

Attachment 3: Green Physical Condition Assessment Statement of Work and Contractor Qualifications

Overview:

The Green Physical Condition Assessment (GPCA) report has three parts:

Part 1: PCA Report Comparing Traditional and Green Requirements – It is the traditional PCA that identifies repairs necessary in the first year following restructuring and the repairs and replacements during the next 20 years; it only offers “traditional” and “green” components that meet local building code and it clearly identifies if “green” components exceed local building code requirements; it estimates costs using both “traditional” and “green” principles; and it provides comments on the benefits (financial and otherwise) of the green alternative.

Part 2: Energy Audit – It documents prudent utility-related improvements (water and energy) to the property, the cost of the improvements, and a simple financial payback analysis (however, note that a more sophisticated analysis is available for systems with multiple components with varying estimated useful lives and where the full lifecycle cost analysis is useful). It includes an initial assessment of potentially viable alternatives for generating electricity, heating water, and heating and cooling the conditioned space at the building. It also provides information on the utilities serving the property through completion of a questionnaire in a form provided by HUD.

Part 3: Integrated Pest Management Plan Inspection – The inspection of the current level of pest infestation may reveal the need for additional repairs and/or site changes that are to be included in the first year rehabilitation needs. It includes an evaluation of existing pest control practices and procedures. It is also required for development of the IPM Plan, a required component of the Green Operating & Maintenance Plan, which is required in the Mark-to-Market Green Initiative Program.

The GPCA Contractor may complete any of the components for which it has the necessary qualifications; otherwise, the contractor may subcontract to others who have the necessary qualifications. The GPCA Contractor must integrate the findings and recommendations and incorporate all three components into one report.

PART 1. PCA REPORT COMPARING TRADITIONAL AND GREEN REQUIREMENTS

1. Qualifications: The contractor must

- A. Be trained to evaluate building systems, health, and safety conditions, and physical and structural conditions, and to provide cost estimates for maintaining, rehabilitating, or improving deficiencies, using both traditional and Green principles. Must also have environmental expertise, as inspection will include environmental issues as well. Must have any required licenses.
- B. Have the designation of Leadership in Energy and Environmental Design Accredited Professional (LEED AP), in either the United States Green Building Council's LEED New Construction and Major Renovation or the LEED Existing Building Maintenance and Operations examination tracks, or an equivalent designation.
- C. Has completed 10-hours of education in the last calendar year in the areas of Green Building, Sustainability, Energy Efficiency, or Indoor Air Quality.
- D. Have acceptably completed written evaluation reports for similar types of multifamily rental housing projects in similar physical condition and age in the subject market or in similar areas, preferably including two (2) or more buildings that were receiving Section 8 or some other type of housing assistance when the report was prepared.
- E. Not be under suspension or debarment by HUD, or involved as a defendant in criminal or civil action with HUD.
- F. Produce reports that are well regarded in the marketplace in terms of content, timeliness and responsiveness. The contractor should have this personal experience, not just the company.
- G. Have the capacity to complete the project inspection and prepare the report in a time frame acceptable to the Participating Administrative Entity (PAE).

2. Statement of Work: The contractor shall

- A. Perform a Physical Condition Assessment (PCA) for each asset specified by the PAE and report the findings.
 - (i) The report shall be prepared according to the Fannie Mae document: "Physical Needs Assessment Guidance to the Property Evaluator" (Exhibit 1), except as modified herein.
 - (ii) The report shall include color photographs and a detailed narrative describing the property's exterior and interior physical elements and condition, including architectural and structural components, and mechanical systems.

- (iii) The Contractor shall conduct and document site inspections of a minimum of 25% of all units, and all office, community space, and common areas. Units shall be randomly sampled while taking into consideration occupied and unoccupied units and the unit size mix, i.e. one bedrooms, two-bedrooms, etc. If a significant number of units are found to be in poor condition, the PAE may require that additional units be inspected. The Contractor may also determine that additional units and/or common areas require inspection to fully achieve the objective of considering green building principles, and if so, must coordinate the parameters of the inspection with the PAE.
- (iv) Using the underwriting model provided by the PAE, which may contain property-specific information, the Contractor will complete the Component Replacement Summary, Utility Types and Rates, Cap Needs Input, Utility Savings, and cell D28 of the Water Savers worksheets, considering the factors described below (note that completion of the underwriting model worksheets overlaps with the Energy Audit statement of work). By completing the herein named worksheets in the underwriting model, the 20 Year Schedule worksheet will automatically be populated. The Contractor is to review that worksheet to ensure the data inputs on the other worksheets are generating the desired results. The Water Savers worksheet is an optional approach to estimating water savings, but **cell D28 must be completed** (and it links to the Utility Savings worksheet).
- (v) The report shall include:
 - a. **Critical items:** Identify in detail, and report immediately to property management and the PAE, any repair item(s) that represents an immediate threat to health and safety.
 - b. **Repair/Rehab items (Short Term Physical Needs):** Identify and estimate the cost of the repairs, replacements, and significant deferred and other maintenance items that will need to be addressed within 12 months of closing (do not include items that are not broken but may need replacement in the near future). The items evaluated (both recommended and not recommended) are explained in the narrative report and the recommended items are documented in the Cap Needs Input worksheet of the underwriting model. That data input automatically generates the rehab escrow needs that appear in column B of the 20 Year Schedule worksheet of the underwriting model. Review column B of that worksheet to ensure the data input generated the correct result.
 - c. **Market Comparable Improvements:** After discussion with the PAE and the PAE's appraiser, the inspector may include repairs or improvements that are necessary for marketability in the list of Repair/Rehab needs. The repairs/improvements identified should be those necessary for the project to retain its original market position as an affordable project in a decent, safe and sanitary condition (recognizing any evolution of standards appropriate for such a project). The project should be able to compete in the non-subsidized market on the basis of rents rather than amenities. Where a range of options exists, the least costly options for repair or rehabilitation should be chosen, when both capital and operating costs are taken into consideration.

- d. **Long-term Physical Needs/ Reserve Items:** Identify and provide an estimate of the major maintenance and replacement items that are required to maintain the project's physical integrity over the next **twenty (20) years**. (Note that the *Fannie Mae Guidance to the Property Evaluator* only requires an 18-year assessment maximum). The items evaluated (both recommended and not recommended) are explained in the narrative report and the recommended items are documented in the Cap Needs Input worksheet of the underwriting model. That data input automatically generates the 20 Year Schedule worksheet of the underwriting model. Review that worksheet to ensure the data input generated the correct result.
 - e. **Environmental Concerns:** The report shall provide a description of directly observed potential on-site environmental hazards and include a completed Form 4.4 Environmental Restrictions Checklist (the current version is included as Exhibit 2).
 - f. **Green Building Principles:** An objective of the report is to identify all opportunities to improve energy efficiency, maximize water efficiency, use re-used and recycled materials where practical, safeguard the indoor air quality of the property, be of less harm to the environment generally, and remove/ re-use replaced materials and construction debris appropriately. The Contractor is required to evaluate all components in the building, all building systems, and all components on the property, and the property itself, to identify all opportunities to achieve the stated objective. **The Contractor is expected to consider the most promising types of improvements being used generally in applicable green buildings, to identify all alternatives considered, to provide a justification for the green alternative recommended and a brief explanation of why the non-selected alternatives are less appropriate for the subject property.** Each line item must identify the:
 - (1) costs of the traditional repair/replacement to meet local building code, as applicable, and the alternative using green building principles;
 - (2) cost estimate for both the traditional and green approaches, ;
 - (3) expected benefits of the green alternative, both financial and non-financial; and
 - (4) (for the HVAC system, roof, windows, insulation, appliances, and hot water heaters only) whether the recommended Green improvement is required by the local building code for new construction, and if so, whether it meets or exceeds it (NOTE: OAHF classifies improvements as "green" only when they exceed local building code for new construction).
- (vi) The report shall identify any physical deficiencies as a result of:
- a. a visual survey;
 - b. a review of any pertinent documentation; and
 - c. interviews with the property owner, management staff, tenants, interested local community groups and government officials, to the extent possible.

- (vii) The report shall explain how the project will meet the requirements for accessibility to persons with disabilities, to the extent applicable. (See Exhibit 3, Accessibility Law Compliance Chart, for specific guidance.) Paragraph 2-40 of HUD Handbook 4350.3 (change 24 issued 1-19-93) requires owners to develop a transition plan that identifies physical obstacles that limit accessibility and describes methods to make the project accessible. The contractor shall include items in the transition plan in the list of repairs.
 - (viii) If requested by the PAE, the contractor shall take part in discussions with the owner, tenants, or other interested parties, including neighborhood associations, members of local government, and representatives from the public housing authority, including attendance at a meeting to solicit oral and written comments to be incorporated into the GPCA. The contractor shall assist the PAE in evaluating and responding to tenant and local community comments concerning the physical condition of the project and recommended repairs.
 - (ix) The contractor shall provide the PAE with weekly status reports (upon request) during the preparation phase to track and monitor the progress.
- B. The GPCA report should also include the following subcomponents:
- (i) Acknowledgements (who prepared report, the preparer's qualifications or a certification that the preparer meets the qualifications required in Part 1.1, when report was prepared, who received report, and when report was reviewed).
 - (ii) Appendices (color photographs, site plans, maps, etc.).
- C. In addition, the contractor shall:
- (i) Recommend any additional professional reports needed, for example, to determine the presence or degree of structural defects, or to complete additional investigation into an environmental issue. The PAE will be responsible for obtaining such reports.
 - (ii) If the services of a subcontractor were secured to inspect the property and complete the report, the contractor shall review the inspection for quality, consistency, and agreed upon format and conformance with these requirements.
 - (iii) If requested by the PAE, attend a formal kick-off meeting to clarify the requirements and scope of the work to be performed.

3. Deliverables

- A. A draft narrative report and underwriting model (with completion of these worksheets: Component Replacement Summary, Utility Types and Rates, Cap Needs Input, 20 Year Schedule, Rehab Escrow Needs, Utility Savings, and **at least cell D28** of Water Savings) shall be submitted electronically, as instructed by the PAE, for review prior to completion of the final report.

- B. The PAE and HUD will review the draft deliverables and discuss any necessary corrections with the Contractor that are necessary for the drafts to be finalized.
- C. The final narrative report shall be completed in the number of originals and copies requested by the PAE or its designee. It will also be submitted electronically along with the underwriting model, as instructed by the PAE.
- D. Payment will be authorized upon PAE's verification that the final narrative report and underwriting model (with those worksheets listed above completed) have adequately addressed the PAE and HUD comments.

PART 2. ENERGY AUDIT

1. Qualifications: The contractor must:

- A. Be certified to complete building energy audits by RESNET or BPI (or their training providers), or be a Certified Energy Manager (CEM), or be a State equivalent certified energy auditor, or be a professional architect, or be a registered professional engineer, or be a RESNET certified Home Energy Rater or BPI Certified Building Analyst.
- B. Not be under suspension or debarment by HUD, or involved as a defendant in criminal or civil action with HUD.
- C. Produce reports that are well regarded in the marketplace in terms of content, timeliness and responsiveness. The contractor should have this personal experience, not just the company.
- D. Have the capacity to complete the project inspection and prepare the report in a time frame acceptable to the Participating Administrative Entity (PAE).

2. Statement of Work

- A. An energy audit identifies how energy and water is used in a facility.
 - (i) Data is collected on energy and water use and costs and a physical inspection of the property and energy-related equipment is performed.
 - (ii) The physical inspection reviews equipment and space conditions, past maintenance schedules, remaining useful life, and system performance, along with building envelope characteristics and conditions.
 - (iii) Physical inspection may also consider indicators of performance issues such as leaking or soiled heat exchangers, high humidity, poor space temperature control, and comfort concerns. Some of these characteristics may be indicators of improperly sized heating or cooling equipment.

- B. An energy audit analyzes utility costs of the existing property, including separate rates, if any, for owner and tenant accounts, such as for electricity. Utility data is trended and benchmarked against similar properties with like heating and cooling requirements, and used to provide estimates of energy and water savings that may be gained by implementing cost effective conservation measures.
- C. An energy audit provides a prioritized list of recommended cost-effective energy and water efficiency improvements to reduce utility costs.
 - (i) Cost-effective energy and water efficiency improvements are energy or water conserving measures whose estimated utility savings exceed the installed cost of the energy measure over the measure's useful life.
 - (ii) Recommendations are based on engineering and economic analysis and consider factors such as operating hours, equipment efficiency, and building and occupant energy and water demand characteristics.
 - (iii) Costs are generally developed through industry norms or available historical project information.
- D. Insulation in attics, walls, basements, floors, and ducts for heating and cooling circulation, should, at a minimum, be upgraded to current local building code for new construction, unless prevented by physical obstructions. Additional insulation should be recommended if cost-justified.
- E. In addition, the energy audit includes a recommendation on whether additional caulking and sealing is a cost-justified expenditure.
- F. An energy audit report includes the following:
 - (i) Current energy, water and sewerage usage and costs (kilowatt-hour, therms, ccf, utility cost).
 - (ii) Description of metering of utilities, including number of meters for each source.
 - (iii) Evidence that the Contractor used the Air Conditioning Contractors of America (ACCA) Manual J guide or another recognized methodology to size the recommended heating and cooling systems. The sizing shall consider other energy-related improvements being made to the property, including additional insulation, energy-efficient windows, etc. The PAE may request the Contractor prepare several calculations based on possible improvements or may contact the Contractor subsequent to the completion of the initial calculation and ask for a revision based on a specific set of improvements.

Exception: There are two exceptions to the requirement to complete a load calculation to appropriately size the heating and cooling systems:

- (1) When the existing units are already the smallest available and there are no known property management or tenant complaints indicating that the existing systems may be inadequate. To justify this exception, the Contractor must inquire of the site property management and of any

tenants encountered during the inspection of units, and not receive comments that would cause the Contractor to question the adequacy of the existing systems.

- (2) When the existing units use electric baseboard heat and conversion to another heat system has been determined to be infeasible. To justify this exception, the Contractor must consider any comments about unit heating received from inquiring of the site property management and of any tenants encountered during the inspection of units and state why conversion to another source is infeasible.
- (iv) Evidence that the contractor analyzed the existing size of hot water heaters and analyzed the appropriate efficient replacement size using First Hour Rating (primarily for individual tenant hot water heaters) or other professionally recognized sizing tools with a goal of providing sufficient but not excess capacity.
- (v) Evidence that the contractor inspected the ductwork for leakage and recommended and priced appropriate repairs. HUD's objective is to identify energy-saving opportunities and is relying on the contractor's professional judgment as to the extent of inspection, testing, cleaning and repair that is warranted for the specific property. Given the property age of the routine property in the Mark to Market Program, HUD assumes the ducts leak. If the ducts are accessible, the contractor is to conduct a visual inspection and make recommendations for repair of any loose/ broken connections or other leaks. If the ducts are not accessible, the contractor is to provide an opinion on the likely cost-benefit analysis of repairing the ducts and the approach recommended to do so (including use of an aerosol-based product).
- (vi) Completed "Utility Types and Rates" worksheet in the underwriting model provided by the PAE.
- (vii) Completed "Utility Savings" worksheet in the underwriting model provided by the PAE.
- (viii) Completed "Water Savers" worksheet with **at least cell D28** being populated (otherwise this worksheet is an optional approach to estimating water savings);
- (ix) Completed Utilities Data Sheet questionnaire, in the form of Exhibit 4 (refer to the HUD Resource Desk, at www.oahp.net, for the latest version of the form);
- (x) Prioritized list of recommended energy efficiency improvements. At a minimum, in evaluating recommended improvements, the contractor evaluates and comments on:
 - a. Wall, ceiling and basement (if applicable) insulation – describe existing, cite the local code for new construction
 - b. Exterior doors – weather stripping, caulking, insulation characteristics, possible needed replacement and standards
 - c. Storm doors (where they currently exist) – weather stripping, caulking, insulation characteristics, possible needed replacement and standards

- d. Dishwashers (where they currently exist) – efficiency standard, age, replacement options
 - e. Windows/sliding glass doors – considering age, weather stripping, caulking, air conditioning sleeves
 - f. HVAC – age, size and rated efficiency of units, age and type of thermostat
 - g. DHW – age, size and rated efficiency of units, insulation, temperature setting and set-backs, appropriate efficiency and size for replacement units
 - h. Refrigerators – age, size, rated efficiency of units, potential replacements
 - i. Water – flow rate of shower and faucets, hot water temp at tap, hot water pipe insulation, toilet tank size
 - j. Ventilation – kitchen and bath ventilation (recirculating or outside), appropriate size for replacement units
 - k. Apartment lighting – existing lighting methods, over-lighted conditions, conversion to CFL bulbs or fixtures
 - l. Lobby, common area, corridor – exterior doors (see above), existing lighting methods, lighting (sufficiency/excess, conversion to CFL bulbs and/or fixtures, T-8 (or smaller) electronic ballast fluorescent, LED exit light and automatic control potential)
 - m. Exterior lighting (including parking area) – existing number, type, sufficiency/excess illumination levels and efficiency of lighting type, conversion potential to more efficient lighting type, automatic controls
 - n. Central Plant Boilers/Hot water - efficiency, age, potential for combined heat and power (CHP), set backs
 - o. Laundry Area – identify if leased or owned, number and type of appliances, size, age, efficiency rating
 - p. Other commercial or office space – same evaluation
 - q. Possibility of cost effective change in fuel/ heating system type
 - r. Evaluation of rate options, if any, with the utility companies for different site uses, e.g., residential/ commercial rates, peak load management rates.
- (xi) An initial assessment of the potential feasibility of installing alternative technologies for electricity, heating and cooling systems, and hot water heating (collectively called Green Energy Technologies) at the property. The Auditor is to comment specifically on each of the following:
- a. Photovoltaic for electricity
 - b. Solar thermal for hot water heating
 - c. Wind turbine
 - d. Combined heat and power
 - e. Geothermal heat pumps, and
 - f. Fuel cells.

As an initial assessment of potential feasibility, the auditor's comments are to conclude and justify, for each of the six technologies, whether further study is recommended. Specifically, the auditor is to state that the property: is a potentially viable candidate and a feasibility study is recommended or is not a viable candidate and further study is not recommended.

NOTE: HUD expects a few sentences of discussion for each of the six technologies. For example, "Combined heat and power: The property has less than 80 units (a rule of thumb for minimum number of units for feasibility) and does not have a central power source. Further study is not recommended." Another example, "Geothermal heat pumps: The property has sufficient acreage to drill wells and uses enough energy for heating and cooling that this technology may be feasible. Further study is recommended."

- (xii) Installed cost estimates for recommended energy and water efficiency measures.
 - (xiii) Expected useful life of recommended energy and water conservation measures.
 - (xiv) Annual energy and water saving estimates (consumption and cost reductions). In considering cumulative savings, the Energy Auditor should consider how measures may interact and be realistic about the overall portion of existing utility use that might be conserved. The utility savings estimates will be contained in the Utility Savings worksheet of the underwriting model (note that the auditor may use the optional "Water Savers" worksheet of the model but **must complete** cell D28 of that worksheet for the total estimate of water savings).
 - (xv) Simple payback period in years for each evaluated measure, whether recommended or not. Include a brief discussion of all measures evaluated and a justification for the one recommended in the narrative report. Include the recommended measure in the Cap Needs Input worksheet of the underwriting model.
- G. If requested by the PAE, the contractor shall take part in discussions with the owner, tenants, or other interested parties, including neighborhood associations, members of local government, and representatives from the public housing authority, including attendance at a meeting to solicit oral and written comments to be incorporated into the GPCA. The contractor shall assist the PAE in evaluating and responding to tenant and local community comments concerning the physical condition of the project and recommended repairs.
- H. The contractor shall act as an independent third-party on behalf of the PAE to review the completeness and accuracy of any GPCA submitted by the owner.
- I. The contractor shall provide the PAE with weekly status reports (upon request) during the preparation phase to track and monitor the progress.
- J. The GPCA report should also include acknowledgments (who prepared report, the preparer's qualifications or a certification that the preparer meets the qualifications

required in Part 2.1, when report was prepared, who received report and when report was reviewed).

K. In addition to the above, the contractor shall:

- (i) Recommend any additional professional reports needed (including, for example alternate energy system feasibility studies, air infiltration tests for energy loss and ventilation needs, blower door tests, infrared imaging, duct blasting, etc.). The PAE will be responsible for obtaining such reports.
- (ii) If the services of a subcontractor were secured to perform the GPCA, the Contractor shall review the inspection for quality, consistency and agreed upon format and conformance with the report requirements.
- (iii) If requested by the PAE, attend a formal kick-off meeting to clarify the requirements and scope of the work to be performed.

3. Deliverables

The report and completed worksheets of the underwriting model are made a part of the overall GPCA deliverables submitted by the GPCA contractor. See Part 1, paragraph 3 for instructions on delivering the draft and final narrative reports and underwriting model to the PAE.

PART 3. INTEGRATED PEST MANAGEMENT INSPECTION

1. Qualifications: A contractor must

- A. Be certified by QualityPro Green, GreenShield, or EcoWise.
- B. Be trained to evaluate and treat the interior and exterior of multifamily structures for pest infestations, in accordance with Integrated Pest Management standards.
- C. Have the work performed by an employee who is licensed or certified by the state for residential pest control or be QualityPro Green certified and who has produced reports of this nature that are well regarded in the marketplace in terms of content, timeliness and responsiveness.
- D. Not be under suspension or debarment by HUD, or involved as a defendant in criminal or civil action with HUD.
- E. Have the capacity to complete the project inspection and prepare the report in a time frame acceptable to the Participating Administrative Entity (PAE).

2. Statement of Work: A contractor shall

- A. Perform an Integrated Pest Management Inspection (IPMI), provide the property manager and each tenant with information on glue traps, and prepare an IPMI report for each asset

specified by the PAE and report the findings. Exhibit 5 is the form for reporting the glue trap findings and inspection results; Exhibit 6 is the more extensive form of reporting the existing pest control strategies and practices, noting deficiencies, and recording recommendations using IPM principles; and Exhibit 7 is the handout on glue traps to be shared with the property manager and all tenants. Current versions of these exhibits can be found on the HUD Resource Desk, at www.oahp.net.

- B. [NOTE - The following instructions assume the contractor will make two visits to the property: interviewing property management about existing pest control practices and placing the glue traps during the first visit, retrieving the glue traps and conducting the necessary unit and property inspections during the second visit. The PAE has the authority to modify the instructions to require only one visit by the Contractor in those situations where the PAE believes the onsite property management can place the glue traps correctly and provide the glue trap handout to the tenants].**

Conduct the first onsite visit/inspection to:

- (i) Obtain an understanding of the configuration of buildings.
- (ii) Obtain an understanding of the existing pest control practices.
- (iii) Review the “Using Glue Traps” handout (Exhibit 7) with the property manager and provide it to each tenant or leave it in each unit where glue traps are placed.
- (iv) Place the glue traps (to assess cockroach infestation) within each unit and common areas such as laundry rooms, storage rooms, and interior trash handling areas.
- (v) Advise the property manager that the contractor will retrieve the glue traps and set a date certain for that follow-up visit/inspection.

C. Conduct the second onsite visit/inspection to:

- (i) Collect the glue traps from each unit, observe conditions in the units, and include in the report a unit-by-unit summary of the glue trap findings.
- (ii) Review the findings from the glue traps to help determine which units should be inspected. The contractor then shall conduct site inspections of a minimum of 25% of all units. Unless otherwise guided by the glue trap findings, units shall be randomly sampled while taking into consideration occupied and unoccupied units and the unit size mix, i.e. one bedroom, two-bedrooms, etc. If a significant number of units are found to have infestations not reflected in the glue trap findings, the PAE may require that additional units be inspected at the time the glue traps are collected.
- (iii) Inspect the exterior of building(s) for evidence of pest infestation or conditions which could attract and/or harbor pests. Inspect and identify all areas where the envelope has been penetrated and all points of ingress/egress, looking for any entry points for pests. If identified, the contractor must determine and document all corrective measures, both immediately and long-term.

- (iv) Inspect the trash disposal, laundry, common areas, office space, maintenance work area, and storage areas for evidence of infestations.

D. Prepare a narrative report, that:

- (i) Identifies any pest infestations as a result of glue trap findings, a visual survey, a review of any pertinent documentation related to past infestations and pest control measures, or interviews with the property owner, management staff, and tenants.
- (ii) Includes color photographs and a detailed narrative describing the property's pest infestation, if any, and provide a corrective course of action for each infestation, and if needed, specific actions for serious infestations within individual units.
- (iii) Includes a Glue Trap Summary, in the form of Exhibit 5, which identifies in detail the quantity and variety of pest trapped, and any obvious general areas/floors/structures with significant infestations (e.g., if a cluster of adjacent apartments appear to have a more severe infestation when compared to the overall building). Identify groups of infested units as High, Moderate, or Low infestation and detail corrective measures for each.
- (iv) Details an immediate course of action, being specific as to physical items needed (e.g., door sweeps) and treatments needed, if any, and estimated costs to address the pest infestations for each identified group (see prior paragraph) and a continuing course of action for using IPM principles at the property.

E. Prepare a report regarding existing pest control practices according to the outline provided in Exhibit 6 that:

- (i) Documents the existing pest control strategies, practices, and outcomes.
- (ii) Evaluates the existing pest control strategies and practices.
- (iii) Identifies the deficiencies in the existing pest control strategies and practices.
- (iv) Recommends practices consistent with IPM principles that will achieve better outcomes.

F. If requested by the PAE, the contractor shall take part in discussions with the owner, tenants, or other interested parties, including neighborhood associations, members of local government, including attendance at a meeting to solicit oral and written comments to be incorporated into the GPCA. The contractor shall assist the PAE in evaluating and responding to tenant and local community comments concerning the physical condition of the project and recommended repairs.

G. The contractor shall provide the PAE with weekly status reports (upon request) during the preparation phase to track and monitor the progress.

H. The GPCA report should also include the following subcomponents:

- (i) Acknowledgements (who conducted the inspection and prepared the reports, the preparer's qualifications or a certification that the preparer meets the

qualifications required in Part 3.1, when report was prepared, who received report, and when report was reviewed).

- (ii) Appendices (color photographs, site plans, maps, etc.).

I. In addition, the contractor shall:

- (i) If the services of a subcontractor were secured to inspect the property and complete the report, the contractor shall review the inspection for quality, consistency, and agreed upon format and conformance with these requirements.
- (ii) If requested by the PAE, attend a formal kick-off meeting to clarify the requirements and scope of the work to be performed.

3. Deliverables

The report and completed exhibits are made a part of the overall GPCA deliverables submitted by the GPCA contractor. See Part 1, paragraph 3 for instructions on delivering the draft and final narrative reports to the PAE.

Exhibits:

- 1 Fannie Mae Physical Needs Assessment Guidance
- 2 Form 4.4 Environmental Restrictions Checklist
- 3 Accessibility Law Compliance
- 4 Utilities Data Sheet Questionnaire
- 5 Glue Trap Findings
- 6 Existing Pest Control Strategies
- 7 Using Glue Traps handout