Construction Standards and Procedures
I. **Introduction**
Habitat’s construction process combines the ordinary act of building a home with the extraordinary possibilities of human love. This constructive combination renews lives and opens doors for Habitat families and volunteers alike. The construction of simple, decent, healthy Habitat homes testifies to the abilities and determination of the affiliate.

II. **Contractor’s License and Responsible Managing Individual (RMI) Requirements**
Albany Area Habitat for Humanity is a Licensed Residential Contractor in the State of Oregon. This license must be renewed every two years (the current expiration date is on the License Certificate, which should be posted in a conspicuous place).

The renewal application can be completed on-line at the following link: [https://portal.ccb.state.or.us/](https://portal.ccb.state.or.us/). Using this online system will allow you to renew the license up to 8 weeks prior to the expiration date.

A license must always have a RMI. If an RMI leaves, notify the CCB immediately. The RMI must be an owner or employee of the business and manage or supervise its construction activities. This is typically the Executive Director. To become an RMI, you must be at least 18 years old and complete at least 16 hours of training on law and business practices from an approved education provider and pass the Oregon exam. Further details on the requirements and costs can be found at the following website: [http://www.oregon.gov/CCB/licensing/Pages/pre-license-ed.aspx](http://www.oregon.gov/CCB/licensing/Pages/pre-license-ed.aspx).

The RMI must complete 16 hours of continuing education every two year license expiration cycle. Further details can be found at the following website: [http://www.oregon.gov/CCB/education/Pages/res-requirements.aspx](http://www.oregon.gov/CCB/education/Pages/res-requirements.aspx).

III. **House Design Criteria**
Albany Area Habitat for Humanity (AAHFH) strives to build homes that are safe, healthy, durable and energy efficient, and that will not burden the homeowner with excessive repair and maintenance obligations.

For new houses, AAHFH has adopted Habitat for Humanity International’s written house design criteria, as well as its own criteria of which are:
1. The living space provided — including hallways, stairwells and exterior storage — shall not exceed:
   a. 900 square feet for a two-bedroom house.
   b. 1,070 square feet for a three-bedroom house.
   c. 1,230 square feet for a four-bedroom house (AAHFD does not build home in excess of four-bedrooms)

2. The basic house shall have only one bathroom and should be accessible to people with disabilities. The bathroom may be compartmentalized for increased usefulness. Three-bedroom houses may have an additional half-bath. Houses with four bedrooms or which are being constructed in partnership with a family having five or more members might have an additional full bathroom.

3. Each house shall have a covered primary entrance.

4. When feasible, at least one entrance to the house shall be accessible to people who have limited mobility.

5. All passage doors, including the bathroom door, shall be 3 feet wide. Halls shall be 3 feet, 5 inches wide from rough frame to rough frame. (Note: if there is a door in the hallway, the minimum width increases to 3 feet, 7 inches from rough frame to rough frame.) These standards allow easy access for people with disabilities. Further adaptations might be needed if a family member is disabled.

6. Homes shall not have garages, basements or carports.
   a. The exception to this standard is if 50% or more of the homes in the prospective neighborhood have garages, then AAHFD shall build a garage for the new home (per Albany City ordinance).

7. Each property shall be provided with vehicular access by an abutting public or private street.

8. Unless required to support a homeowner’s specific need, such as a disability, families will not have the opportunity to choose such items as:
   a. Cabinets/vanities,
   b. Carpet,
   c. Vinyl,
   d. Accessories (such as door handles, towel bar/rings)
   e. Paint (a neutral tone will be utilized)
   f. Landscaping

9. Amenities such as, curtains, dishwasher, garbage disposal, microwaves, BBQs, TVs, air conditioner, etc; will not be provided by AAHFD.
   a. AAHFD will build in a space for a dishwasher to be purchased and installed.

10. If a homeowner requires an ADA compliant house plan, AAHFD will consult the homeowner’s physical/occupational therapist to assist with
the design of the home and/or any required modifications (e.g. appliances, cabinets, shower, toilet, etc.).

a. In the event that a homeowner does not have a physical/occupational therapist, AAHFH will work with the family to find an alternate specialist.

b. ADA compliant homes must adhere to the same basic guidelines as detailed in #1-8.

In addition to the above design criteria, AAHFH will follow the design standards specified by the City of Albany’s Development Code, Articles 3, 8, and 11 (found at: https://www.cityofalbany.net/departments/community-development/drc/development-code).

IV. ENERGY STAR® and Healthy Indoor Air Quality Standards

The provisions of Chapter 11 regulate the exterior envelope, as well as the design, construction and selection of heating, ventilating and air-conditioning systems, lighting and piping insulation required for the purpose of effective conservation of energy.

V. Durability Standards
Albany Area Habitat for Humanity will build to minimum durability standards that address the following
1. Seismic Resistance bracing on the water heater and foundation

VI. Safety Policy
Albany Area Habitat for Humanity has adopted and implements a written safety plan. Please reference the Safety Program Procedure.

VII. Construction Management
A. The construction process includes the following:
1. Land Acquisition and development
2. Scheduling
3. Inspection
4. Budgeting
5. Building
AAHFH has set up the following chart to delineate the duties among those responsible for these construction transactions. Given the small size of our affiliate, we have attempted to segregate duties and responsibilities to the best of our abilities to reduce the likelihood that errors (intentional or unintentional) will remain undetected.

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<tr>
<th>Duties</th>
<th>Position(s) Responsible</th>
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<tr>
<td>Site Selection Review</td>
<td>Executive Director and/or Building Committee/Construction Manager</td>
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<tr>
<td>Site Approval</td>
<td>Board of Directors</td>
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<tr>
<td>Preparation of construction schedule</td>
<td>Construction Manager/Building Committee</td>
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<tr>
<td>Preparation of house cost estimate</td>
<td>Construction Manager</td>
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<tr>
<td>Preparation of bill of materials</td>
<td>Construction Manager</td>
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<tr>
<td>Review and approval of budget and bill of material</td>
<td>Executive Director</td>
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<tr>
<td>Review labor contracts</td>
<td>Construction Manager/Building Committee</td>
</tr>
<tr>
<td>Approval of labor contracts</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Prepare project status</td>
<td>Construction Manager/Executive Director</td>
</tr>
<tr>
<td>Review project status</td>
<td>Executive Director/Board of Directors</td>
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<tr>
<td>Scheduling of Certified Building Inspections</td>
<td>Construction Manager</td>
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<tr>
<td>Inspect Construction Site and Work</td>
<td>Executive Director</td>
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<td>Recording/Reconciliation of house costs</td>
<td>Office Manager</td>
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<td>Issuance of Purchase order</td>
<td>Construction Manager</td>
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<tr>
<td>Approval of Purchase order</td>
<td>Executive Director</td>
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<tr>
<td>Maintains/supervises custody of inventory</td>
<td>Construction Manager</td>
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<tr>
<td>Reconciles physical inventory to inventory records</td>
<td>Executive Director</td>
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<tr>
<td>Matches invoice to purchase orders and inventory records and Maintains purchase spreadsheet</td>
<td>Office Manager</td>
</tr>
<tr>
<td>Control of the accuracy, completeness, validity of construction transactions, and access to construction programs and data</td>
<td>Executive Director</td>
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</tbody>
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B. Land Acquisition and Development

The Executive Director, with the assistance of the Construction Manager (as appropriate) will be responsible for identifying and evaluating potential land for future development. AAHFH will maintain a “stock” of 1 parcel of undeveloped land at all times (as is feasible).

1. Land may be identified utilizing the following sources (or a combination thereof):
   a. Licensed Real Estate Broker (AAHFH is currently working with Keller-Williams Realty, Mid-Willamette).
b. City of Albany (e.g. Community Development Block Grants CDBG);
c. Foreclosed property (see the following website: http://www.co.linn.or.us/propertymanagement/auction%20list.html).
d. Land Development grants
e. Private sellers
   i. Though private sellers can be an economical means for identifying land, AAHFH will consult with a Licensed Real Estate Broker and/or legal counsel to ensure proper due diligence

2. The decision to purchase land should be based on the following factors:
   a. Number of units that can be developed on the land
   b. Total cost of land/home (including system development fees, permits, demolition, and planning fees) is $60,000 or less (and/or as the Board may determine appropriate).

3. Once land has been identified, the Executive Director will review the Site Constraints and Opportunities Checklist, published by the National Association of Home Builders (found at: http://www.nahb.org/en/research/-/media/887C0A886D06444248ECBAA501CE18C0.ashx). Among other items, this checklist looks at such questions as:
   a. Do utilities serve the property or do they need to be extended?
   b. What is the zoning/land use of the surrounding properties?
   c. Is the land exposed/characterized by poor soils, ingress/egress limitations, high water table, etc;
   d. Are there special local environmental regulations?
   e. Are there hazardous materials that will require clean-up/disposal?

4. The responses to these questions will be identified in through independent research and a Pre-Application meeting with the City of Albany.

5. Independent Research
   a. The City of Albany has an online mapping system called Infohub, which provides map-based information on parcels, zoning and permits closed prior to 11/17/2014. This system will also provide information on available water/sewer lines, flood plains, square footage, etc. (see website: http://infohub.cityofalbany.net/infohub/).
   b. The City of Albany publishes a schedule for fees associated with land development on an annual basis. This can be obtained from the Planning Division Department in the City
Hall building. The Director or Designee will utilize these fees to complete the Land Development Worksheet to calculate estimated development costs.

6. **Pre-Application Meeting**
   a. The Director or Designee will schedule a pre-application meeting utilizes the City’s application method (this is usually requested via email; meetings require a 2-week lead time.).

7. The Executive Director will compile the information gathered from independent research and the pre-application meeting into a summary for the Board of Directors to review and provide final purchase approval.
   a. Site selection and approval will be consistent with the affiliate’s overall construction strategic plan, which at a minimum will adhere to the following production standards established by Habitat for Humanity, International:
      i. AAHFH will serve at least one family over a three-year period through a new home construction or rehabilitated home.

**C. Scheduling**
Each new home build will adhere to a general construction schedule that will begin in Mid-April-June and end approximately 6 months (weather depending). This schedule will be drafted by the Construction Manager by the following overarching building phases:
   a. Foundation (in general, the policy is to complete 2 foundations; one for the current build and the second for the next year’s build).
   b. Framing
   c. Roofing (to be completed by sub-contractor)
   d. Winter and Exterior Door Installation
   e. Exterior Trim and Siding
   f. Sheetrock (hanging, no tape)
   g. Painting
   h. Interior Trim and Doors
   i. Hanging of kitchen cabinets
   j. Landscaping

1. Construction will take place on Saturday’s. The Building Committee will supervise the work site and volunteers. Construction may also occur on Monday’s. Typically, the Building Committee will be the only staff on-site; however other skilled volunteers may also be invited to assist.
2. Core Volunteers (4-6/crew) will be recruited from local businesses/organizations.
a. Core Volunteers will commit to 4 consecutive Saturday builds.
   b. Core Volunteers will complete an online orientation.
   c. Core Volunteers will receive the priority of work.
3. Auxiliary Volunteers will consist of individuals and/or groups of 3 or less from the community and will generally be assigned to fill any gaps in the building phases.
   a. Auxiliary Volunteers will commit to at least 2 consecutive Saturday builds.
   b. Auxiliary Volunteers will complete an online orientation.
4. Individuals are not allowed to Volunteer at a Habitat build unless they have attended the required Volunteer Orientation.
5. The Executive Director or Designee will be responsible for coordinating Volunteer recruitment and initial orientation.
   a. Core and Auxiliary Volunteer schedules/assignments will be conveyed to the Construction Manager and Building Committee prior to each phase of the building (or as needed).
   b. The Construction Manager and/or Designee will ensure that all Volunteers sign-in at the start of their work day, as well as, provide daily safety training, which will include (See Safety Program Procedure):
      i. Emergency Procedures
      ii. Tool and Equipment Safety
      iii. Poisons and Toxic Substances
      iv. Fall prevention, including ladder safety
      v. Clean Work Site Plan
   c. All safety meetings will be recorded on the daily log and/or appropriate form.

D. Inspection
AAHFH will comply with the City of Albany’s Municipal Code, Chapter 18.08, wherein, “Construction or work for which a permit is required shall be subject to inspection by the Building Official and the construction or work shall remain accessible and exposed for inspection purposes until approved by the Building Official.”

In addition, the Construction Manager “will notify the Building Official that such work is ready for inspection, and to make provision for access during normal business hours.”

E. Budgeting
1. In general, AAHFH will finance new home builds through diverse revenue streams such as (no one source will exceed 40% of our annual operating budget):

   a. Current mortgage payments
   b. Mortgage Leveraging
      i. Selling of current mortgages to third-party lenders
      ii. Third-party financing of new home loans (e.g. the Oregon Bond Program)
   c. ReStore revenues
   d. Private donations (e.g. funds and/or material donations)
   e. Government
      i. Community Development Block Grants
      ii. Grants
      iii. USDA funding (rural areas only)
   f. Investments
      i. Edward Jones
      ii. Other
   g. Fundraising campaigns

2. Individual budget and materials list
   a. The Construction Manager will be responsible for preparing a house cost estimate, which will be reviewed by the Executive Director and Board, as appropriate. This cost estimate may include GIK donations.
      i. The approved cost estimate/materials list form will be utilized for this function.
   b. Costs will be reviewed by the Executive Director to ensure that the build remains on budget.

3. The Executive Director will compile a summary of the construction operations, costs, construction quality and safety on a monthly basis. This information will be reviewed by the Board and noted in the minutes.