhead door	20	20
Entry Lock Sets	7	7
Crawl Space and Attic Ventilation		
Sealed crawl space system	40	40
Vents, screens, covers	30	30
Vapor Barrier (VDR) ground or underfloor	30	30
Penetrations, caulking/sealing	15	15
Crawl space active vent fans	10	10
Screened gable end or soffit Vents	30	30
Roof vents, passive	40	40
Roof Vents, powered	20	20
Insulation		
Loose fill, fiber glass, cellulose, mineral wool	50	50
Batts, blankets, rolls, fiber glass or mineral wool	60	60
Rigid foam board	60	60
Sprayed foam	60	60

3. Interior Elements*	**EUL Multi-family**	**EUL Elderly**
Common Areas - Floors		
Floor tile, ceramic, natural stone	50	50
Concrete/Masonry/Terrazzo	75	75
Hardwood floor, 3/4" strip or parquet substrate	30	30
Hardwood floor, finish	10	10
Wood floor, laminated/veneered	20	25
Resilient tile or sheet floor (vinyl, linoleum)	15	20 15
Carpet, broad loom	5	5
Carpet, loop pile	15	15

Carpet tiles	5	5
Epoxy Coating (2-part)	10	10
Common Areas - Walls		
Drywall	35	40
Plaster	50	50
Paints, stains, clear finishes, interior	15	20
Epoxy paints, 2-part	15	15
Fabric wall covering	5	5
Vinyl wall covering	10	10
Wallpapers	15	20
Wall tile, ceramic, glass, natural stone	35	50
Wood (finish only)	15	15
Common Areas - Ceilings		
Drywall	10	10
Plaster	10	10
Concrete	50	50
Acoustic tile suspended system, spline	25	25
Acoustic tile suspended system, lay-in	20	20
Acoustic tiles	15	20
Wood (finish only)	30	30
Common Areas - Interior Doors		
Hollow core doors	20	25
Solid core doors, wood, metal clad, fire rated	20	20
Passage and lock sets	15	20
Closers	7	7
Bifold and sliding doors	15	20
Common Areas - Millwork		
Door trim	20	30
Wall trim (base, chair rail, crown moldings)	30	35
Cabinets & vanities - wood	15	20
Cabinets & vanities – particle board	15	20
Tops, granite, natural stone, engineered stone	50	50
Tops, solid surface, stainless steel	40	50
Tops, plastic laminates, wood	15	25
Vanity tops, cultured marble, molded acrylic, fiber glass	25	35
Common Areas - Appliances		
Refrigerator/freezer	10	10
Range, cook top, wall oven	20	25
Range hood	20	25
Microwave	10	10

Disposal (food waste)	5	7
Compactors (interior, residential grade)	7	10
Dishwasher	15	15
Clothes washer/dryer	10	15
Common Areas - Specialties		
Interior Mail Facility	20	25
Common area bath accessories (towel bars, grab bars, toilet stalls, etc.)	7	12
Mirrors & medicine cabinets	20	25
Closet/storage specialties, shelving	20	25
Common area interior stairs	50	50
Common area railings	20	20
Bath/kitchen vent/exhaust fans	15	15
Ceiling fans	15	15
Window treatments, drapery rods, shades, blinds, etc.	15	25
Indoor recreation and fitness equipment	10	15
Entertainment centers, theatre projection and seating	15	25
Dwelling Units - Floors		
Floor tile, ceramic, natural stone	20	25
Concrete/Masonry/Terrazzo	75	75
Hardwood floor, 3/4" strip or parquet substrate	30	30
Hardwood floor, finish	10	10
Wood floor, laminated/veneered	15	20
Resilient tile or sheet floor (vinyl, linoleum)	10	15
Carpet	7	10
Dwelling Units - Walls		
Drywall	35	40
Plaster	50	50
Paints, stains, clear finishes, interior	10	15
Wallpapers	10	15
Wall tile, ceramic, glass, natural stone	30	40
Dwelling Units - Ceilings		
Drywall	35	40
Plaster	50	50
Concrete	50	50
Acoustical tile (surface mounted)	15	20
Dwelling Units - Interior Doors		
Hollow core doors	20	25
Solid core doors, wood, metal clad, fire rated	30	35
Passage and lock sets	12	20
Bifold and sliding doors	12	20

Dwelling Units - Millwork		
Door trim	20	30
Wall trim (base, chair rail, crown moldings)	25	35
Cabinets & vanities - wood	20	25
Cabinets & vanities – particle board	15	20
Tops, granite, natural stone, engineered stone	50	50
Tops, solid surface, stainless steel	40	50
Tops, plastic laminates, wood	15	25
Vanity tops, cultured marble, molded acrylic, fiber glass	25	35
Dwelling Units - Appliances		
Refrigerator/freezer	10	20
Range, cook top, wall oven	15	25
Range hood	10	20
Microwave	10	12
Disposal (food waste)	7	10
Compactors (interior, residential grade)	7	10
Dishwasher	10	12
Clothes washer/dryer	10	15
Dwelling Units - Specialties		
Bath accessories (towel bars, grab bars, toilet stalls, etc.)	7	12
Mirrors & medicine cabinets	15	25
Closet/storage specialties, shelving	15	25
Interior stairs	50	50
Railings	20	25
Bath/kitchen vent/exhaust fans	10	10
Ceiling fans	10	15
Window treatments, drapery rods, shades, blinds, etc.	3	5

4. Mechanical Systems	**EUL Multi-family**	**EUL Elderly**
Centralized HVAC - Equipment		
Boilers, Oil Fired, Sectional	25	25
Boilers, Gas Fired, Sectional	25	25
Boilers, Oil/ Gas/ Dual Fuel, Low MBH	30	30
Boilers. Oil/ Gas/ Dual Fuel, High MBH	40	40
Boilers, Gas Fired Atmospheric	25	25
Boilers, Electric	20	20
Boiler Blowdown and Water Treatment	25	25
Boiler Room Pipe Insulation	25	25
Boiler Room Piping	50	50
Boiler Room Valves	15	15

Boiler Temperature Controls	15	15
Heat Exchanger	35	35
Combustion Air, Duct with Fixed Louvers	30	30
Combustion Air, Motor Louvers and Duct	25	25
Combustion Waste Flue	40	40
Cooling tower	25	25
Chilling plant	15	15
Steam supply station	50	50
Free standing chimney	50	50
Centralized HVAC - Distribution		
Fuel oil/propane storage tanks, above ground	25	25
Remediate/remove abandoned tanks/fuel lines	100	100
Fuel transfer system	25	25
Gas/oil distribution lines	50	50
Gas meter	40	40
2 pipe/4 pipe hydronic distribution-above grade	50	50
2 pipe/4 pipe hydronic distribution-in ground	25	25
Hydronic/Water Circulating Pumps	20	20
Hydronic/Water Controller	20	20
Radiation-steam/hydronic (baseboard or freestanding radiator)	50	50
Fan Coil Unit, Electric	20	20
Fan Coil Unit, Hydronic	30	30
Central exhaust fans/blowers	20	20
Chilled Water Distribution	50	50
Decentralized HVAC (Individual Units and Common Areas) - Equipment		
Electric heat pump, condenser, pad or rooftop	15	15
Electric AC condenser, pad or rooftop	20	20
Electric furnace/air handler	20	20
Evaporative Cooler	15	15
Gas furnace/air handler	20	20
Hydronic heat/electric AC air handler	20	20
Hydronic feed electric heat pump/air handler	25	25
Wall mounted electric/gas heater	20	20
Electric baseboard heater	25	25
Packaged Terminal Air Conditioning (PTAC)	15	15
Window or thru-wall air conditioners	10	10
Package HVAC rooftop	15	15
Air filtration/humidity control devices (humidifiers, HRV's)	20	20
Decentralized HVAC (Individual Units and Common Areas) - Distribution		
Duct, rigid sheet metal, insulated if not in conditioned space	35	35
Duct, flexible, insulated	20	20
Duct, fiberglass	15	15

Duct, sealing-mastic or UL 181A or 1818 tape	20	20
Diffusers, registers	20	20
Fireplace, masonry and firebrick	75	75
Fireplace, factory assembled	35	35
Fireplace insert, stove	50	50
Chimneys, metal with chimney covers	35	35
Chimneys, masonry	40	40
Decentralized HVAC (Individual Units and Common Areas) - Controls		
Dwelling/common area thermostat	15	20
Heat sensors	15	15
Outdoor temperature sensor	10	10
Pneumatic Lines and Controls	30	30

5. Electrical Systems	**EUL Multi-family**	**EUL Elderly**
Service and Distribution		
Building service panel (Main Distribution)	40	40
Circuit breakers	30	30
Building meter	40	40
Tenant meters, meter panel	40	40
Tenant electrical panel	50	50
Transformers (oil filled or dry)	30	30
Wiring and Cabling, <600v	40	40
Wiring and Cabling, >600v	30	30
Switches and outlets	35	35
Ground Fault Circuit Interrupter (GFCI)	25	25
Lightning Protection	40	40
Lighting and Fixtures		
Lighting- exterior entry	15	20
Lighting- interior common spaces	25 (15)	30 (20)
Lighting- tenant Spaces	20	25
Door bells, chimes	20	25

6. Plumbing Systems	**EUL Multi-family**	**EUL Elderly**
Water Supply		
PVC/CPVC pipe, supply	75	75
Copper/brass hard pipe, supply	75	75
Copper Tube, supply	50	50
Galvanized pipe, supply	40	40
Domestic cold water pumps	15	15

Water Softener/Filtration	15	15
Backflow preventer, individual unit	10	10
Backflow preventer, main service	30	30
Sanitary Waste and Vent		
PVC/CPVC pipe, waste	75	75
Cast iron sanitary waste	75	75
Sewage Ejectors	50	50
Commercial Sump Pump	15	15
Residential Sump Pump	7	7
Domestic Water Heating		
DHW circulating pumps	15	15
DHW storage tanks	15	15
DHW supply and return	30	30
Exchanger, in tank or boiler	15	15
External tankless heater, gas or electric	15	15
Solar hot water	20	20
Residential hot water heater, gas or electric	12	15
Flue, gas water heaters	35	35
Boilers, Oil Fired, Sectional	22	22
Boilers, Gas Fired, Sectional	25	25
Boilers, Oil/ Gas/ Dual Fuel, Low MBH	30	30
Boilers, Oil/ Gas/ Dual Fuel, High MBH	40	40
Boilers, Gas Fired Atmospheric	25	25
Boilers, Electric	20	20
Boiler Blowdown and Water Treatment	25	25
Boiler Room Pipe Insulation	25	25
Boiler Room Piping	50	50
Boiler Room Valves	25	25
Boiler Temperature Controls	15	15
Heat Exchanger	35	35
Plumbing Fixtures		
Faucets and valves (dwelling units)	15	20
Faucets and valves (common units)	7	7
Bath tubs and sinks, fiberglass	20	25
Bath tubs and sinks, cast iron	75	75
Bubs tubs and sinks, enameled or stainless steel	40	40
Bath tubs and sinks, porcelain	50	50
Toilets/bidets (dwelling units)	50	50
Toilets/bidets/urinals (common areas)	15	20
Toilet Tank Components	5	5
Flush valves	10	15
Tub/shower units or integrated assemblies	30	30

7. Data and Communications	EUL Multi-family	EUL Elderly
Satellite dishes/antennae	20	20
Telecom panels & controls	20	20
Telecom cabling & outlets	20	20

8. Vertical Transportation	EUL Multi-family	EUL Elderly
Elevator, hydraulic – underground cylinder	15	15
Elevator, hydraulic – car and pump unit	35	35
Elevator, traction	50	50
Elevator, geared traction	35	35
Electrical switchgear	50	50
Electrical wiring	30	30
Elevator controller, call, dispatch, emergency	15	20
Elevator cab, interior finish	15	20
Elevator cab, frame	35	50
Elevator, shaftway doors	20	20
Elevator, shaftway hoist rails, cables, traveling	25	25
Elevator, shaftway hydraulic piston and leveling	25	25
Wheelchair and stairway lift	25	25

9. Life Safety and Fire Protection	EUL Multi-family	EUL Elderly
Fire Sprinkler Systems and Standpipes		
Fire sprinkler, heads	25	25
Fire sprinkler, piping systems	40	40
Fire sprinkler, equipment and devices	20	20
Standpipes	50	50
Fire pumps, electric driven	25	25
Fire pumps, engine driven	20	20
Fire hose stations	50	50
Fire extinguishers	10	15
Fire Alarm Systems		
Activation Devices (Pull Station, Smoke Detector, etc.)	10	10
Notification Devices (AV Horn/Strobe)	15	15
Control Panels	15	15
Wiring	30	30

Detection and Emergency Systems		
Residential Unit smoke detectors	5	5
Residential Unit carbon monoxide detectors	5	5
Call station	10	15
Emergency lights, illuminated signs	8	10
Smoke and fire detection system, central panel	15	15
Buzzer/intercom, central panel	20	20
Tenant buzzer I intercom /secured entry system	20	20
Standby Power Supply, Battery	5	5

10. Amenities	**EUL Multi-family**	**EUL Elderly**
Recreational Facilities		
Sport Court- asphalt	25	25
Sport Court- synthetic	15	15
Sport Court-hardwood	50	50
Sport Court-paint markings	5	7
Tot Lot (playground equipment)	10	15
Tot Lot- lose ground cover	3	5
Pool Deck	15	15
Pool/Spa Plastic Liner	8	8
Pool/Spa pumps and equipment	10	10
Decks-treated lumber	20	20
Decks-composite	50	50
Support Structures		
Carports, wood frame	30	30
Carports, metal frame	40	40
Garages	50	50
Storage Sheds	30	30
Penthouse (mechanical room)	50	50

11. Additional Considerations	**EUL Multi-family**	**EUL Elderly**
Environmental Items		
Pest Control	1	1
Lead based Paint Encapsulation	20	20
Asbestos Encapsulation	10	10

Appendix G
Unit Mix Table

Dwelling Units Summary					
Dwelling Unit Designation	**Number of Beds**	**Number of Baths**	**Unit Size (SF)**	**Number of Units**	**Total Floor Area (SF)**
Dwelling Unit Totals					

Support Spaces Summary			
Space Designation	**Unit Size (SF)**	**Number of Units**	**Total Floor Area (SF)**
Common Areas			
Office Space			
Support Spaces			
Accessory Buildings			
Support Space Totals			
Total Development Heated and Cooled Floor Area (SF)			

Appendix H
Summary of Recommended Repairs and Replacement Probable Costs

Summary of Recommended Repairs and Replacement Probable Costs		
Item	**Reference**	**Cost**
Immediate Repairs (Life Safety)	Appendix J	$
Critical Repairs (Completion with 6 months)	Appendix J	$
Deferred Maintenance Repairs (Completion with 12 months)	Appendix J	$
Total Cost of Repairs		$
Replacement of Capital Items (Uninflated)	Appendix K	$
Replacement of Capital (Inflated 3% per unit/per year)	Appendix K	$

Appendix I
Property Useful Life Tables

In completing the Property Useful Life Table for the Property, the *CNA Provider* should use the following acronyms:

EA – Effective Age (years)
EUL – Estimated Useful Life (years)
RUL – Remaining Useful Life (years)

Refer to Appendix F - Estimated Useful Life Tables for the appropriate *EUL* values for each item.

Rating of the *physical condition* of existing elements shall be assigned on the following scale:

1 – **New** – in working condition and purchased or installed within the last 12 months.

2 – **Good** - in working condition and does not require immediate or short-term repairs above any applicable industry standard threshold.

3 – **Fair** - in working condition, but may require immediate or short-term repairs

4 – **Poor** - not in working condition or requires substantial repairs or replacement

5 – **Non-compliant** (code violations observed or known)

N/A – Not Applicable or element does not exist on the Property

NOTE: Where used to describe the physical condition of a property, system, component or piece of equipment, the terms "good", "fair" and "poor" shall be used to describe the predominant physical condition of a property or system.

For example, an air conditioning system may be in good condition despite a requirement to replace a limited number of units. Alternatively, a range of conditions may be described by combining terms such as "good to fair," or "fair to poor." Where conditions are not uniform, an explanation of the various disparate conditions shall be included in the report. Terms not defined above shall be defined in the report or agreement for services.

Action recommended shall be designated as follows:

IR – *Immediate Repair* or Replacement (Life Safety)

CR – *Critical Repair* or Replacement (Completion with 6 months)

DM – *Deferred Maintenance* Repair or Replacement (Completion with 12 months)

RR – Replacement Reserves

1. Site Systems	EUL	EA	RUL	Rating	Action
Storm Water Drainage	*Yrs.*	*Yrs.*	*Yrs.*	*Rating*	*Action*
Paving Curbing and Parking					
Flatwork (sidewalks, terraces and patios)					
Landscape Appurtenances					
Site Utilities					
Trash					

2. Building Frame and Envelope	EUL	EA	RUL	Rating	Action
Foundation					
Framing Systems - Floors and Walls					
Framing Systems - Roofs					
Exterior Wall Finishes					
Roofing Systems and Roof Drainage					
Roof Trim and Accessories					
Flashing and Moisture Protection					

Exterior Stairs, Rails, Balconies, Porches, Canopies					
Windows					
Exterior Doors and Entry Systems					
Crawl Space and Attic Ventilation					
Insulation					

3. Interior Elements	**EUL**	**EA**	**RUL**	**Rating**	**Action**
Common Areas - Floors					
Common Areas - Walls					
Common Areas - Ceilings					
Common Areas - Interior Doors					
Common Areas - Millwork					
Common Areas - Appliances					
Common Areas - Specialties					
Dwelling Units - Floors					
Dwelling Units - Walls					

Dwelling Units - Ceilings					
Dwelling Units - Interior Doors					
Dwelling Units - Millwork					
Dwelling Units - Appliances					
Dwelling Units - Specialties					

4. Mechanical Systems	**EUL**	**EA**	**RUL**	**Rating**	**Action**
Centralized HVAC - Equipment					
Centralized HVAC - Distribution					
Decentralized HVAC (Individual Units and Common Areas) - Equipment					
Decentralized HVAC (Individual Units and Common Areas) - Distribution					
Decentralized HVAC (Individual Units and Common Areas) - Controls					

5. Electrical Systems	**EUL**	**EA**	**RUL**	**Rating**	**Action**
Service and Distribution					
Lighting and Fixtures					

6. Plumbing Systems	EUL	EA	RUL	Rating	Action
Water Supply					
Sanitary Waste and Vent					
Domestic Water Heating					
Plumbing Fixtures					

7. Data and Communications	EUL	EA	RUL	Rating	Action

8. Vertical Transportation	EUL	EA	RUL	Rating	Action

9. Life Safety and Fire Protection	EUL	EA	RUL	Rating	Action
Fire Sprinkler Systems and Standpipes					
Fire Alarm Systems					
Detection and Emergency Systems					

10. Amenities	EUL	EA	RUL	Rating	Action
Recreational Facilities					
Support Structures					

11. Additional Considerations	EUL	EA	RUL	Rating	Action
Environmental Items					

Appendix J
Cost Estimate Schedule for Repairs

Immediate Repair or Replacement (Life Safety)				
Item	**Qty**	**Unit of Measure**	**Unit Cost**	**Total Cost**
Description of item	Count	SF, LF, CY, each, etc.	$0.00	$
Subtotal – Immediate Repairs				**$**

Critical Repair or Replacement (Completion with 6 months)				
Item	**Qty**	**Unit of Measure**	**Unit Cost**	**Total Cost**
Description of item	Count	SF, LF, CY, each, etc.	$0.00	$
Subtotal – Critical Repairs				**$**

Deferred Maintenance Repair or Replacement (Completion with 12 months)				
Item	**Qty**	**Unit of Measure**	**Unit Cost**	**Total Cost**
Description of item	Count	SF, LF, CY, each, etc.	$0.00	$0.00
Subtotal – Deferred Maintenance Repairs				**$**

Total Repairs	**$**

Appendix K
Cost Estimate Schedule for Replacement of Capital Items (Replacement Reserves)

The table below represents an analysis of the estimated Remaining Useful Life of the property, with replacement reserves needed over a 15-year duration in accordance with Appendix I - Property Useful Life (EUL) Tables. The CNA will be used to determine which components meet this criterion.

EUL – Estimated Useful Life (years) **RUL** – Remaining Useful Life (years) **Unit** – Unit of measure (square feet, linear feet, cubic yards, etc.)
EA – Effective Age (years) **QTY** – Quantity of units

Item Description	Condition			Replacement Values				Term															Total
	EUL	EA	RUL	QTY	Unit	Unit Cost	Total Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	
Site Conditions																							
Description of item(s)	Yrs.	Yrs.	Yrs.	#	unit	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
Building Structural Elements																							
Building Enclosure Elements																							
Interior Features / Finishes																							

Item Description	Condition			Replacement Values				Term															Total
	EUL	EA	RUL	QTY	Unit	Unit Cost	Total Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	
Mechanical System Elements																							
Description of item(s)	Yrs.	Yrs.	Yrs.	#	unit	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
Plumbing System Elements																							
Electrical System Elements																							
Lighting System Elements																							
Fuel Gas System Elements																							
Data and Communications																							

Item Description	Condition			Replacement Values				Term															Total
	EUL	EA	RUL	QTY	Unit	Unit Cost	Total Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	
Security System Elements																							
Description of item(s)	Yrs.	Yrs.	Yrs.	#	unit	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
Life Safety Elements																							
Vertical Access Elements																							
Fixtures / Casework / Equip																							
Amenities Elements																							
Hazmat and Conditions																							

	Term															Total
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	
Total Cost (uninflated)	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
Inflation (3% per year)	100%	103%	106%	109%	113%	116%	119%	123%	127%	130%	134%	138%	143%	147%	151%	
Total Cost (inflated)	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$

Building Summary*	
Total Dwelling Unit Floor Area:	S.F.
Total Number of Dwelling Units:	
Year Built:	
Age:	
Capital Reserve Term:	15 Years

Uninflated Replacement Reserves Summary	
Average cost per year:	$ (see note 1)
Average yearly cost per S.F.:	$ (see note 2)
Average yearly cost per unit:	$ (see note 3)

Inflated Replacement Reserves Summary	
Average cost per year:	$ (see note 4)
Average yearly cost per S.F.:	$ (see note 5)
Average yearly cost per unit:	$ (see note 6)

***Note:** See also Appendix G – Unit Mix Table

Note 1: Average cost per year (uninflated) = Total Cost (uninflated) / 15 years
Note 2: Average yearly cost per S.F. (uninflated) = Average cost per year (uninflated) / Total Dwelling Unit Floor Area
Note 3: Average yearly cost per unit (uninflated) = Average cost per year (uninflated) / Total Number of Dwelling Units

Note 4: Average cost per year (inflated) = Total Cost (inflated) / 15 years
Note 5: Average yearly cost per S.F. (inflated) = Average cost per year (inflated) / Total Dwelling Unit Floor Area
Note 6: Average yearly cost per unit (inflated) = Average cost per year (inflated) / Total Number of Dwelling Units

Appendix L
Definitions, Abbreviations and Acronyms

This appendix provides definitions and acronyms for the terminology used in the CNA guide.

1. Definitions

Applicant. Any person or legal entity that is seeking a loan or funding from the Corporation by submitting an Application or responding to a competitive solicitation pursuant to Rule Chapter 67-60, F.A.C., for one or more of the Corporation's programs. Applicant also includes any assigns or successors in interest of the Applicant.

Application. The sealed response submitted to the Corporation to participate in a competitive solicitation for funding pursuant to Rule Chapter 67-60, F.A.C.

Architect. A designation reserved by law for a person professionally qualified, examined, and registered by the appropriate governmental board having jurisdiction, to perform architectural services.

Architecture or Architectural. Professional services conducted by an architect in connection with the design and construction of buildings or built environments.

Base building. The core (common areas) and shell of the building and its systems that typically are not subject to improvements to suit tenant requirements.

Baseline. The minimum level of observations, due diligence, inquiry/research, documentation review, and preparation of opinions of costs to remedy material physical deficiencies for conducting a CNA as described in this guide.

Building codes. Rules and regulations adopted by the governmental authority having jurisdiction over the commercial real estate, which govern the design, construction, alteration, and repair of such commercial real estate.

Building Envelope. The enclosure of the building that protects the building's interior from outside elements, namely the exterior walls, roof, and soffit areas.

Building Systems. Interacting or independent components or assemblies, which form single integrated units that comprise a building and its site work, such as, pavement and flatwork, structural frame, roofing, exterior walls, plumbing, HVAC, electrical, etc.

Capital Improvement. An action of one or more of the following:

- Fixing a defect or design flaw;
- Creating an addition, physical enlargement or expansion;
- Creating an increase in capacity, productivity or efficiency;
- Rehabilitating a property after the end of its economic useful life;
- Replacing a major component or structural part of the property; and/or
- Adapting property to a new or different use.

CNA Reviewer. The individual that both exercises responsible control over the field observer and who reviews the CNA prior to delivery to the user.

Component. A portion of a building system, piece of equipment, or building element.

Consultant or CNA Consultant. The principal or primary staff member employed by or associated with the CNA Provider who has overall responsibility for the quality and accuracy of all work performed by CNA Provider staff.

Corporation or FHFC. Florida Housing Finance Corporation as defined in Section 420.503, F.S.

Credit Underwriter. The independent contractor under contract with the Corporation having the responsibility for providing stated credit underwriting services.

Deferred Maintenance. Physical deficiencies that could have been remedied with routine maintenance, normal operating maintenance, etc., excluding de minimis conditions that generally do not present a material physical deficiency to the subject property.

Due Diligence. An investigation of the physical condition of a subject property in connection with a commercial real estate transaction. The degree and type of the investigation may vary for different properties, different user purposes, and time allotted.

Effective Age (EA). The estimated age of a building component that considers actual age as affected by maintenance history, location, weather conditions, and other factors. Effective age may be more or less than actual age.

Energy Star. A joint program of the Environmental Protection Agency and the Department of Energy with a goal of adopting energy efficient products and practices. The Energy Star label identifies top performing, cost-effective products.

Engineer. A designation reserved by law for a person professionally qualified, examined, and licensed by the appropriate governmental board having jurisdiction, to perform engineering services.

Engineering. Analysis or design work conducted by a licensed engineer requiring extensive formal education, preparation, and experience in the use of mathematics, chemistry, physics, and the engineering sciences.

Evaluation Period. The 15-year period over which the RUL analysis is conducted and replacement reserves determined.

Estimated Useful Life (EUL). The average amount of time in years that an item, component, or system is estimated to function without material repair when installed new and assuming routine maintenance is practiced.

Field Observer. The individual that conducts the physical inspection.

Green Building Features or Green Building Certification. Materials, elements, or processes that are resource efficient high-performance building components that facilitate energy efficient, environmentally sustainable buildings and healthy indoor environments. Such features are requisite to Green Building Certification programs, including Leadership in Energy and Environmental Design (LEED); Florida Green Building Coalition (FGBC); or ICC 700 National Green Building Standard (NGBS).

Observation. The visual inspection of items, systems, conditions, or components that are readily accessible and easily visible during a physical inspection of the subject property.

Observe, Observed. To conduct an observation pursuant to this guide within the context of easily visible and readily accessible.

Opinions of Costs. Opinion of costs that may be encountered in correction of physical deficiencies.

Owner. The entity holding the title to the commercial real estate that is the subject of the CNA.

Physical Deficiency. A conspicuous defect or deferred maintenance of a subject property's material systems, components, or equipment as observed during completion of the CNA.

Property or Subject Property. The commercial real estate consisting of the site and primary real estate improvements that are the subject of the CNA described by this guide.

Provider or CNA Provider. The entity (or individual) that has been engaged to conduct the CNA and prepare a CNA Report.

Remaining Useful Life (RUL). A subjective estimate based upon observations, or average estimates of similar items, components, or systems, or a combination thereof, of the number of remaining years that an item, component, or system is estimated to be able to function in accordance with its intended purpose before warranting replacement. Such period of time is affected by the initial quality of an item, component, or system, the quality of the initial installation, the quality and amount of preventive maintenance exercised, climatic conditions, extent of use, etc.

Representative Observations. Observations or photographs or an otherwise reasonable number of samples of repetitive systems, components, areas, etc., which are conducted by the field observer during the physical inspection. The concept of representative observations extends to all conditions, areas, equipment, components, systems, buildings, etc., to the extent that they are similar and representative of one another.

Routine Maintenance. A repair that does not require specialized equipment, professional services, or contractors, but rather can be corrected within the budget and skill set of typical property maintenance staff.

Specialty Consultants. Individuals or entities in the fields of life safety, security, engineering, or in any particular building component, equipment, or system that have acquired detailed, specialized knowledge and experience in the design, evaluation, operation, repair, or installation of same.

Structural Frame. The components or building system that supports the building's non-variable forces or weights (dead loads) and variable forces or weights (live loads).

Suggested remedy. An opinion as to a course of action to remedy or repair a physical deficiency. Such an opinion may also be to conduct further research or testing for the purposes of discovery to gain a better understanding of the cause or extent of a physical deficiency (whether observed or highly probable) and the appropriate remedial or reparatory response. A suggested remedy may be preliminary and does not preclude alternate methods or schemes that may be more appropriate to remedy the physical deficiency or that may be more commensurate with the user's requirements.

System. A combination of interacting or interdependent components assembled to carry out one or more functions.

2. Abbreviations and Acronyms:

ABS	Acrylonitrile Butadiene Styrene Pipe
ADA	The Americans with Disabilities Act
ASTM	American Society of Testing Materials International
CNA	Capital Needs Assessment
CPSC	Consumer Products Safety Commission
EA	Effective Age
EER	Energy Efficiency Rating
EIFS	Exterior Insulation and Finish System
EUL	Estimated Useful Life
F.A.C.	Florida Administrative Code
FEMA	Federal Emergency Management Agency
FHA	Fair Housing Act
FHFC	Florida Housing Finance Corporation
FRTP	Fire Retardant Treated Plywood
GFCI	Ground Fault Circuit Interrupter
HVAC	Heating, Ventilating and Air Conditioning
MIC	Microbiologically Influenced Corrosion
PB	Polybutylene Water Distribution Lines
PEX	Cross-Linked Polyethylene Piping
PFRI	Phenolic Foam Roofing Insulation
RFA	Request for Applications
RUL	Remaining Useful Life
SEER	Seasonal Energy Efficiency Ratio
SHGC	Solar Heat Gain Coefficient
STC	Sound Transmission Class
TPO	Thermoplastic Olefin Membrane Roofing
UEF	Uniform Energy Factor
VOC	Volatile Organic Compounds