

**Fairfax County, Virginia  
Request for Proposals  
Silver Lining Plus Foreclosure Purchase  
Program For Non-Profits  
FY 2009**



**Proposals Due  
April 6, 2009, 4:30 p.m.**

***One original and four hard copies must be submitted  
Late proposals will not be accepted.***

Fairfax County Department of Housing  
and Community Development  
3700 Pender Drive  
Fairfax, VA 22030  
Attn: Kehinde Powell

*Fairfax County is committed to nondiscrimination on the basis of disability in all County programs, services and activities. Special accommodations will be provided upon request. For information call 703-246-5101 or TTY 703-385-3578.*



**FAIRFAX COUNTY, VA  
REQUEST FOR PROPOSALS  
SILVER LINING PLUS FORECLOSURE PURCHASE PROGRAM FOR NON-  
PROFITS FOR FY 2009**

Neighborhood Stabilization Program funding of \$1,000,000 available to eligible non-profits.

**INTRODUCTION**

The Fairfax County Department of Housing and Community Development (HCD) announces the availability of FY 2009 Neighborhood Stabilization Program (NSP) funds under the federal Housing and Economic Recovery Act of 2008 (HERA). On June 30, 2008, the Fairfax County Board of Supervisors approved a foreclosure program designed to address the current foreclosure problem and help stabilize impacted neighborhoods while increasing the opportunities for additional affordable workforce housing. The entire foreclosure strategy includes assistance to homeowners in distress, neighborhood preservation efforts, and the "Silver Lining Initiative." The Silver Lining Initiative is the primary means by which Fairfax County plans to implement the use of federal NSP funds; this program will be known as "Silver Lining Plus."

For the purposes of this RFP, NSP funds will be interchangeably referred to as Silver Lining Plus Funds. **Project proposals are being solicited from non-profit organizations to acquire and/or rehabilitate foreclosed properties for rental use.**

**Preference criteria include:**

- Projects that provide affordable housing for households earning 30% AMI or less;
- Projects that will result in affordable housing that is accessible to persons with disabilities and/or others with special needs.
- Projects that can be completed within a nine (9) month timeframe upon receipt of award.
- Projects that are leveraged with other funds and are financially feasible

A portion of the NSP funds will be used to support the current Silver Lining Initiative for Homeownership. Within this program, NSP funds will be used as secondary financing to assist low to middle-income homebuyers purchasing foreclosed homes. Loans are made through the Fairfax County Redevelopment Housing Authority (FCRHA); HCD is the administrative arm of the FCRHA.

For the remaining NSP funds, \$1,000,000, will be offered via this competitive RFP process for use as a financing mechanism for non-profits to acquire foreclosed homes to provide affordable rental housing to low-income households. Additional funds may be loaned for rehabilitation and grants will be awarded for project recovery costs. Loans will be deferred, no interest with an equity share to the FCRHA in the proportion of its investment.

**Non-profit proposals are due to HCD on Monday, April 6, 2009 at 4:30 p.m. DST, 3700 Pender Drive, Fairfax, VA 22030, Attn: Kehinde Powell. Late proposals will not be accepted. Any application submitted with an unsigned Application Cover Sheet will not be accepted.**

## AVAILABLE FUNDING

Up to \$1,000,000 is available in NSP funds for non-profit organizations under this RFP in the form of deferred, no interest loans. Cost recovery allowances are allowed up to \$10,000 in the form of grants, as described on page 8. Additional funds may be loaned for rehabilitation under the Home Improvement Loan Program.

## APPLICATION FORMAT

The Request For Proposals consists of the following sections.

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• Silver Lining Plus Program Guidelines	5
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## APPLICATION AVAILABILITY

Beginning March 10, 2009, online copies will be accessible through our websites at [www.fairfaxcounty.gov/rha](http://www.fairfaxcounty.gov/rha) and <http://www.e-ffordable.org/>. Hard copies of applications are available for pick up beginning March 10th, 2009 at the 1st Floor Reception Desk, Fairfax County Department of Housing and Community Development (HCD), 3700 Pender Drive, Fairfax, VA 22030.

## PROJECT APPROVAL PROCESS

March 9, 2009:	RFP Issued
March 23, 2009	Pre-Proposal Conference, 3700 Pender Drive, Fairfax, VA 22030 10:00 p.m. to 11:30 p.m.
<b>April 6, 2009:</b>	<b>Non-profit Proposals Due to HCD</b> <b>4:30 p.m. DST</b> <b>3700 Pender Drive, Fairfax, VA 22030</b> <b>Attn: Kehinde Powell</b> <b>(One original and four hard copies will need to be submitted)</b> <b>LATE PROPOSALS WILL NOT BE ACCEPTED</b>
April 30, 2009:	FCRHA Approval of Awards
May 4, 2009:	Board Approval of Awards
May 30, 2009:	Contract Executed with Non-profit

## MINIMUM SILVER LINING PLUS PROGRAM REQUIREMENTS

- Property acquired must be a foreclosed property and used for affordable rental housing.
- Projects must be located in a designated area of greatest need as described on page 6 of this RFP.
- Projects must provide for an appraisal of property to be acquired with Silver Lining Plus (NSP) funds.
- Projects must serve households at or below 50% Area Median Income (AMI).
- Property acquired with Silver Lining Plus funds must be purchased 15% below the fair market appraised value as explained on page 6.
- Silver Lining Plus funds and rehab funds will take the form of soft (deferred, no interest due upon sale or transfer) second and third position loans. Cost recovery allowance will be distributed in the form of a grant.
- Prior to award, a preliminary financing commitment from a private lender or other financing source will be required. HCD prefers leveraging NSP funds with other funds.
- General administrative or operating costs are not eligible for funding under this RFP.
- Applicants are expected to comply with all local zoning and regulatory requirements. Related documentation may be required.
- Projects must be financially feasible. It is not the intent to use funds under this RFP for the purpose of analyzing project feasibility. Third-party inspections and appraisals, subject to HCD satisfaction, will be required prior to release of funds.
- A leasing plan detailing the special needs and incomes of prospective tenants and marketing approaches should be included as part of the applicants response.

## **SILVER LINING PLUS PROGRAM GUIDELINES**

The following guidelines will apply to all Silver Lining Plus projects.

### **ELIGIBLE APPLICANTS**

Non-profit organizations that apply under of the Silver Lining Plus RFP and plan to administer NSP funds must demonstrate adequate capacity. An eligible non-profit must have the following:

- A designation as a 501(c)3 organization by the Internal Revenue Service.
- A demonstrated successful track record in owning and managing real estate. If the non-profit applicant does not have an established track record, the organization is encouraged to partner with another non-profit organization with applicable experience.
- A current sound financial condition. Non-profits will be required to provide three (3) most recent annual audited financial statements and auditor's opinion and management letter, if issued. Audits must be conducted by an independent licensed certified public accountant.

### **CONFLICT OF INTEREST**

In accordance with, Fairfax County, Virginia and federal conflict of interest requirements (including Title 24 CFR Part 570.611);

No persons who exercise or have exercised any functions or responsibilities with respect to CDBG Activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities may 1) obtain a financial interest or benefit from a CDBG-assisted activity, or 2) have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted (NSP) activity, or with respect to the proceeds of the CDBG-assisted activity.

Persons covered under the conflict of interest provision are as follows:

- Employees of the non-profit organization
- Agents representing the non-profit
- Consultants to the non-profit
- Officers or Board members of the non-profit
- Elected official, appointed official or employees of the recipient, or of any designated public agencies, or of subrecipients (i.e., non-profits)
- Those who have business or immediate family ties, during their tenure or for one year thereafter

### **ELIGIBLE ACTIVITIES**

Under the Silver Lining Plus Program, non-profits are permitted to acquire and rehabilitate foreclosed properties for the purpose of providing rental housing for low-income households.

### **ELIGIBLE COSTS**

Eligible costs under Silver Lining Plus are as follows:

- Acquisition costs. Costs of acquiring foreclosed property.
- Related soft costs. Other reasonable and necessary costs incurred by the non-profit and associated with the financing of rehabilitation or acquisition of housing assisted with Silver Lining Plus funds, i.e., appraisal, architectural, engineering, permits, financing, legal fees, closing costs and property inspections. Certain cost recovery is allowed. NOTE: ALL proposed project budgets MUST include the cost of a final property inspection for each unit. Properties must meet the applicable standards and requirements of the federal Housing Quality Standards (HQS). See Appendix 5.
- Rehabilitation Costs. The actual cost of rehabilitating the housing units.

### **FORECLOSED PROPERTIES**

**Non-profits participating in the Silver Lining Plus program will be permitted to purchase only foreclosed homes in Fairfax County. For the purpose of this RFP, the definition is as follows:**

***Foreclosed - Title has been transferred from the former homeowner to a financial institution under a court foreclosure proceeding.***

Previously foreclosed but currently investor-owned properties are not allowed under this RFP. Proof of foreclosed status will be verified through Fairfax County Department of Tax Administration, the Metropolitan Regional Information System (MRIS) multiple listing service, or other sources.

### **REHABILITATION OF FORECLOSED HOMES**

Additional rehabilitation (rehab) loans may be available through HCD's existing Home Improvement Loan Program (HILP). Funds will be provided to non-profits to cover necessary rehab for NSP assisted units. Processing of the HILP loan begins at the time of application for NSP funds. Awards of Silver Lining Plus RFP funds serve as an automatic approval of HILP rehabilitation funds within HILP guidelines.

For property that will be acquired with NSP funds, the property should have an appraisal report that includes "as-is" and "after-rehabilitation" values. If the scope of rehabilitation work needed is known at the time of the initial appraisal, an as-is and after-rehab value can be determined. If the scope of rehabilitation work is not known at the time of an initial appraisal, an update can be provided after the rehabilitation work is completed, usually at no additional cost. Loan amounts will be determined case-by-case, but generally from the after-rehab appraised value.

### **AREAS OF GREATEST NEED**

Foreclosures appear to be clustered in specific areas of Fairfax County including

Springfield, Annandale, Herndon, Centreville, Alexandria, Chantilly and Lorton. Fairfax County considers these seven areas to be of the greatest need. **All Silver Lining Plus acquisitions must be located within these areas, which are detailed below.**

The specific eligible zip codes are as follows:

- Alexandria: 22303, 22306, 22309, 22310, 22312
- Annandale: 22003
- Burke: 22015
- Centreville: 20120, 20121
- Chantilly: 20151
- Fairfax: 22030
- Falls Church: 22041, 22042, 22044
- Herndon: 20170
- Lorton: 22079
- Reston: 20191, 20194
- Springfield: 22150, 22151, 22152, 22153

### **FAIR MARKET APPRAISAL**

NSP federal regulations stipulate that participating jurisdiction's portfolio of acquired foreclosed or abandoned properties have an average purchase price 15% below the fair market appraisal.

HCD is requiring that all properties acquired with Silver Lining Plus funds be purchased at 15% below the fair market value. An appraisal and sales contract will be required to be submitted to HCD.

The current fair market appraised value means the value of a foreclosed residential property that is established through an appraisal made in conformity with the appraisal requirements of the Uniform Act (URA) at 49 CFR 24.103 and completed within 60 days prior to purchase.

At a minimum, a detailed appraisal shall contain the following items:

- The purpose of the appraisal, a statement of the real estate being appraised, and a statement of the assumptions and limiting conditions affecting the appraisal;
- A description of the physical characteristics of the property (and, in the case of a partial acquisition, a description of the remaining property), a statement of known encumbrances, if any, title information, zoning, an analysis of highest and best use, and at least a five (5) year sales history of the property;
- All relevant and reliable approaches to determine value consistent with commonly accepted professional appraisal practices;
- Multiple approaches shall be analyzed and reconciled so as to support the opinion of value;
- A description of comparable sales, including all relevant physical, legal and economic factors, and verification by a party involved in a transaction;
- A reference of significant damages to the property.
- A final statement of the real value of the property to be acquired and, for a partial acquisition, a statement of the damages and benefits, if any, to the remaining property; and

- The effective date of valuation, date of appraisal, signature and certification of the appraiser.

*\*(Text adopted from Virginia Neighborhood Stabilization Program RFP, Virginia Department of Housing and Community Development, 2008/9)*

**ENVIRONMENTAL REVIEWS**

Environmental reviews (ER) will be required of all Silver Lining Plus non-profit projects. Environmental reviews are conducted by HCD. An environmental review can take up to 30 days to complete. An ER will be required upon identification of a site and should be a condition of purchase.

**LOW-INCOME HOUSEHOLDS AND PERSONS WITH DISABILITIES**

Silver Lining Plus funded non-profit projects must serve households with incomes at or below 50% of AMI.

Preference will be given to projects serving extremely low income households at or below 30% AMI and projects serving persons with special needs.

**PURCHASE PRICE AND LOAN LIMIT**

The following are the purchase prices and loan limits for Silver Lining Plus non-profit projects. Non-profits are expected to secure primary financing to acquire properties as a way to leverage NSP funds. Funding from other sources, such as the Affordable Housing Partnership Program (AHPP) administered by HCD, may be available subject to funding availability.

If rehab is needed, the rehab loan will be determined from the after-rehab appraised value.

<b>UNIT TYPE</b>	<b>PURCHASE PRICE LIMIT 15% BELOW APPRAISED VALUE, BUT NO GREATER THAN;</b>	<b>SILVER LINING PLUS: FCRHA MAXIMUM LOAN</b>	<b>TYPICAL HILP REHAB LOAN  TOTAL NO MORE THAN 110% OF LTV</b>
<b>CONDOMINIUM</b>	<b>\$180,000</b>	<b>\$90,000</b>	<b>CASE-BY-CASE</b>
<b>TOWNHOUSE</b>	<b>\$270,000</b>	<b>\$66,200</b>	<b>CASE-BY-CASE</b>
<b>SINGLE FAMILY</b>	<b>\$362,790</b>	<b>\$91,767</b>	<b>CASE-BY-CASE</b>

Loans are no interest and deferred as long as the property remains an affordable rental property as originally approved. Subordinate financing requires approval of HCD and

FCRHA. No cash-out financing will be allowed. The loan becomes due and payable upon sale, transfer or failure to maintain the property as an affordable rental. In addition, the FCRHA's share of the equity is required at that time. The loan is completely forgiven after 30 years. Refer to the Recapture Provision section on page 10, for more details.

**COST RECOVERY ALLOWANCE**

In addition to the loan amounts listed above, a cost recovery allowance will be provided when certain deliverables are achieved within the first nine (9) months after funds are awarded. Amounts will be paid in a lump sum upon documented completion of each deliverable.

ACTIVITY	FOR CONDOMINIUM, TOWNHOUSE OR SINGLE FAMILY HOME
Acquisition	\$2,500
Rehab work is completed Verified by rehab specialist	\$2,500
Signed Lease and Tenant Occupancy	\$5,000
<b>Maximum Recovery Allowance (if applicable after rehab)</b>	<b>\$10,000</b>

**CDBG AFFORDABLE RENT STANDARD AND HOUSEHOLD INCOMES (FOR THE PURPOSE OF THE SILVER LINING PLUS PROGRAM)**

Households should generally pay no more than 30% of their income towards housing costs. CDBG rent standards allow households to pay up to 40% of their income towards housing costs. Rent limits based on 30% of household income are outlined below.

HOUSEHOLD SIZE (PERSONS)	30% AMI	MAXIMUM RENT	50% AMI	MAXIMUM RENT
1	\$ 20,650	\$ 516	\$ 34,450	\$ 861
2	\$ 23,600	\$ 590	\$ 39,350	\$ 983
3	\$ 26,550	\$ 663	\$ 44,300	\$ 1107
4	\$ 29,500	\$ 737	\$ 49,200	\$ 1230
5	\$ 31,850	\$ 796	\$ 53,150	\$ 1328
6	\$ 34,200	\$ 855	\$ 57,050	\$ 1426

Occupancy standards used by Fairfax County’s Housing Choice Voucher and Public Housing programs dictate that every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each occupant. Using, these standards for the purposes of the Silver Lining Plus program, the table below is the occupancy standard established by bedroom size.

NUMBER OF BEDROOMS	NUMBER OF PERSONS	
	MINIMUM	MAXIMUM
0*	1	1
1	1	2
2	2	4
3	3	6
4	4	8

\*Shared housing or efficiency

Non-profit awardees are expected to ensure household sizes are appropriate to bedroom size to avoid situations of either over-housing or over-crowding.

#### **REHABILITATION FINANCE/ HILP LOAN TERMS**

- Maximum term of 10 years or until the property is sold or transferred by the non-profit.
- Maximum loan-to-value ratio, as a total of all liens, is 110% after rehabilitation.
- Loan repayments are deferred until sale or transfer, however, interest rate is 4% per annum

#### **HILP REHABILITATION GUIDELINES**

Any rehabilitation of a foreclosed property must comply with applicable laws, homeowners association (HOA) guidelines, codes and other requirements relating to housing safety, quality, and habitability. Scope of work includes all types of general improvements to upgrade the property or community such as, but not limited to:

- Structural repairs
- Replacing flooring
- Exterior and interior painting
- Installing siding
- Landscaping
- Purchase of appliances

Housing units receiving rehabilitation assistance under the NSP must at a minimum be rehabilitated to meet Housing Quality Standards (HQS). Any item found by the third party inspection that does not meet HQS must be remediated first before any other rehabilitation activity occurs in the unit. The requirements of HQS are detailed in the Appendix Section.

HCD recommends that the following standards be applied when considering rehabilitation projects;

- Universal Design
- EnergyStar Rated Appliances and Green Building Codes

### **RECAPTURE PROVISION**

Silver Lining Plus funds will be available as equity-share deferred, no interest second trust loans to non-profits purchasing foreclosed single family homes, townhouses or condominiums in Fairfax County. The shared equity loan can include closing costs and downpayment costs. A 30-year affordability period will be required under the Promissory Note. The principal loan amount and the FCRHA equity share are forgiven after 30 years.

In the event of sale or transfer of the property within the affordability period, the principal loan amount of the FCRHA Promissory Note plus the FCRHA equity share will be due. If the net sales price at the time of sale or transfer does not provide for the full amount of the FCRHA Promissory Note to be paid in full, the balance owed will need to be paid by the seller. In any sale or transfer situation, FCRHA reserves the right of first refusal. Payments received at any time from the shared equity will be re-used for affordable housing and other eligible CDBG activities in Fairfax County.

There will be no prohibition on pre-payment in the event of a sale except in the instance where the FCRHA loan cannot be repaid in full and if no equity had accrued.

FCRHA's equity share is defined as the percentage of loan funds provided towards the sales price of the property by the FCRHA at the time of purchase. At the time of sale or transfer, the FCRHA equity share would be equal to the same percentage of the net proceeds of the sale as determined by the percentage of the funds provided by the FCRHA at the time of purchase.

### **PROJECT READINESS**

Non-profits are expected to secure primary financing for rental units with gap financing funded through the Silver Lining Plus. Silver Lining Plus funds are to be committed within nine (9) months of the close date, April 6, 2009, of this RFP. It is strongly encouraged that non-profits demonstrate reasonable capacity to complete Silver Lining Plus projects within in twelve (12), preferably nine (9), months from the contract execution date.

### **SELECTION FOR FUNDING**

All Silver Lining Plus applications will first be subject to preliminary screening by HCD for completeness and minimum requirements. An internal Selection Advisory Committee, to be appointed by the Director of HCD, will review those deemed complete.

The proposal(s) selected and recommended for final award will be subject to approval

by the FCRHA and the Board of Supervisors (Board). Any Silver Lining Plus funds and HILP funds awarded are contingent upon the review and approval of HCD's Loan Underwriting Committee (LUC).

Any contract(s) between the FCRHA and the funded applicant(s) must be executed prior to any disbursement of funds. Applicants will be notified of the recommended award(s) and final award(s) approved by the FCRHA and the Board. Funds shall be made available in the form of a deferred loan and secured with a deed of trust.

HCD reserves the right to not fund any applications submitted through this RFP process.

### **DISBURSEMENT OF FUNDS**

Funds will be disbursed only at the time all conditions of the award have been met by the non-profit applicant. Disbursement of funds under this RFP is subject to:

- Execution of a contract between the applicant and the Fairfax County Redevelopment and Housing Authority;
- Federal and local program requirements;
- A contract of sale and the transfer of the deed of ownership at closing.
- A deed of trust, loan, or partnership agreement; and/or
- Any other appropriate additional legal documentation as required, and environmental clearance.

Where the applicant has failed to meet the conditions of the award within the allotted time, in accordance with the contract, the award may be revoked and the funds allocated may be deobligated and reprogrammed to other projects approved by the Board. The funds must be expended in full accordance with the contract and deferred trust or loan agreement with the applicant.

Before funds are disbursed, successful applicants will be required to provide an annual audit of its financial statements and auditor's opinion and management letter, if issued. Audits must be conducted by an independent licensed certified public accountant. Applicants should note that an A-133 audit is required by Federal regulations if total federal dollars expended in any fiscal year of the organization exceeds \$500,000 from all sources.

### **LOAN REQUEST MODIFICATIONS**

HCD reserves the right to adjust requests for Silver Lining Plus funds to promote efficient and maximum utilization of available funding.

### **REPORTING AND MONITORING**

Non-profits will be required to submit quarterly reports subsequent to the loan closing. The first scheduled quarterly report is expected to be in September 2009.

HUD requires that all reporting be submitted to the Disaster Recovery Grants Reporting System (DRGR). Specific narratives as well as performance metrics data will be requested

quarterly.

The reports will include, but not limited to, the following:

- Project name
- Project Activity (# of Units)
- Project Location
- CDBG National Objective (as determined by HCD)
- Funds Budgeted and Expended
- Beginning and ending dates of activities
- Number of Low Income Households Benefiting
- Progress Narrative
- Occupancy Data
- Rent Rolls

HCD Real Estate Finance and Grants Management Division will also conduct ongoing desk and site monitoring to ensure compliance to NSP, applicable CDBG regulations, including unit inspections.

NSP regulations mandate that DRGR progress reports be published quarterly and will be posted to the FCRHA website for citizen review.

#### **ON- SITE FILES AND RECORD KEEPING**

Non-profits *must* maintain a separate acquisition file for each real property acquisition. All files must be kept for at least five (5) years after the end of the affordability period.

## APPLICATION INSTRUCTIONS

### APPLICATION SUBMISSION

1. Applications must be received by the Fairfax County Department of Housing and Community Development, at the 1st floor reception desk, 3700 Pender Drive, Fairfax, Virginia 22030. **The submission deadline is 4:30 p.m., Monday, April 6, 2009.**
  - **Late applications will not be accepted.** Allow extra time for hand deliveries due to traffic and building security procedures.
  - **Any application submitted with an unsigned Application Cover Sheet will not be accepted.**
2. Submissions by facsimile machine or e-mail will not be accepted.
3. Applicants are requested to submit one original and four copies of the application along with requested worksheets and attachments for each proposed project.
4. To maintain the application's print quality, the applicant should not use colored, textured, heavy weight or tabbed paper. Bindings should be restricted to a clip or staple. Avoid notebooks or folders requiring page perforation.
5. Application responses should be typewritten according to the following specifications:
  - Where narrative response is requested, the written response should be in a readable font size of 12 point or larger, on single-sided white paper and limited to the number of pages indicated.
  - Where completion of worksheets is indicated, the responses should be made on the worksheets provided.
  - Narrative responses and requested attachments should be placed in the sequence indicated in the Application Components section.
6. Attachments (other than narratives and worksheets):
  - All attachments should be on 8-½ by 11-inch white paper for submission.
  - Attachments are not subject to the page limits for narrative responses.
7. Applicants may submit one or more project proposals; however, each proposal must be submitted separately with all requested forms and attachments.

### QUESTIONS

Questions regarding this RFP and the Application should be directed to Kehinde Powell, HCD Housing Community Developer, at 703-246-5117, or through the division administrative assistant at 703-246-5170 TTY: 703-385-3578.

## APPLICATION COMPONENTS

The response for each component is to be in a written narrative, on an application worksheet, and/or through an attachment as instructed in the Application Components. The application submission will begin with Worksheet #1 and end with a completed Application Checklist (Worksheet #12) and all attachments. Each of the following Application Components is to be submitted in the following sequence.

<u>COMPONENT</u>	<u>FORMAT</u>	<u>RESPONSE</u>
A. Application Cover Sheet	Worksheet # 1	
B. Application Summary Sheet	Worksheet # 2	
C. Targeted Populations	Worksheet #3 and Written Narrative	
D. Project Preparation	Worksheet # 4 and Written Narrative	
E. Management Capacity & Experience in Real Estate	Worksheet # 5 Written Narrative	
F. Project Financing and Budget	Worksheets # 6 – # 11 Written Narrative	
G. Application Checklist	Worksheet #12	

### A. Application Cover Sheet

Each application is to include an Application Cover Sheet – Worksheet # 1. Applicant's executive director or designee authorized to legally bind the applicant organization must sign each Application Cover Sheet. **NOTE: Unsigned Application Cover Sheets will result in the rejection of the application.** The total NSP and HILP (rehab) proposed funding request amount should be listed on the Application Cover Sheet. Applicants that submit jointly with other nonprofit organizations are to designate one organization as the application contact. This organization will complete and sign the Application Cover Sheet. Joint organization applications are to be indicated on the Application Cover Sheet and each participating organization is to be listed where requested.

### B. Application Summary Sheet

Each application is to include an Application Summary Sheet – Worksheet # 2. The information on the Application Summary Sheet provides a snapshot of the project; the project description should be brief and to the point. Please use the space provided; do not attach additional pages.

### C. Targeted Populations

This section of the proposal describes affordable housing needs that the project will address and clearly defines the client population to be served.

1. Complete Worksheet # 3: Targeted Populations; identifying the priority household populations the applicant's project is designed to serve.
2. Provide a narrative on no more than two (2) typewritten pages that lists and responds to each request for information in the order presented below. Document your source(s) of information. *Please clearly label your narrative as "C. Targeted Populations" and place your narrative directly after Worksheet #3.*
  - a. Describe the population, community and number to be served by the proposed project, including the type of affordable housing that will result from this project.
  - b. Does this project serve special needs populations? If yes, describe special needs population to be served.

#### **D. Project Preparation**

This section addresses status of the proposed project and whether the proposed project preserves and/or rehabilitates existing affordable units within the seven areas of greatest need as designated by Fairfax County. Proposal provides evidence that applicant is preparing to proceed with acquisition and/or rehabilitation.

1. Complete Worksheet #4: Areas of Greatest Need.
2. Attach a map of the property location (if identified) and surrounding neighborhood/community (a GIS map is preferred). *Please clearly label your narrative and accompanying map as "4a. Area of Greatest Need Project Property Map", and place directly after Worksheet #4.*
3. Complete Worksheet #5: Project Readiness. *Clearly label requested attachments as directed and place behind the Worksheet # 5.*

#### **E. Management Capacity and Experience in Real Estate**

Applicant describes the project activities and how these will be accomplished within a specified time period - preferably nine (9) months.

1. Provide a narrative on no more than two (2) typewritten pages. The narrative should list and respond to each request for information in the order presented below. *Please clearly label your narrative as "E. Management Capacity and Experience in Real Estate" and place your narrative after Worksheet #5 and Worksheet #5 Attachments.*
  - a. Provide evidence of a successful track record of adequate organizational experience in owning and managing real estate. If the non-profit applicant does not have an established track record, describe how the organization has partnered with another non-profit organization with applicable experience.
  - b. Provide a detailed scope of the affordable housing project.
  - c. Present a clear and reasonable work plan, including a project timeline that identifies

estimated start date, milestones to be accomplished within the funding period, and how long the project will take to complete including estimated completion date. Proposal should present a clear and reasonable acquisition/rehab and rental management plan including a realistic timeline, preferably lease-up within a nine (9) month timeframe. This would include information on prospective tenants and/or list maintained.

- d. Describe if/how the proposed project will provide the provision of supportive services.
- e. Describe any unique or innovative elements of the proposed project.

## F. Project Financing and Leveraging

This section of the proposal should show evidence of the ability to leverage a significant amount of non-county cash for project costs. This may include past grant history, firm commitments or demonstrated capacity to leverage funds. Financing and operating plans are feasible. Financing, other than county funds, has been committed or secured. Applicant demonstrates evidence of additional commitments of non-county financial and other material resources that are available to or attainable by the applicant and that will significantly support the project. Resources may include volunteers, in-kind contributions, cash donations, goods, supplies and services donations, grants and/or contracts.

1. Complete worksheets # 6-10.
2. Complete Worksheet #11: Total Project Budget (Cash and Non-Cash Resources). *Worksheet #11, Total Project Budget, represents the entire budget for the applicant's project, including administrative costs and **cash** and **non-cash** resources of the project.*
3. List and respond to each request for information in the order presented below. Provide no more than two (2) typewritten pages of narrative. *Narrative responses should be explained and consistent with information provided on Worksheet #11.*
  - a. Explain why Silver Lining Plus funds are needed for the proposed project.
  - b. Indicate whether any other county contributions, including a request for HILP funds, or awards will support or are anticipated to support this project. Explain their commitment status. County awards may include loans, cash grants or contracts. Other county contributions may include space, utilities, equipment, staff, or service.
    - i. Explain other necessary cash and non-cash project budget expenditures not being proposed for Silver Lining Plus funding.  
  
List and explain the commitment status, including terms and conditions, of the anticipated revenue financing (e.g. received grant or contract, letter of commitment, planned fundraiser, etc.) for the project.
    - ii. Identify and explain how other sources for required cash or non-cash resources not currently committed will be obtained and when. (Cash resources include donations, grants, contracts and awards. Non-cash resources include volunteers, in-kind contributions and goods, supplies and service donations.)

- iii. Identify and describe donated resources associated with the development costs (e.g., hard costs, donated property, soft costs, professional services, etc.).
  - iv. Explain how the value of non-cash resources (e.g., volunteers, in-kind contributions, etc.) was determined. For non- professional volunteers, use a rate of \$19.72 in providing an estimated value of hours to be donated by these volunteers. For professional volunteers use the going market rate.
4. Provide a current organization-wide budget. *Please clearly label this attachment as F. Budget- Organization Budget*.
5. Provide three (3) most recent annual audited financial statements and auditor's opinion and management letter, if issued. Audits must be conducted by an independent licensed certified public accountant.

**SILVER LINING PLUS RFP**

**WORKSHEET 1- FY 2009 APPLICATION COVER SHEET**

**READ AND SIGN BELOW.**

Funding Request:                      NSP: \$    HILP (per unit): \$

Nonprofit Organization Name:

Address:

Contact Person:

Telephone:

Fax:

Federal Tax ID:

Identify if the application(s) is being submitted jointly with other nonprofit community-based organizations:

Yes (List other organization(s) by name):

No

**[SIGN BELOW, UNSIGNED COVERSHEETS/APPLICATIONS WILL NOT BE ACCEPTED]**

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information contained in this proposal is accurate. This proposal was considered and approved for submission by the Board of Directors on \_\_\_\_\_. By signing this application, the undersigned offers and agrees, if the proposal is accepted, to furnish the items or services, subject to final negotiation and acceptance by Fairfax County, and subsequent contract award.

---

Executive Director (or name of representative) – Signature/Date

---

Print Name

Title/Date

**DEADLINE FOR SUBMISSION IS 4:30 P.M., MONDAY, APRIL 6, 2009**  
**PROPOSALS RECEIVED AFTER DEADLINE WILL NOT BE ACCEPTED**  
**SUBMIT ORIGINAL AND FOUR (4) COPIES TO:**  
Fairfax County Department of Housing and Community Development  
First Floor Reception Desk  
3700 Pender Drive, Fairfax, VA 22030

**WORKSHEET 2- APPLICATION SUMMARY SHEET**

**Project Title:**

Funds Requested: NSP: \$

HILP (per unit): \$

Organization Name:

Project Street Address:

Total Number of Project Units:

Number of Buildings:

**Project Type** (please check all that apply):

Acquisition

Rehabilitation

**Unit Type** (please check all that apply):

Condominium

Single family detached

Townhouse

**Service Area Neighborhood or Street Boundaries:**

Magisterial/Supervisor Districts:

Tax Map #:

Brief Project Description:

**WORKSHEET 3- TARGETED POPULATIONS**

Indicate the number of households to be served on the following chart for each category of the priority household populations applicant's project is designed to serve. Include the total number (#) of households below for each priority. All households must be very low income households (at or below 50% AMI), but indicate extremely low income households (at or below 30% AMI) for each priority. Indicate grand total of households for both priorities and for extremely low income.

<b>HIGH PRIORITY HOUSEHOLDS</b>	<b>NUMBER OF HOUSEHOLDS SERVED</b>
<ul style="list-style-type: none"> <li>• Homeless persons, both families and individuals (with or without special needs), low-income</li> </ul>	# -----
<ul style="list-style-type: none"> <li>• Small (2 to 4 persons) related renter households, very low-income</li> </ul>	# -----
<ul style="list-style-type: none"> <li>• Large (5 or more persons) related renter households, low-income</li> </ul>	# -----
<ul style="list-style-type: none"> <li>• Elderly and non-homeless persons with special needs (disabilities), very low-income</li> </ul>	# -----
	<b>Total # High Priority:</b>
	<b>Total # Extremely Income:</b>
<b>PRIORITY HOUSEHOLDS</b>	<b>NUMBER OF HOUSEHOLDS SERVED</b>
<ul style="list-style-type: none"> <li>• Elderly renter households (based on continuation of existing programs), low-income</li> </ul>	# -----
<ul style="list-style-type: none"> <li>• Small (2-4 person) related renter households, low-income</li> </ul>	# -----
<ul style="list-style-type: none"> <li>• Non-homeless persons with special needs (disabilities), low-income</li> </ul>	# -----
<ul style="list-style-type: none"> <li>• Non-elderly renter households, low-income</li> </ul>	
	<b>Total # Priority:</b>
	<b>Total # Extremely Low Income:</b>
	<b>GRAND TOTAL # Both Priorities:</b>
	<b>GRAND TOTAL # Extremely Low Income:</b>

**WORKSHEET 4- AREAS OF GREATEST NEED**

1. Please attach a map or project narrative with the following information about the proposed project site/area:
  - a. Concentration of low-income residents
  - b. Concentration of affordable housing

**Please label the map as Attachment 4a, and place behind Worksheet #4.**

2. Project preserves and/or rehabilitates affordable units (Check One):  
Yes                      No
  
3. Project is located within one of the seven areas of greatest need or areas you plan to target :
  - a. Identify the area:
  
  - b. Identify age of housing units to be preserved and/or rehabilitated:
  
  - c. Identify the condition of the housing units to be preserved and/or rehabilitated (Check One):
    - No rehabilitation needed, units have been inspected and meet county codes and standards;
    - Minor rehabilitation required (total rehabilitation costs below \$25,000 per unit); or
    - Substantial rehabilitation required (total rehabilitation costs \$25,000 or more per unit).
  
  - d. Please provide other information relevant to the condition of the units on a separate sheet/attachment.  
  
Additional information provided/attached (Check One):                      Yes                      No

**WORKSHEET 5- PROJECT PREPARATION**

Number of years organization in operation: \_\_\_\_\_ Date Incorporated: \_\_\_\_\_

Number of years organization in housing development: \_\_\_\_\_

Total number of units produced: \_\_\_\_\_  
Rehabilitated \_\_\_\_\_  
Owned \_\_\_\_\_  
Managed \_\_\_\_\_  
Constructed \_\_\_\_\_

Estimate percentage of above total housing units produced that served very low and low-income persons:

30% of median and below \_\_\_\_\_  
50% of median and below \_\_\_\_\_  
80% of median and below \_\_\_\_\_

Number of employees/volunteers in organization: \_\_\_\_\_  
full-time employees \_\_\_\_\_  
part-time employees \_\_\_\_\_  
volunteers \_\_\_\_\_

Number of employees/volunteers to work on project: \_\_\_\_\_  
full time \_\_\_\_\_  
part time \_\_\_\_\_  
volunteers \_\_\_\_\_

Describe a recent successful project and your experience working with foreclosures:

Please check **Yes** or **No**, as appropriate, for the proposed project and provide attachments as indicated in the sequence below. *Clearly label requested attachments as directed below and place these attachments behind this worksheet.*

1. Do you have a site identified? If yes, provide location site map(s) for the project(s).  
Label as Attachment 5a. Yes  
No

2. If the site is identified, do you anticipate the property requiring a rezoning/special use permit for your proposed project?  
Yes  
No

3. Has an "as-is" appraisal been completed for the property?  
Yes No

If yes, what is the appraised value of the property? \$

4. What is the assessed value of the property? \$

5. Does project at the proposed site require the approval of the District Supervisor and/or any other elected official(s) i.e. If purchasing more than one unit in a particular neighborhood)? Yes No
- If "Yes", have the necessary approvals been secured? Yes No  
(Please provide documentation, as applicable, and label as Attachment 5d.)
6. Has total project financing been identified for this project? Yes No
7. Is project ready for implementation, assuming NSP and HILP funding? Yes No

## WORKSHEET 6- DETAILED ESTIMATE OF PROJECT COSTS

	<u>Per Unit</u>	<u>Total</u>
<b>1. Total Rehab/Hard Costs:</b>	\$	\$
<b>2. Total Soft Costs:</b>	\$	\$
<u>(Soft Costs)</u>		
a. Architect's and Engineer's Fees	\$	\$
b. Bond Premium and Other Fees	\$	\$
c. Other Carrying Charges During Rehab	\$	\$
d. Insurance	\$	\$
e. Audit	\$	\$
f. Legal, Organizational	\$	\$
g. Consultant Fee	\$	\$
h. Contingency Reserve*	\$	\$
i. Property Inspection	\$	\$
j. Other (Describe)	\$	\$
<b>3. Total Estimated Development Cost</b>	\$	\$
(1+2 Above)		
	\$	\$

(\*Generally 8% for rehabilitation.)

If there is more than one unit, please complete additional Worksheet #6.

## WORKSHEET 7- DETAILED ESTIMATE OF ANNUAL OPERATING EXPENSES

Complete For Proposed Rental Projects Only:

1. <b>Advertising and Marketing:</b>	\$	
2. <b>Management (salaries, fees, etc.):</b>	\$	
3. <b>Insurance:</b>	\$	
4. <b>Administrative, Legal, Audit:</b>		\$
5. <b>Operations</b>		
a. Elevator:	\$	
b. Fuel:	\$	
c. Lighting:	\$	
d. Water & Sewage:	\$	
e. Gas:	\$	
f. Trash Removal:	\$	
g. Payroll:	\$	
h. Decorating:		\$
i. Repairs:	\$	
j. Exterminating:	\$	
k. Insurance:	\$	
l. Grounds:	\$	
m. Maintenance:	\$	
n. Other (Specify):	\$	
o. <b>Total Operations:</b>		\$
6. <b>Taxes</b>		
a. Real Estate:		\$
b. Personal Property:		\$
c. Employee Payroll:	\$	
d. Other (Specify):	\$	
e. <b>Total Taxes:</b>	\$	
7. <b>Replacement Reserves:</b>	\$	
8. <b>Other Fees and Expenses:</b>	\$	
9. <b>Total Operating Expenses:</b>	\$	
10. <b>Average Expense Per Unit:</b>	\$	

# **WORKSHEET 8- PROPOSED OCCUPANCY AND RENT SCHEDULES**

1. Total # Units in Proposed Project:

a. Affordable Units

- # units at or below 30% AMI:
- # units at or below 50% AMI:

2. Complete the proposed rent schedule below:

### **PROPOSED RENT SCHEDULE:**

<b>UNIT TYPE</b>	<b>TOTAL NO. OF UNITS BY TYPE</b>	<b>RENT</b>	<b>UTILITIES</b>	<b>INCOME SERVED AS PERCENT OF AMI</b>

## WORKSHEET 9- PROJECT COSTS AND FINANCING

1. **Project Costs:**

	<u>Per Unit</u>	<u>Total</u>
Acquisition:	\$	\$
Rehabilitation:	\$	\$
Other (financing, insurance, legal fees):	\$	\$
<b>Total Project Cost:</b>	<b>\$</b>	<b>\$</b>

2. **Project Financing:** *(If additional space is needed, insert additional page(s) following this one, and clearly label as Worksheet #9, Continued.)*

Proposed Silver Lining Plus Funds: \$

**Equity**

Source:	Amount: \$	Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Source:	Amount: \$	Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Source:	Amount: \$	Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Total Equity:</b>	<b>\$</b>	

**Loans**

1st Trust: \$	at %IRR for months	Source: <input type="checkbox"/> Yes <input type="checkbox"/> No
2 <sup>nd</sup> Trust: \$	at %IRR for months	Source: NSP Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
3 <sup>rd</sup> Trust: HILP \$	at % IRR for months	Source: HILP Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Total Loans:</b>	<b>\$</b>	

**TOTAL PROJECT FINANCING:**

\$

3. **NSP as % of Total Project Financing:**

%

## WORKSHEET 10- PRO FORMA

Provide information for each of the five first full years of stabilized occupancy. Please fill in the blanks with the actual years included in your projection. **Complete only if property identified.**

FIVE-YEAR PROJECT PRO FORMA	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
<b>ANNUAL REVENUES</b>					
1. Annual Rental Income	\$	\$	\$	\$	\$
2. Less 5% Vacancy	\$	\$	\$	\$	\$
<b>3. NET RENTAL INCOME</b>	\$	\$	\$	\$	\$
<b>OTHER ANNUAL INCOME</b> (list)					
4.	\$	\$	\$	\$	\$
5.	\$	\$	\$	\$	\$
<b>6. TOTAL OTHER INCOME</b>	\$	\$	\$	\$	\$
<b>7. EFFECTIVE GROSS INCOME</b> (#3 + #6)	\$	\$	\$	\$	\$
<b>ANNUAL EXPENSES</b>					
8. Operating Expenses	\$	\$	\$	\$	\$
<b>9. Net Operating Income (NOI)</b> (NOI= #7 - #8)	\$	\$	\$	\$	\$
10. Debt Service	\$	\$	\$	\$	\$
<b>CASH FLOW AFTER DEBT SERVICE</b> (NOI minus Debt Service)	\$	\$	\$	\$	\$
<b>DEBT COVERAGE RATIO</b> (NOI ÷ Debt Service)	\$	\$	\$	\$	\$
<b>OPERATING COST PER UNIT</b> (Line #8 ÷ Total Number of Units)	\$	\$	\$	\$	\$

## WORKSHEET 11- TOTAL PROJECT BUDGET (CASH AND NON-CASH RESOURCES)

(a) EXPENDITURES	(b) Total Proposed Project Budget	(c) Cash Project Resources	(d) Non-Cash Project Resources	(e) Funding Source(s)
<b>PERSONNEL: Salaries by Position &amp; Project Weekly Hours (list)</b>	\$	\$		
	\$	\$		
	\$	\$		
	\$	\$		
OTHER (specify)	\$	\$		
<b>SUB-TOTAL, PERSONNEL</b>	<b>\$</b>	<b>\$</b>		
<b>VOLUNTEERS*:</b>				
# ___ Nonprofessional # ___ hrs	\$	\$		
# ___ Professional # ___ hrs	\$	\$		
<b>SUB-TOTAL VOLUNTEERS*</b>	<b>\$</b>	<b>\$</b>		
OTHER ADMINISTRATIVE COSTS	\$	\$		
County Supported (specify)	\$	\$		
Other (Specify):	\$	\$		
	\$	\$		
	\$	\$		
<b>SUB-TOTAL, OTHER ADMINISTRATIVE COSTS</b>	<b>\$</b>	<b>\$</b>		
<b>PROJECT COSTS**</b>	<b>\$</b>	<b>\$</b>		
NSP FUNDS	\$	\$		
Non-NSP Cash	\$	\$		
Non-Cash: (Specify)	\$	\$		
	\$	\$		
<b>SUB-TOTAL, PROJECT COSTS**</b>	<b>\$</b>	<b>\$</b>		
<b>TOTAL BUDGET (sum of Sub-totals)</b>	<b>\$</b>	<b>\$</b>		

\* In column (a), indicate the total number of persons and total hours of nonprofessional and professional volunteers. Provide dollar value of volunteer hours in columns (b) and (c). For non-professional volunteer hours, use rate of \$19.72/hour. For professional volunteers, use rate(s) as determined by applicant.

\*\* Include development hard and soft costs minus personnel, value of volunteers hours, and other administrative costs indicated above for project. Development costs non-cash include donated property, donated professional services, etc.

# **WORKSHEET 12- APPLICATION CHECKLIST**

**A. APPLICATION COVER SHEET**

Worksheet #1

**B. APPLICATION SUMMARY SHEET**

Worksheet #2

**C. TARGETED POPULATIONS**

Worksheet #3

1-2 page Narrative

**D. PROJECT PREPARATION**

Worksheet #4

Written Narrative

Worksheet #5

**Attachments**

Map (4a)

Site location map (5a)

Documented approval of elected official(s) (5d)

**E. MANAGEMENT CAPACITY AND EXPERIENCE IN REAL ESTATE**

1-3 page Narrative

**F. PROJECT FINANCING AND LEVERAGING**

**Detailed Estimate of Project Costs**

Worksheet #6

**Detailed Estimate of Annual Operating Expenses**

Worksheet #7

**Proposed Occupancy and Rent Schedules**

Worksheet #8

**Project Costs and Financing**

Worksheet #9

**Pro Formas**

Worksheet #10

**Total Project Budget**

Worksheet #11

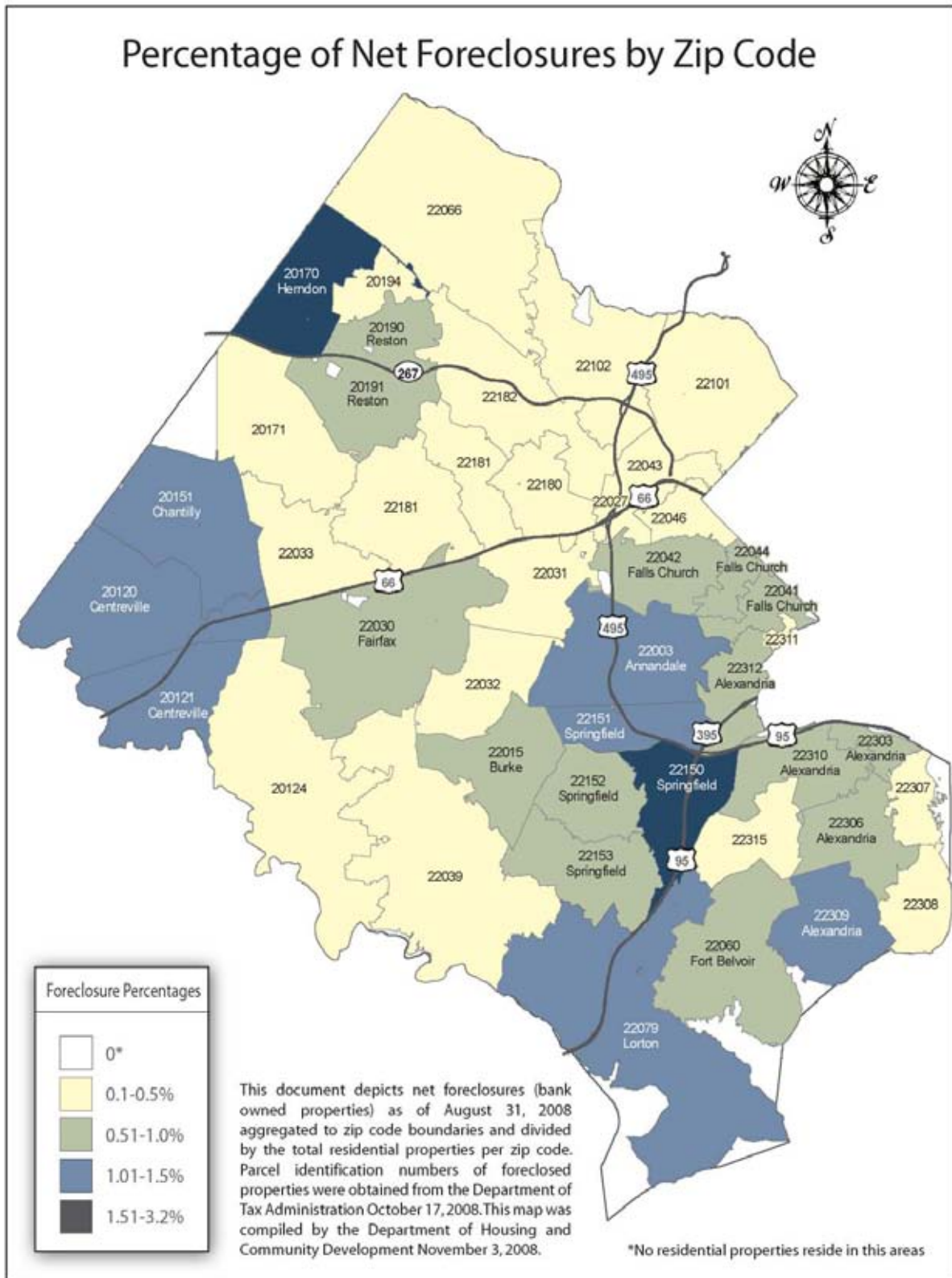
1-2 page Narrative

**APPLICATION CHECKLIST**

Worksheet #12

## **APPENDICES**

- APPENDIX 1: AREAS OF GREATEST NEED FAIRFAX COUNTY MAP**
- APPENDIX 2: CURRENT NET FORECLOSURE LIST AS OF JANUARY 30, 2009**
- APPENDIX 3: HILP PROGRAM INFORMATION**
- APPENDIX 4: HUD HOUSING QUALITY STANDARDS (HQS)**



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APPENDIX 2 NET FORECLOSURE LIST AS OF JANUARY 30, 2009

District	PropertyType	Current Owner Per Recorded Deed	Street #	Street Name		City	ST	Zip Code	Days on Market Feb. 01, 09	MRIS Cur List Price
Lee	Town	AMERICAN HOME MORTGAGE SERVICING INC	04417	LONGWORTHE	SQ	ALEXANDRIA	VA	22309	755	265000
Mount Vernon	Town	INDYMAC BANK FSB	06919	HAMILTON	CT	LORTON	VA	22079	681	199990
Lee	SF	GREENPOINT MORTGAGE FUNDING	07410	CONVAIR	DR	ALEXANDRIA FALLS	VA	22306	633	349900
Mason	SF	BANK OF NEW YORK TR	03404	HOCKETT	ST	CHURCH	VA	22042	619	249901
Sully	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	04114	GALESBURY	LA	CHANTILLY	VA	20151	584	275000
Mount Vernon	Town	AMERICAN HOME MORTGAGE SERVICING INC	09864	HAGEL	CI	LORTON	VA	22079	543	185000
Mount Vernon	SF	FIRST HORIZON HOME LOANS	08538	MOUNT VERNON	HY	ALEXANDRIA	VA	22309	537	308900
Springfield	Town	GREENPOINT MORTGAGE FUNDING INC	05943	HERITAGE SQUARE	DR	BURKE	VA	22015	531	299999
Lee	SF	DEUTSCHE BANK TRUST COMPANY AMERICAS TR	06105	TELEGRAPH	RD	ALEXANDRIA	VA	22310	509	239900
Mason	SF	BAY NATIONAL BANK	06522	ELMDALE	RD	ALEXANDRIA	VA	22312	496	575000
Dranesville	Town	COUNTRYWIDE HOME LOANS INC	01429	BLUEMONT	CT	HERNDON	VA	20170	475	
Dranesville	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	00705	ALABAMA	DR	HERNDON FALLS	VA	20170	475	229900
Mason	SF	BANK OF NEW YORK THE	07135	OAK RIDGE	RD	CHURCH	VA	22042	474	257900
Mount Vernon	SF	BANK OF AMERICA N A	08354	MIDDLE RUDDINGS	DR	LORTON	VA	22079	452	515900
Mount Vernon	SF	HOMESALES INC	02914	POPKINS	LA	ALEXANDRIA	VA	22306	429	569900
Dranesville	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	01271	MAGNOLIA	LN	HERNDON	VA	20170	410	342000
Lee	Town	FREMONT INVESTMENT AND LOAN	03741	ROXBURY	LA	ALEXANDRIA	VA	22309	409	282900
Hunter Mill	Town	DEUTSCHE BANK NATIONAL TRUST	02459	PYRENEES	CT	RESTON FALLS	VA	20191	409	250000
Mason	SF	US BANK NATIONAL ASSOCIATION TR	06806	BEECHVIEW	DR	CHURCH	VA	22042	401	262400
Springfield	Town	FREMONT INVESTMENT AND LOAN	05914	HERITAGE SQUARE	DR	BURKE	VA	22015	360	249900
Mason	SF	JP MORGAN MORTGAGE ACQUISITION CORP	04106	JEWEL	ST	ALEXANDRIA	VA	22312	352	493950
Mount Vernon	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	02916	DOUGLAS	ST	ALEXANDRIA	VA	22306	338	169900
Mount Vernon	SF	AURORA LOAN SERVICE LLC	08912	YELLOW DAISY	PL	LORTON	VA	22079	338	349900
Mason	SF	ALLIANCE BANK	04009	HUMMER	RD	ANNANDALE	VA	22003	332	375000
Sully	Town	FREMONT INVESTMENT AND LOAN	14855	LEICESTER	CT	CENTREVILLE	VA	20120	324	249900
Lee	SF	US BANK NATIONAL ASSOCIATION TR	07925	RUSSELL	RD	ALEXANDRIA FALLS	VA	22309	319	224999
Mason	SF	GREENPOINT MORTGAGE FUNDING	03459	WASHINGTON	DR	CHURCH	VA	22041	317	300000
Mason	SF	NATIONSTAR MORTGAGE LLC	06373	LINCOLNIA	RD	ALEXANDRIA	VA	22312	306	295000
Sully	Town	FREMONT INVESTMENT AND LOAN	06250	FROSTY WINTER	CT	CENTREVILLE	VA	20120	306	334900

Sully	SF	BANK OF NEW YORK TR	03627	BEECH DOWN	DR	CHANTILLY	VA	20151	305	399000
Lee	Town	FEDERAL HOME LOAN MORTGAGE CORPORATION	05942	WILLIAMSBURG	RD	ALEXANDRIA	VA	22303	304	246500
Sully	Town	SUN TRUST BANK	06210	BATTALION	ST	CENTREVILLE	VA	20121	293	247900
Lee	SF	WASHINGTON MUTUAL BANK	07004	BEDROCK	RD	ALEXANDRIA	VA	22306	291	308750
Mason	SF	HOMESALES INC	06529	CROSSWOODS	DR	CHURCH	VA	22044	289	699900
Dranesville	Town	DEUTSCHE BANK TRUST COMPANY AMERICAS TR	02147	ORAM	PL	HERNDON	VA	20170	285	179900
Mason	SF	BRANCH BANKING AND TRUST COMPANY	06401	SECOND	ST	ALEXANDRIA	VA	22312	277	895000
Sully	SF	AMERICAN HOME MORTGAGE SERVICING INC	05551	SEQUOIA FARMS	DR	CENTREVILLE	VA	20120	271	389900
Braddock	SF	SUNTRUST BANK	05961	COOPERS LANDING	CT	BURKE	VA	22015	269	469900
Mason	SF	WASHINGTON MUTUAL BANK	07501	MARC	DR	CHURCH	VA	22042	265	329900
Lee	SF	U S BANK NATIONAL ASSOCIATION TR	04811	FRANCONIA	RD	ALEXANDRIA	VA	22310	263	256500
Providence	SF	WASHINGTON MUTUAL BANK	02825	GEORGE MASON	RD	CHURCH	VA	22042	261	305500
Sully	Town	HSBC BANK USA TR	14307	LITTLE ROCKY	CT	CENTREVILLE	VA	20120	256	219500
Mason	SF	AURORA LOAN SERVICES LLC	03121	MOUNTAIN	DR	CHURCH	VA	22041	254	374000
Mount Vernon	SF	FRANKLIN BANK SSB	08011	MARIES	DR	ALEXANDRIA	VA	22306	247	432900
Sully	SF	FEDERAL NATIONAL MORTGAGE ASSOCIATION	06736	CANDLEWOOD	RD	CENTREVILLE	VA	20121	244	1081900
Braddock	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY	05063	CEDAR SPRING	DR	BURKE	VA	22015	237	385900
Springfield	SF	US BANK NATIONAL ASSOCIATION TR	05394	QUEENS WOOD	DR	FAIRFAX	VA	22030	236	399900
Braddock	Town	CITIMORTGAGE INC	09308	SUMMIT	DR	BURKE	VA	22015	236	209900
Mount Vernon	Town	BANK OF NEW YORK TR	03006	HUMPHRIES	DR	BURKE	VA	22015	236	209900
Mason	SF	U S BANK NATIONAL ASSOCIATION TR	06523	HERITAGE SPRINGS	CT	ALEXANDRIA	VA	22306	229	299900
Lee	Town	AMERICAN HOME MORTGAGE SERVICING INC	07985	GRETNA GREEN	WAY	ALEXANDRIA	VA	22312	228	540000
Mason	SF	AMERICAN HOME MORTGAGE SERVICING INC	07811	AVERY PARK	CT	ALEXANDRIA	VA	22306	228	249900
Hunter Mill	Town	AMERICAN HOME MORTGAGE SERVICING INC	07811	ANTIOPI	ST	ANNANDALE	VA	22003	228	529000
Hunter Mill	Town	AMERICAN HOME MORTGAGE SERVICING INC	11850	SAINT TRINIANS	CT	RESTON	VA	20191	228	305000
		US BANK NATIONAL ASSOCIATION TR	02445	SOUTHGATE	SQ	RESTON	VA	20191	228	205000
Mason	SF	WASHINGTON MUTUAL BANK	03036	FALLS	RD	CHURCH	VA	22042	222	299900
Mason	Town	LASALLE BANK NA TR	04748	WAYNE	RD	CHURCH	VA	22042	222	299900
				KANDEL	CT	ANNANDALE	VA	22003	222	249900
Mason	SF	AVELO MORTGAGE LLC	06906	WESTCOTT	RD	CHURCH	VA	22042	220	269900
Braddock	SF	HSBC MORTGAGE SERVICES INC	11000	ROMA	ST	FAIRFAX	VA	22030	208	299900
Mount Vernon	Town	FEDERAL HOME LOAN MORTGAGE CORPORATION	04335	LAWRENCE	ST	FAIRFAX	VA	22030	208	299900
Dranesville	Town	BANK OF NEW YORK TR	13351	SHEA	PL	ALEXANDRIA	VA	22309	207	212500
Lee	Town	DEUTSCHE BANK TRUST COMPANY TR	05816	KINGS	HY	HERNDON	VA	20170	201	
						ALEXANDRIA	VA	22303	200	279900
						FALLS				
Providence	Town	BANK OF NEW YORK TR	02800	NEW PROVIDENCE	CT	CHURCH	VA	22042	199	289900

Lee	SF	WELLS FARGO BANK N A TR	06405	HAYFIELD	PL	ALEXANDRIA	VA	22310	195	299900
Hunter Mill	Town	FRANKLIN CREDIT MANAGEMENT CORPORATION	11881	BARREL COOPER	CT	RESTON	VA	20191	195	
Mason	SF	DLJ MORTGAGE CAPITAL INC	06320	LANDESS	ST	ALEXANDRIA	VA	22312	194	619500
Providence	SF	AURORA LOAN SERVICES LLC	07145	PARKVIEW	AVE	CHURCH	VA	22042	193	301000
Sully	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	06402	GUARD MOUNT	CT	CENTREVILLE	VA	20121	193	539900
Mount Vernon	Town	US BANK NATIONAL ASSOCIATION	09902	HAGEL	CIR	LORTON	VA	22079	191	138200
Braddock	SF	AMERICAN HOME MORTGAGE SERVICING INC	05123	BRADFIELD	CT	ANNANDALE	VA	22003	191	475000
Braddock	Town	FEDERAL HOME LOAN MORTGAGE CORPORATION	05108	ARRIT	CT	BURKE	VA	22015	187	189000
Mason	SF	WELLS FARGO BANK N A TR	03519	ROSE	LN	ANNANDALE	VA	22003	187	301105
Lee	Town	U S BANK NATIONAL ASSOCIATION TR	06006	KINGS	HY	ALEXANDRIA	VA	22303	186	224900
Braddock	Town	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	10213	HERON POND	TER	BURKE	VA	22015	186	359900
Mount Vernon	SF	ASTORIA FEDERAL SAVING AND LOAN	06700	HANSON	LN	LORTON	VA	22079	185	589900
Dranesville	SF	AURORA LOAN SERVICES LLC	01415	HORIZON	CT	HERNDON	VA	20170	185	454900
Sully	Town	FEDERAL HOME LOAN MORTGAGE CORPORATION	06216	WILLIAM MOSBY	DR	CENTREVILLE	VA	20121	185	209900
Providence	SF	COUNTRYWIDE HOME LOANS INC	02907	MADISON	PL	CHURCH	VA	22042	181	335000
Mason	SF	COUNTRYWIDE BANK FSB	03826	DADE	DR	ANNANDALE	VA	22003	181	689900
Sully	SF	COUNTRYWIDE BANK FSB	04167	TRAVERS	CT	CHANTILLY	VA	20151	181	483900
Sully	SF	GREENPOINT MORTGAGE FUNDING INC	04160	TRAVERS	CT	CHANTILLY	VA	20151	181	473000
Lee	SF	WELLS FARGO BANK N A TR	06212	GUM	ST	ALEXANDRIA	VA	22310	180	316900
Lee	SF	GREENPOINT MORTGAGE FUNDING INC	05609	ELEANOR	CT	ALEXANDRIA	VA	22303	179	189000
Mason	SF	IB PROPERTY HOLDINGS LLC	07100	CYNTHIA	CT	ANNANDALE	VA	22003	179	439900
Lee	Town	BENEFICIAL MORTGAGE CO OF VIRGINIA	03702	ROXBURY	LN	ALEXANDRIA	VA	22309	178	209900
Providence	SF	FEDERAL NATIONAL MORTGAGE ASSOCIATION	02841	CHERRY	ST	CHURCH	VA	22042	177	398000
Mason	SF	COUNTRYWIDE BANK FSB	03109	ANNANDALE	RD	CHURCH	VA	22042	171	232900
Sully	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	05572	VILLAGE CENTER	DR	CENTREVILLE	VA	20120	171	374500
Mason	SF	US BANK NA TR	06853	MURRAY	LN	ANNANDALE	VA	22003	167	409900
Providence	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	07133	TYLER	AVE	CHURCH	VA	22042	165	299900
Mason	SF	AURORA LOAN SERVICES LLC	06312	BERYL	RD	ALEXANDRIA	VA	22312	164	293900
Braddock	Town	AURORA LOAN SERVICES LLC	05707	MASON BLUFF	DR	BURKE	VA	22015	164	270940
Sully	Town	HOUSEHOLD REALTY CORPORATION OF VIRGINIA	06053	DEER HILL	CT	CENTREVILLE	VA	20121	160	137900
Mount Vernon	SF	WACHOVIA BANK NATIONAL ASSOCIATION	08113	FRYE	RD	ALEXANDRIA	VA	22309	157	189000
Mason	SF	U S BANK NATIONAL ASSOCIATION TR	07018	LEE PARK	CT	CHURCH	VA	22042	152	261650
Dranesville	SF	COUNTRYWIDE HOME LOANS INC FSB	12407	WILLOW FALLS	DR	HERNDON	VA	20170	152	559900
Sully	SF	US BANK NATIONAL ASSOCIATION TR	14600	WOODLAND RIDGE	DR	CENTREVILLE	VA	20121	152	320900

Sully	Town	COUNTRYWIDE HOME LOANS INC	05033	GREENHOUSE	TER	CENTREVILLE	VA	20120	152	349900
Lee	Town	AMERICAN HOME MORTGAGE SERVICING INC	07616	AUDUBON MEADOW	WAY	ALEXANDRIA	VA	22306	151	350000
Mount Vernon	SF	AURORA LOAN SERVICES LLC	08949	WYNNEFIELD	CT	LORTON	VA	22079	151	450387
Providence	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	03213	HOLLY BERRY	CT	FALLS	VA	22042	151	475000
Sully	Town	US BANK NATIONAL ASSOCIATION TR	14726	WYCOMBE	ST	CHURCH	VA	20120	151	124900
Sully	SF	SUNTRUST BANK	15111	GENERAL STEVENS	CT	CENTREVILLE	VA	20151	150	
Dranesville	Town	SUNTRUST MORTGAGE INC	01314	WEXFORD	CT	CHANTILLY	VA	20170	149	144900
Mason	SF	HOMESALES INC	03039	DASHIELL	CT	HERNDON	VA	20170	146	439900
Braddock	SF	BANK OF NEW YORK	04805	MANION	RD	CHURCH	VA	22042	146	314900
Braddock	SF	BANK OF NEW YORK TR	04913	ERIE	ST	ANNANDALE	VA	22003	146	234900
Dranesville	Town	DEUTSCHE BANK TRUST COMPANY AMERICAS TR	02205	JENSEN	ST	ANNANDALE	VA	22003	146	234900
Sully	Town	GMAC MORTGAGE LLC	05836	WATERDALE	PL	HERNDON	VA	20170	146	
Lee	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	06121	TAMMY	CT	CENTREVILLE	VA	20121	146	257212
Mason	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	03165	PATRICK HENRY	DR	ALEXANDRIA	VA	22310	145	379900
Springfield	Town	BANK OF NEW YORK TRUST COMPANY	09258	SPRUCEWOOD	DR	FALLS	VA	22044	144	411900
Sully	Town	AMERICAN HOME MORTGAGE SERVICING INC	14857	LYNHODGE	RD	CHURCH	VA	22044	144	411900
Mason	SF	CHASE HOME FINANCE LLC	04133	OLD COLUMBIA	RD	BURKE	VA	22015	144	225500
Hunter Mill	Town	FEDERAL HOME LOAN MORTGAGE CORPORATION	02237	CARTWRIGHT	CT	CENTREVILLE	VA	20120	144	199000
Mount Vernon	SF	WELLS FARGO BANK NATIONAL ASSOCIATION TR	09006	HARROVER	PIKE	ANNANDALE	VA	22003	143	269900
Braddock	SF	EMC MORTGAGE CORPORATION	04105	HIGH POINT	PL	RESTON	VA	20191	143	
Hunter Mill	Town	TRIFORTIUM INVESTMENTS LLC	11751	MOSSY CREEK	PL	LORTON	VA	22079	142	420000
Sully	Town	BANK OF NEW YORK TR	14358	WATERY MOUNTAIN	PL	ANNANDALE	VA	22003	142	459500
Dranesville	Town	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	01208	MAGNOLIA	LN	RESTON	VA	20191	142	355000
Sully	Town	FEDERAL NATIONAL MORTGAGE ASSOCIATION	13906	LUDINGTON	CT	CENTREVILLE	VA	20120	139	179900
Sully	Town	FEDERAL HOME LOAN MORTGAGE CORPORATION	14223	HERITAGE CROSSING	LN	HERNDON	VA	20170	138	
Sully	Town	COUNTRYWIDE BANK FSB	06033	WEALDSTONE	PL	CENTREVILLE	VA	20121	138	299500
Springfield	SF	HSBC BANK USA NATIONAL ASSOCIATION TR	13218	MAPLE MOUNTAIN	CT	CENTREVILLE	VA	20120	138	214900
Mount Vernon	SF	SUNTRUST MORTGAGE INC	10524	OLD COLCHESTER	DR	CENTREVILLE	VA	20120	138	147900
Mason	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	03068	HAZELTON	RD	LORTON	VA	22079	136	159900
Sully	Town	US BANK NATIONAL ASSOCIATION TR	14772	GREEN PARK	ST	FALLS	VA	22042	136	399900
Lee	SF	FEDERAL HOME LOAN MORTGAGE CORPORATION	04308	ROCK CREEK	WAY	CHURCH	VA	22044	136	399900
Mason	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	06372	LINCOLNIA	RD	CENTREVILLE	VA	20120	136	237900
Lee	Town	BENEFICIAL MORTGAGE COMPANY OF VIRGINIA	07945	CENTRAL PARK	RD	ALEXANDRIA	VA	22306	135	309900
Lee	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	08212	HOCKING	RD	ALEXANDRIA	VA	22312	132	239900
Lee	Town	U S BANK NATIONAL ASSOCIATION	03352	BEECHCLIFF	CIR	ALEXANDRIA	VA	22309	132	214900
Providence	SF	HSBC BANK USA NA TR	06614	SCHOOL	PL	ALEXANDRIA	VA	22309	132	194500
					DR	ALEXANDRIA	VA	22306	132	370000
					LN	FALLS	VA	22042	132	264900

						CHURCH FALLS					
Providence	SF	JP MORGAN CHASE NATIONAL ASSOCIATION TR	02831	BISVEY	DR	CHURCH	VA	22042	132	264000	
Springfield	SF	ASTORIA FEDERAL SAVINGS AND LOAN	06420	FOUR OAKS	LN	BURKE	VA	22015	132	519900	
Mason	SF	SUNTRUST BANK	03619	ROSE	LN	ANNANDALE	VA	22003	132	329900	
Sully	Town	FEDERAL NATIONAL MORTGAGE ASSOCIATION	14731	TRUITT FARM	RD	CENTREVILLE	VA	20120	132	319500	
Dranesville	Town	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	00964	BRANCH	DR	HERNDON	VA	20170	131	158900	
Lee	SF	U S BANK NATIONAL ASSOCIATION TR	03904	ELMWOOD	DR	ALEXANDRIA	VA	22303	130	269900	
Mason	SF	DEUTSCH BANK TRUST COMPANY AMERICAS	04039	JUSTINE	DR	ANNANDALE	VA	22003	129	334900	
Dranesville	Town	WELLS FARGO BANK NA TR	01028	KNIGHT	LN	HERNDON	VA	20170	129	184900	
Lee	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	04228	FAIRGLEN	DR	ALEXANDRIA	VA	22309	125	175000	
Braddock	SF	HSBC BANK USA NATIONAL ASSOCIATION TR	05116	KINGS GROVE	CT	BURKE	VA	22015	125	475000	
Lee	SF	WELLS FARGO BANK NA TR	06160	HOWELLS	RD	ALEXANDRIA	VA	22310	124	245000	
Hunter Mill	SF	LASALLE BANK NATIONAL ASSOCIATION TR	12407	MELMARK	CT	RESTON	VA	20191	124	449900	
Mount Vernon	SF	U S BANK NATIONAL ASSOCIATION TR	09215	DAVIS	DR	LORTON	VA	22079	123	579900	
						FALLS					
Providence	SF	BANK OF NEW YORK TR	03023	FENWICK	RD	CHURCH	VA	22042	123	302900	
Springfield	SF	ASTORIA FEDERAL SAVINGS AND LOAN	05282	MEADOW ESTATES	DR	FAIRFAX	VA	22030	122	939900	
						FALLS					
Mason	SF	FEDERAL NATIONAL MORTGAGE ASSOCIATION	03924	ASHWOOD	PL	CHURCH	VA	22041	121	260000	
Mount Vernon	SF	CITIBANK N A TR	08938	PERIWINKLE BLUE	CT	LORTON	VA	22079	118	390000	
Dranesville	SF	JPMORGAN MORTGAGE ACQUISITION	01254	STERLING	RD	HERNDON	VA	20170	118	219900	
Lee	SF	US BANK NATIONAL ASSOCIATION TR	03416	CLAYBORNE	AVE	ALEXANDRIA	VA	22306	116	274900	
Mount Vernon	Town	FEDERAL HOME LOAN MORTGAGE CORPORATION	09507	UNITY	LN	LORTON	VA	22079	116	186500	
						FALLS					
Mason	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	07139	NOLAND	RD	CHURCH	VA	22042	116	272900	
Sully	SF	WELLS FARGO BANK N A TR	15108	ELK RUN	RD	CHANTILLY	VA	20151	115	388900	
						FALLS					
Providence	SF	SSB REALTY HOLDINGS LLC	03410	ARNOLD	LN	CHURCH	VA	22042	114	350000	
		FEDERAL HOME LOANS MORTGAGE CORPORATION	08626	VENOY	CT	ALEXANDRIA	VA	22309	109	196900	
Mount Vernon	Town	HSBC BANK USA TR	02636	SIDE	DR	ALEXANDRIA	VA	22306	109	339000	
		BANK OF NEW YORK MELLON TRUST COMPANY TR	06003	HARVESTER	CT	BURKE	VA	22015	109	469900	
Springfield	SF	US BANK NATIONAL ASSOCIATION TR	14705	SAINT GERMAIN	DR	CENTREVILLE	VA	20121	109	384500	
Sully	SF	FEDERAL NATIONAL MORTGAGE ASSOCIATION	11505	BUTTONWOOD	CT	RESTON	VA	20191	108		
Hunter Mill	Town	HSBC BANK USA NA TR	08203	LEGION	DR	LORTON	VA	22079	107	240000	
Mount Vernon	SF	LIN SHAN	05397	SUMMIT	DR	FAIRFAX	VA	22030	107	349000	
Springfield	SF	FEDERAL NATIONAL MORTGAGE ASSOCIATION	00457	VIRGINIA	AVE	HERNDON	VA	20170	107		
Dranesville	Town	AURORA LOAN SERVICES LLC	09550	INVERARY	CT	LORTON	VA	22079	104	151050	
Mount Vernon	Town										

Hunter Mill	Town	FEDERAL NATIONAL MORTGAGE ASSOCIATION	10968	HARPER'S SQUARE	CT	RESTON	VA	20191	102	355000
Sully	Town	U S BANK NA TR	14876	LAMBETH	SQ	CENTREVILLE	VA	20120	102	224900
Mount Vernon	SF	WASHINGTON MUTUAL BANK	07609	BUCKLAND	PL	LORTON	VA	22079	101	474900
Braddock	SF	FEDERAL NATIONAL MORTGAGE ASSOCIATION	07619	ROANOKE	AVE	ANNANDALE	VA	22003	101	359900
Dranesville	Town	FEDERAL NATIONAL MORTGAGE ASSOCIATION	00812	SYCAMORE	CT	HERNDON	VA	20170	101	
Lee	Town	PHH MORTGAGE CORPORATION	03378	GOVERNORS CREST	CT	ALEXANDRIA	VA	22310	100	569000
Dranesville	Town	ACT PROPERTIES LLC	00938	PARK	AVE	HERNDON	VA	20170	100	
Dranesville	Town	RALPH D ROCKS MARITAL SHARE TRUST	13201	KEACH	PL	HERNDON	VA	20170	100	
Dranesville	Town	RALPH D ROCKS MARITAL SHARE TRUST	13250	POENER	PL	HERNDON	VA	20170	100	
Sully	SF	FEDERAL NATIONAL MORTGAGE ASSOCIATION	13472	STREAM VALLEY	DR	CHANTILLY	VA	20151	100	424900
Dranesville	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	12619	SAYLERS CREEK	LN	HERNDON	VA	20170	97	329900
Springfield	Town	FEDERAL NATIONAL MORTGAGE ASSOCIATION	09233	BURKE	RD	BURKE	VA	22015	95	255000
Mason	SF	WELLS FARGO BANK N A TR	03809	LARCHMONT	DR	ANNANDALE	VA	22003	95	279800
Hunter Mill	SF	ACCREDITED HOME LENDERS INC	12316	COLERAINE	CT	RESTON	VA	20191	95	445000
Sully	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	15252	LOUIS MILL	DR	CHANTILLY	VA	20151	95	289900
Lee	Town	GMAC MORTGAGE LLC	06551	CHINA GROVE	CT	ALEXANDRIA	VA	22310	94	279900
Lee	SF	SUNTRUST BANK	07402	STINSON	RD	ALEXANDRIA	VA	22306	94	274900
Hunter Mill	SF	BANK OF NEW YORK TR	11207	LEATHERWOOD	DR	RESTON	VA	20191	94	414900
Braddock	Town	HSBC BANK USA NATIONAL ASSOCIATION TR	09745	ASHBOURN	DR	BURKE	VA	22015	93	189900
Springfield	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	06114	COLCHESTER	RD	FAIRFAX	VA	22030	90	289900
Mount Vernon	Town	HSBC BANK USA NATIONAL ASSOCIATION TR	08505	SOUTHLAWN	CT	ALEXANDRIA FALLS	VA	22309	87	209900
Mason	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	03234	WAYNE	RD	CHURCH	VA	22042	87	242500
Providence	SF	HOMESALES INC	10711	ROSEHAVEN	ST	FAIRFAX	VA	22030	86	324000
Sully	Town	FEDERAL NATIONAL MORTGAGE ASSOCIATION	13669	WATER SPRINGS	CT	CENTREVILLE	VA	20121	86	195000
Lee	Town	GMAC MORTGAGE LLC	08309	PONDSIDE	TER	ALEXANDRIA	VA	22309	83	274900
Lee	Town	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	04215	BUCKMAN	RD	ALEXANDRIA	VA	22309	83	208477
Braddock	Town	FEDERAL NATIONAL MORTGAGE ASSOCIATION	05431	CROSSRAIL	DR	BURKE	VA	22015	83	190000
Springfield	SF	GREENPOINT MORTGAGE FUNDING INC	05914	APLOMADO	DR	BURKE FALLS	VA	22015	81	279900
Providence	SF	HSBC BANK USA NATIONAL ASSOCIATION TR	07109	CAROL	LN	CHURCH FALLS	VA	22042	80	369990
Mason	SF	HSBC BANK USA NA TR	07041	LEE PARK	CT	CHURCH	VA	22042	79	299900
Sully	Town	HSBC BANK USA N A TR	06023	BASINGSTOKE	CT	CENTREVILLE FALLS	VA	20120	79	135000
Mason	SF	FEDERAL HOME LOAN MORTGAGE CORPORATION	06908	KENFIG	DR	CHURCH	VA	22042	76	239900
Sully	Town	FEDERAL HOME LOAN MORTGAGE CORPORATION	14403	SALISBURY PLAIN	CT	CENTREVILLE	VA	20120	75	208900
Lee	Town	US BANK NATIONAL ASSOCIATION TR	04410	BREVARD	CT	ALEXANDRIA	VA	22309	74	140900
Braddock	Town	US BANK NATIONAL ASSOCIATION TR	09833	LAKEPOINTE	DR	BURKE	VA	22015	74	242000
Mason	SF	SUNTRUST BANK	03212	DASHIELL	RD	FALLS	VA	22042	72	419900

Mason	SF	AURORA LOAN SERVICES LLC	03261	ANNANDALE	RD	CHURCH FALLS	VA	22042	72	321867
Mason	SF	AURORA LOAN SERVICES LLC	06917	WESTMORELAND	RD	CHURCH FALLS	VA	22042	72	300960
Springfield	SF	AURORA LOAN SERVICES LLC	12604	HARPER	DR	FAIRFAX	VA	22030	72	335000
Mount Vernon	Town	SUNTRUST BANK	08465	KIRBY LIONSDALE	DR	LORTON	VA	22079	69	409900
Sully	Town	HSBC BANK USA NATIONAL ASSOCIATION TR	05879	CLARENDON SPRINGS	PL	CENTREVILLE	VA	20121	67	179900
Braddock	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	08503	FOREST	ST	ANNANDALE	VA	22003	62	484900
Hunter Mill	Town	SECRETARY OF HOUSING AND URBAN	02209	LOFTY HEIGHTS	PL	RESTON	VA	20191	62	
Sully	SF	SUNTRUST BANK	05506	VILLAGE CENTER	DR	CENTREVILLE	VA	20120	62	479900
Hunter Mill	Town	U S BANK NATIONAL ASSOCIATION TR	11527	IVY BUSH	CT	RESTON	VA	20191	59	261500
Providence	SF	GREENPOINT MORTGAGE FUNDING INC	07219	TYLER	AVE	CHURCH FALLS	VA	22042	58	299900
Hunter Mill	SF	AURORA LOAN SERVICES LLC	11585	EMBERS	CT	RESTON	VA	20191	58	225650
Mount Vernon	Town	NATIONSTAR MORTGAGE LLC	09866	HAGEL	CIR	LORTON	VA	22079	53	152500
Dranesville	Town	WELLS FARGO BANK NATIONAL ASSOCIATION TR	01056	TREVINO	LN	HERNDON	VA	20170	52	
Hunter Mill	Town	FEDERAL NATIONAL MORTGAGE ASSOCIATION	02402	CLOUDCROFT	SQ	RESTON	VA	20191	51	149900
Mason	SF	FANNIE MAE	06118	YELLOWSTONE	DR	ALEXANDRIA	VA	22312	46	320000
Lee	SF	AURORA LOAN SERVICES LLC	05904	BROOKVIEW	DR	ALEXANDRIA	VA	22310	46	274550
Mount Vernon	Town	U S BANK NATIONAL ASSOCIATION TR	08553	TOWNE MANOR	CT	ALEXANDRIA	VA	22309	46	224500
Mount Vernon	Town	WELLS FARGO BANK NATIONAL ASSOCIATION TR	05760	BISCAYNE	DR	ALEXANDRIA	VA	22303	46	189900
Hunter Mill	SF	HSBC BANK USA NATIONAL ASSOCIATION TR	02262	COCQUINA	DR	RESTON	VA	20191	46	
Mount Vernon	SF	FEDERAL HOME LOAN MORTGAGE CORPORATION	07923	FITZROY	ST	ALEXANDRIA	VA	22309	44	239900
Mason	SF	HSBC BANK USA NATIONAL ASSOCIATION TR	03501	WASHINGTON	DR	CHURCH FALLS	VA	22041	44	310000
Lee	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	06526	DELIA	DR	ALEXANDRIA	VA	22310	41	239900
Mason	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	07120	WESTMORELAND	RD	CHURCH FALLS	VA	22042	41	220900
Providence	Town	LASALLE BANK NATIONAL ASSOCIATION TR	03276	APPLEGATE	CT	ANNANDALE	VA	22003	41	264900
Hunter Mill	Town	WELLS FARGO BANK NATIONAL ASSOCIATION TR	11955	BARREL COOPER	CT	RESTON	VA	20191	41	
Sully	Town	HSBC BANK USA N A TR	05621	GRESHAM	LN	CENTREVILLE	VA	20120	41	239900
Sully	Town	ASTORIA FEDERAL SAVINGS AND LOAN	14488	BLACK HORSE	CT	CENTREVILLE	VA	20120	41	194900
Lee	Town	FEDERAL NATIONAL MORTGAGE ASSOCIATION	06188	LITTLE VALLEY	WAY	ALEXANDRIA	VA	22310	40	255000
Lee	SF	FEDERAL NATIONAL MORTGAGE ASSOCIATION	05925	BROOKVIEW	DR	ALEXANDRIA	VA	22310	40	289000
Dranesville	Town	FANNIE MAE	00923	BARTON OAKS	PL	HERNDON	VA	20170	34	
Sully	Town	U S BANK NATIONAL ASSOCIATION	13602	STEPNEY	LN	CHANTILLY	VA	20151	34	
Sully	Town	FANNIE MAE	05420	CRYSTALFORD	LN	CENTREVILLE	VA	20120	34	315000
Mason	SF	CHASE HOME FINANCE LLC	04004	TERRACE	DR	ANNANDALE	VA	22003	26	349900
Hunter Mill	Town	U S BANK NATIONAL ASSOCIATION TR	02383	GENERATION	DR	RESTON	VA	20191	26	289000

Springfield	Town	FEDERAL NATIONAL MORTGAGE ASSOCIATION	11407	LOG RIDGE	DR	FAIRFAX	VA	22030	24	370000
Dranesville	Town	HSBC BANK USA N A TR	00942	PARK	AVE	HERNDON	VA	20170	24	
Sully	Town	FEDERAL HOME LOAN MORTGAGE CORPORATION	14756	WYCOMBE	ST	CENTREVILLE	VA	20120	23	148000
Braddock	Town	U S BANK NATIONAL ASSOCIATION TR	05712	NORDEEN OAK	CT	BURKE	VA	22015	20	224900
Mount Vernon	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	04612	MANOR	DR	ALEXANDRIA	VA	22309	19	269900
Dranesville	Town	RALPH D ROCK MARITAL SHARE TRUST	02200	GINGELL	PL	HERNDON	VA	20170	12	
Dranesville	SF	SUNTRUST BANK	01486	OAK TRAIL	CT	HERNDON	VA	20170	12	424900
Springfield	SF	US BANK NATIONAL ASSOCIATION TR	12212	BRADDOCK	RD	FAIRFAX	VA	22030	11	333900
Dranesville	SF	BEEREN AND BARRY INVESTMENT LLC	01335	SHALLOW FORD	RD	HERNDON	VA	20170	9	
Dranesville	SF	CAPITAL INVESTMENTS LLC	12601	OLD DORM	PL	HERNDON	VA	20170	6	
						FALLS				
Mason	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	03510	GEORGES	LN	CHURCH	VA	22044	4	1350000
Mount Vernon	Town	HSBC BANK USA TR	07720	CAPRON	CT	LORTON	VA	22079	3	192900
Springfield	SF	DEUTSCHE BANK NATIONAL TRUST COMPANY TR	06622	FAIRWEATHER	CT	BURKE	VA	22015	3	499900
Hunter Mill	Town	WELLS FARGO BANK NATIONAL ASSOCIATION TR	02228	LOFTY HEIGHTS	PL	RESTON	VA	20191	3	
Hunter Mill	SF	FFC PROPERTIES LLC	12600	BRIDOOON	LN	RESTON	VA	20191	3	
Lee	SF	U S BANK NATIONAL ASSOCIATION TR	07925	ASHBORO	DR	ALEXANDRIA	VA	22309	2	229900
Mount Vernon	Town	WELLS FARGO BANK NATIONAL ASSOCIATION TR	02700	SHERWOOD HALL	LN	ALEXANDRIA	VA	22306	2	244900
Dranesville	Town	AMERICAN HOME MORTGAGE SERVICING INC	00155	HERNDON MILL	CIR	HERNDON	VA	20170	2	



# HOME IMPROVEMENT LOAN PROGRAM (HILP)

## For Eligible Non-Profit Organizations Participating in NSP/Silver Lining Program

The Fairfax County Redevelopment and Housing Authority's **Home Improvement Loan Program (HILP)** is offering financial assistance to eligible non-profit organizations who have purchased foreclosed properties make needed improvements so that the homes can be rented or sold to households with incomes at or below 50% Area Median Income (AMI).

### ELIGIBLE HOUSING TYPES:

- Condominiums
- Townhouses
- Single family detached homes

### TYPES OF HOME IMPROVEMENTS

Scope of work includes all types of general improvements to upgrade the property or community such as (*but not limited to*):

- structural repairs
- exterior and interior painting
- installing siding and replacing flooring
- upgrading and installing landscaping
- replacing sidewalks
- purchase of energy-efficient appliances

### QUALIFICATIONS

- Be a Non-Profit Organization selected by the FCRHA through a Request For Proposal to participate in the HUD Neighborhood Stabilization Program/NSP (Silver Lining Plus Initiative).
- Non-Profit must rent or sell the property to households with incomes at or below 50% AMI for family size.

### HILP FINANCING INCLUDES:

#### **DEFERRED TRUSTS**

- Simple interest of 4% is charged for the first ten years of the term.
- No monthly payment – repaid only when the property is sold or title transferred.
- All closing costs are included in loan
- 2% origination fee included in loan

Department of Housing and Community Development  
Home Improvement Loan Program  
3700 Pender Drive, Suite 300  
Fairfax, VA 22030-6039  
Phone: 703-246-5155      TTY: 703-385-3578

Fairfax County is committed to a policy of nondiscrimination in all County programs, services and activities and will provide reasonable accommodations upon request.

Please call 703-246-5101 or TTY 703-385-3578.

Please allow seven working days in advance of the event in order to make arrangements.



# HOW IS THE HILP LOAN AMOUNT FOR NON-PROFIT PARTICIPANTS CALCULATED?

The following is an example of how the HILP loan amount will be computed for properties receiving funds through the Fairfax County Silver Lining Initiative Loan Program.

**Step 1.** Using the modified Loan to Value Ratio, calculate the maximum allowable debt a property is permitted under the HILP, example:

$$\frac{\text{Debt/Loan(s)}}{\text{"After Rehab" Appraised Value}} = 110\%$$

A property appraised at \$200,000 "after rehab" the maximum amount of allowable debt/loan(s) on the property would be \$220,000, including all financing fees.

**Step 2.** Calculate the total debt on the property, prior to the HILP loan.

If the property had a 1<sup>st</sup> mortgage in the amount of: \$100,000.  
 And gap financing (2<sup>nd</sup> mortgage) in the amount of: \$ 66,200.  
 The total financing before the HILP loan would be: \$166,200.

**\*The maximum allowable HILP loan on the property: \$ 53,800.**  
**Grand Total of financing on the property: \$220,000.**

\*Currently, HILP loans may go up to \$100,785, including all of the financing fees.

*A typical HILP loan includes the following fees; however, fees may vary if the HILP loan is combined with other loans at settlement:*

Construction Cost	➔	Actual cost to make improvements
Contingency	➔	8% of above amount
Attorney's Fees	➔	\$125 to \$175.
Title Report	➔	\$75 for bring down
Recording Fees	➔	\$2/ \$1,000 + \$19
Delivery Charge	➔	\$40 (\$20. each way)
Origination Fee	➔	<u>\$2% of the total loan amount</u>
<b>Total Loan Amount</b>	➔	\$ = Total of above amounts

**The following is an example:**

Construction Cost	\$46,000.
Contingency	\$ 3,680.
Attorney's Fees	\$ 175.
Title Report	\$ 75.
Recording Fees	\$ 111.
Delivery Charge	\$ 40.
Origination Fee	\$ 1,022.
<b>Total Loan Amount</b>	<b>\$ 51,103.</b>

## *APPENDIX 4 HOUSING QUALITY STANDARDS*

[Code of Federal Regulations]  
[Title 24, Volume 4, Parts 700 to 1699]  
[Revised as of April 1, 1999]  
From the U.S. Government Printing Office via GPO Access  
[CITE: 24CFR982.401]

[Page 558-563]

### TITLE 24--HOUSING AND URBAN DEVELOPMENT

#### CHAPTER IX--OFFICE OF ASSISTANT SECRETARY FOR PUBLIC AND INDIAN HOUSING, DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

##### PART 982--SECTION 8 TENANT-BASED ASSISTANCE: UNIFIED RULE FOR TENANT-BASED ASSISTANCE UNDER THE SECTION 8 RENTAL CERTIFICATE PROGRAM AND THE SECTION 8 RENTAL VOUCHER PROGRAM--Table of Contents

##### Subpart I--Dwelling Unit: Housing Quality Standards, Subsidy Standards, Inspection and Maintenance

##### Sec. 982.401 Housing quality standards (HQS).

Source: 60 FR 34695, July 3, 1995, unless otherwise noted.

(a) Performance and acceptability requirements. (1) This section states the housing quality standards (HQS) for housing assisted in the programs.

(2)(i) The HQS consist of:

(A) Performance requirements; and

(B) Acceptability criteria or HUD approved variations in the acceptability criteria.

(ii) This section states performance and acceptability criteria for these key aspects of housing quality:

(A) Sanitary facilities;

(B) Food preparation and refuse disposal;

(C) Space and security;

(D) Thermal environment;

(E) Illumination and electricity;

(F) Structure and materials;

(G) Interior air quality;

(H) Water supply;

(I) Lead-based paint;

(J) Access;

(K) Site and neighborhood;

(L) Sanitary condition; and

(M) Smoke detectors.

(3) All program housing must meet the HQS performance requirements both at commencement of assisted occupancy, and throughout the assisted tenancy.

(4)(i) In addition to meeting HQS performance requirements, the housing must meet the acceptability criteria stated in this section, unless variations are approved by HUD.

(ii) HUD may grant approval for the HA to use acceptability criteria variations that are based on local codes or national standards that satisfy the purposes of the HQS.

(iii) HUD may approve acceptability criteria variations because of

local climatic or geographic conditions.

(iv) HUD will not approve acceptability criteria variations that will unduly limit the amount and types of available rental housing stock.

(b) Sanitary facilities--(1) Performance requirements. The dwelling unit must include sanitary facilities located in the unit. The sanitary facilities must be in proper operating condition, and adequate for personal cleanliness and the disposal of human waste. The sanitary facilities must be usable in privacy.

(2) Acceptability criteria. (i) The bathroom must be located in a separate private room and have a flush toilet in proper operating condition.

(ii) The dwelling unit must have a fixed basin in proper operating condition, with a sink trap and hot and cold running water.

(iii) The dwelling unit must have a shower or a tub in proper operating condition with hot and cold running water.

(iv) The facilities must utilize an approvable public or private disposal system (including a locally approvable septic system).

(c) Food preparation and refuse disposal--(1) Performance requirement. (i) The dwelling unit must have suitable space and equipment to store, prepare, and serve foods in a sanitary manner.

(ii) There must be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g, garbage cans).

(2) Acceptability criteria. (i) The dwelling unit must have an oven, and a stove or range, and a refrigerator of appropriate size for the family. All of the equipment must be in proper operating condition. The equipment may be supplied by either the owner or the family. A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an owner-supplied oven and stove or range if the tenant agrees and

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microwave ovens are furnished instead of an oven and stove or range to both subsidized and unsubsidized tenants in the building or premises.

(ii) The dwelling unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain into an approvable public or private system.

(iii) The dwelling unit must have space for the storage, preparation, and serving of food.

(iv) There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (e.g., garbage cans).

(d) Space and security--(1) Performance requirement. The dwelling unit must provide adequate space and security for the family.

(2) Acceptability criteria. (i) At a minimum, the dwelling unit must have a living room, a kitchen area, and a bathroom.

(ii) The dwelling unit must have at least one bedroom or living/sleeping room for each two persons. Children of opposite sex, other than very young children, may not be required to occupy the same bedroom or living/sleeping room.

(iii) Dwelling unit windows that are accessible from the outside, such as basement, first floor, and fire escape windows, must be lockable (such as window units with sash pins or sash locks, and combination windows with latches). Windows that are nailed shut are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire.

(iv) The exterior doors of the dwelling unit must be lockable. Exterior doors are doors by which someone can enter or exit the dwelling unit.

(e) Thermal environment--(1) Performance requirement. The dwelling

unit must have and be capable of maintaining a thermal environment healthy for the human body.

(2) Acceptability criteria. (i) There must be a safe system for heating the dwelling unit (and a safe cooling system, where present). The system must be in proper operating condition. The system must be able to provide adequate heat (and cooling, if applicable), either directly or indirectly, to each room, in order to assure a healthy living environment appropriate to the climate.

(ii) The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene. Electric heaters are acceptable.

(f) Illumination and electricity--(1) Performance requirement. Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. The dwelling unit must have sufficient electrical sources so occupants can use essential electrical appliances. The electrical fixtures and wiring must ensure safety from fire.

(2) Acceptability criteria. (i) There must be at least one window in the living room and in each sleeping room.

(ii) The kitchen area and the bathroom must have a permanent ceiling or wall light fixture in proper operating condition. The kitchen area must also have at least one electrical outlet in proper operating condition.

(iii) The living room and each bedroom must have at least two electrical outlets in proper operating condition. Permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets.

(g) Structure and materials--(1) Performance requirement. The dwelling unit must be structurally sound. The structure must not present any threat to the health and safety of the occupants and must protect the occupants from the environment.

(2) Acceptability criteria. (i) Ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage.

(ii) The roof must be structurally sound and weathertight.

(iii) The exterior wall structure and surface must not have any serious defects such as serious leaning, buckling, sagging, large holes, or defects that may result in air infiltration or vermin infestation.

(iv) The condition and equipment of interior and exterior stairs, halls, porches, walkways, etc., must not

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present a danger of tripping and falling. For example, broken or missing steps or loose boards are unacceptable.

(v) Elevators must be working and safe.

(h) Interior air quality--(1) Performance requirement. The dwelling unit must be free of pollutants in the air at levels that threaten the health of the occupants.

(2) Acceptability criteria. (i) The dwelling unit must be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, and other harmful pollutants.

(ii) There must be adequate air circulation in the dwelling unit.

(iii) Bathroom areas must have one openable window or other adequate exhaust ventilation.

(iv) Any room used for sleeping must have at least one window. If the window is designed to be openable, the window must work.

(i) Water supply--(1) Performance requirement. The water supply must be free from contamination.

(2) Acceptability criteria. The dwelling unit must be served by an approvable public or private water supply that is sanitary and free from contamination.

(j) Lead-based paint performance requirement--(1) Purpose and applicability. (i) The purpose of paragraph (j) of this section is to implement section 302 of the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. 4822, by establishing procedures to eliminate as far as practicable the hazards of lead-based paint poisoning for units assisted under this part. Paragraph (j) of this section is issued under 24 CFR 35.24 (b)(4) and supersedes, for all housing to which it applies, the requirements of subpart C of 24 CFR part 35.

(ii) The requirements of paragraph (j) of this section do not apply to 0-bedroom units, units that are certified by a qualified inspector to be free of lead-based paint, or units designated exclusively for elderly. The requirements of subpart A of 24 CFR part 35 apply to all units constructed prior to 1978 covered by a HAP contract under part 982.

(2) Definitions.

Chewable surface. Protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age; for example, protruding corners, window sills and frames, doors and frames, and other protruding woodwork.

Component. An element of a residential structure identified by type and location, such as a bedroom wall, an exterior window sill, a baseboard in a living room, a kitchen floor, an interior window sill in a bathroom, a porch floor, stair treads in a common stairwell, or an exterior wall.

Defective paint surface. A surface on which the paint is cracking, scaling, chipping, peeling, or loose.

Elevated blood lead level (EBL). Excessive absorption of lead. Excessive absorption is a confirmed concentration of lead in whole blood of 20 ug/dl (micrograms of lead per deciliter) for a single test or of 15-19 ug/dl in two consecutive tests 3-4 months apart.

HEPA means a high efficiency particle accumulator as used in lead abatement vacuum cleaners.

Lead-based paint. A paint surface, whether or not defective, identified as having a lead content greater than or equal to 1 milligram per centimeter squared (mg/cm<sup>2</sup>), or 0.5 percent by weight or 5000 parts per million (PPM).

(3) Requirements for pre-1978 units with children under 6. (i) If a dwelling unit constructed before 1978 is occupied by a family that includes a child under the age of six years, the initial and each periodic inspection (as required under this part), must include a visual inspection for defective paint surfaces. If defective paint surfaces are found, such surfaces must be treated in accordance with paragraph (j)(6) of this section.

(ii) The HA may exempt from such treatment defective paint surfaces that are found in a report by a qualified lead-based paint inspector not to be lead-based paint, as defined in paragraph (j)(2) of this section. For purposes of this section, a qualified lead-based paint inspector is a State or local health or housing agency, a lead-based paint inspector certified or regulated by a State or local health or housing agency, or an organization recognized by HUD.

(iii) Treatment of defective paint surfaces required under this section must be completed within 30 calendar days of HA notification to the owner. When weather conditions prevent treatment

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of the defective paint conditions on exterior surfaces within the 30 day period, treatment as required by paragraph (j)(6) of this section may be delayed for a reasonable time.

(iv) The requirements in this paragraph (j)(3) apply to:

(A) All painted interior surfaces within the unit (including ceilings but excluding furniture);

(B) The entrance and hallway providing access to a unit in a multi-unit building; and

(C) Exterior surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age (including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).

(4) Additional requirements for pre-1978 units with children under 6 with an EBL. (i) In addition to the requirements of paragraph (j)(3) of this section, for a dwelling unit constructed before 1978 that is occupied by a family with a child under the age of six years with an identified EBL condition, the initial and each periodic inspection (as required under this part) must include a test for lead-based paint on chewable surfaces. Testing is not required if previous testing of chewable surfaces is negative for lead-based paint or if the chewable surfaces have already been treated.

(ii) Testing must be conducted by a State or local health or housing agency, an inspector certified or regulated by a State or local health or housing agency, or an organization recognized by HUD. Lead content must be tested by using an X-ray fluorescence analyzer (XRF) or by laboratory analysis of paint samples. Where lead-based paint on chewable surfaces is identified, treatment of the paint surface in accordance with paragraph (j)(6) of this section is required, and treatment shall be completed within the time limits in paragraph (j)(3) of this section.

(iii) The requirements in paragraph (j)(4) of this section apply to all protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age:

(A) Within the unit;

(B) The entrance and hallway providing access to a unit in a multi-unit building; and

(C) Exterior surfaces (including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).

(5) Treatment of chewable surfaces without testing. In lieu of the procedures set forth in paragraph (j)(4) of this section, the HA may, at its discretion, waive the testing requirement and require the owner to treat all interior and exterior chewable surfaces in accordance with the methods set out in paragraph (j)(6) of this section.

(6) Treatment methods and requirements. Treatment of defective paint surfaces and chewable surfaces must consist of covering or removal of the paint in accordance with the following requirements:

(i) A defective paint surface shall be treated if the total area of defective paint on a component is:

(A) More than 10 square feet on an exterior wall;

(B) More than 2 square feet on an interior or exterior component with a large surface area, excluding exterior walls and including, but not limited to, ceilings, floors, doors, and interior walls; or

(C) More than 10 percent of the total surface area on an interior or exterior component with a small surface area, including, but not limited to, window sills, baseboards and trim.

(ii) Acceptable methods of treatment are: removal by wet scraping, wet sanding, chemical stripping on or off site, replacing painted components, scraping with infra-red or coil type heat gun with temperatures below 1100 degrees, HEPA vacuum sanding, HEPA vacuum needle gun, contained hydroblasting or high pressure wash with HEPA vacuum, and abrasive sandblasting with HEPA vacuum. Surfaces must be covered with durable materials with joints and edges sealed and caulked as needed to prevent the escape of lead contaminated dust.

(iii) Prohibited methods of removal are: open flame burning or torching; machine sanding or grinding without a HEPA exhaust; uncontained hydroblasting or high pressure wash;

and dry scraping except around electrical outlets or except when treating defective paint spots no more than two square feet in any one interior room or space (hallway, pantry, etc.) or totalling no more than twenty square feet on exterior surfaces.

(iv) During exterior treatment soil and playground equipment must be protected from contamination.

(v) All treatment procedures must be concluded with a thorough cleaning of all surfaces in the room or area of treatment to remove fine dust particles. Cleanup must be accomplished by wet washing surfaces with a lead solubilizing detergent such as trisodium phosphate or an equivalent solution.

(vi) Waste and debris must be disposed of in accordance with all applicable Federal, state and local laws.

(7) Tenant protection. The owner must take appropriate action to protect residents and their belongings from hazards associated with treatment procedures. Residents must not enter spaces undergoing treatment until cleanup is completed. Personal belongings that are in work areas must be relocated or otherwise protected from contamination.

(8) Owner information responsibilities. Prior to execution of the HAP contract, the owner must inform the HA and the family of any knowledge of the presence of lead-based paint on the surfaces of the residential unit.

(9) HA data collection and recordkeeping responsibilities. (i) The HA must attempt to obtain annually from local health agencies the names and addresses of children with identified EBLs and must annually match this information with the names and addresses of participants under this part. If a match occurs, the HA must determine whether local health officials have tested the unit for lead-based paint. If the unit has lead-based paint the HA must require the owner to treat the lead-based paint. If the owner does not complete the corrective actions required by this section, the family must be issued a certificate or voucher to move.

(ii) The HA must keep a copy of each inspection report for at least three years. If a dwelling unit requires testing, or if the dwelling unit requires treatment of chewable surfaces based on the testing, the HA must keep the test results indefinitely and, if applicable, the owner certification of treatment. The records must indicate which chewable surfaces in the dwelling units have been tested and which chewable surfaces in the units have been treated. If records establish that certain chewable surfaces were tested or tested and treated in accordance with the standards prescribed in this section, such chewable surfaces do not have to be tested or treated at any subsequent time.

(k) Access performance requirement. The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

(1) Site and Neighborhood--(1) Performance requirement. The site and neighborhood must be reasonably free from disturbing noises and reverberations and other dangers to the health, safety, and general welfare of the occupants.

(2) Acceptability criteria. The site and neighborhood may not be subject to serious adverse environmental conditions, natural or manmade, such as dangerous walks or steps; instability; flooding, poor drainage, septic tank back-ups or sewage hazards; mudslides; abnormal air pollution, smoke or dust; excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.

(m) Sanitary condition--(1) Performance requirement. The dwelling unit and its equipment must be in sanitary condition.

(2) Acceptability criteria. The dwelling unit and its equipment must be free of vermin and rodent infestation.

(n) Smoke detectors performance requirement--(1) Except as provided in paragraph (n)(2) of this section, each dwelling unit must have at least one battery-operated or hard-wired smoke detector, in proper operating condition, on each level of the dwelling unit, including basements but excepting crawl spaces and unfinished attics. Smoke detectors must be installed in accordance with and meet the requirements

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of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards). If the dwelling unit is occupied by any hearing-impaired person, smoke detectors must have an alarm system, designed for hearing-impaired persons as specified in NFPA 74 (or successor standards).

(2) For units assisted prior to April 24, 1993, owners who installed battery-operated or hard-wired smoke detectors prior to April 24, 1993 in compliance with HUD's smoke detector requirements, including the regulations published on July 30, 1992, (57 FR 33846), will not be required subsequently to comply with any additional requirements mandated by NFPA 74 (i.e., the owner would not be required to install a smoke detector in a basement not used for living purposes, nor would the owner be required to change the location of the smoke detectors that have already been installed on the other floors of the unit).

[60 FR 34695, July 3, 1995, as amended at 61 FR 27163, May 30, 1996; 63 FR 23861, Apr. 30, 1998]