

PREAMBLE

Habitat for Humanity of Kokomo Community Inc. shall provide the partner family with an affordable, decent home. It is the purpose of this document to describe what this statement means.

Affordable means that the partner can purchase the home via a 0% mortgage of approximately 15 years duration with a monthly payment less than or equal to 25% of their monthly gross income at the time of closing.

Decent is defined as suitable to the purpose or circumstance, adequate, passable, sufficient, and fitting.

Sustainable is defined as providing housing for people with methods, products, and processes that create healthy homes that are less expensive to operate, more durable, and that conserve energy throughout construction and after, thereby reducing the home's monthly and life cycle costs while increasing the efficiency and durability which in turn reduces the partner family's utility and maintenance costs while providing a healthy living environment.

To provide as many families as possible with decent housing and to spend monies of our contributors wisely, cost must be kept as low as possible without compromising the objective of decent housing. To this purpose, salvaged, used, donated, and discounted materials will be used in preference to new materials purchased on the open market. Before construction begins a complete detailed materials list will be developed. It will be followed to stay within the cost estimate for the project.

Habitat for Humanity of the Kokomo Community Inc. will meet the criteria for an affordable, decent home provided by Habitat for Humanity International and will meet all local, state, and federal codes.

DISCRETIONARY FUNDS

The partner family will be allotted a maximum of \$500.00 for special items in their home. Discretionary funds are meant to upgrade or individualize their house. For example, discretionary funds could be used to obtain fan/lights rather than ceiling lights, upgrade floor covering, stain interior trim, add windows, or increase the size of windows. The cost for the modification of standard items shall be the difference between the cost of the standard item and the cost of the requested item.

CHANGES in PLANS

A request for deviation from the planned construction must be communicated **officially**

through the family advocate to the chairperson of the construction committee in a timely manner. This means that the request should be made before materials are acquired and before construction reaches a stage that significant rework is required to accommodate the request.

The construction committee is the sole judge of the timeliness of requests.

The partner family and construction people are encouraged to discuss construction options at any time. The family advocate need not be present. However requests for changes must be made through the family advocate to the chairperson of the construction committee. Requests must be approved by the construction committee and will be communicated to the site supervisor and the family advocate by the chairperson of the construction committee. **Habitat for Humanity of the Kokomo community Inc. need not honor any statements about construction options made by anyone other than the chairperson of the construction committee.** Minor changes to the plans can be made on site with approval of the site supervisor and construction chairperson if it is deemed that the change is required in order to expedite the progress of the work.

Discretionary funds for each project are limited. Once funds are allocated and work begins to incorporate these features in a house, plans cannot be changed back and funds reallocated. Further when funds are allocated, changes are limited to those that can be accommodated with little or no expense.

CHOICES and QUALITY

Before and during construction of a home, all efforts will be made to provide the family with choices of style and color of items, subject to availability and cost considerations.

All construction will be performed in a workman like manner. While we seek to be the best builders of these homes, the family must understand that volunteers are performing the construction and there will be some cosmetic flaws. No flaws will jeopardize the structural integrity of the home. Given the way Habitat for Humanity operates and because of donated materials, there may be slight differences both inside and out in the look of Habitat houses of similar design.

IT IS THE RESPONSIBILITY OF THE PARTNER FAMILY TO KEEP THE JOB SITE CLEAN.

Habitat for Humanity of the Kokomo Community Inc. understands the desire of partner families for more of the good things in life and encourages them to strive for them. However if the partner family cannot accept the kind of home described in this document, the family should withdraw from the program. This will provide an opportunity for another family.

SPECIFICATIONS FOR A NEW SIMPLE DECENT HOME BUILT BY HABITAT FOR HUMANITY OF THE KOKOMO COMMUNITY INC.

SIZE AND EXTERIOR

1. The size of the new home will depend upon the number of bedrooms:
 - a. a three bedroom home will have a maximum of 1120 square feet.
 - b. a four bedroom home will have a maximum of 1240 square feet.
 - c. a five bedroom home will contain have a maximum of 1620 square feet.
 - d. no more than 120 square feet will be added for each additional bedroom.

The houses will generally conform to the specifications from Habitat for Humanity International.

2. The house may be constructed on a cement slab or crawl space.
3. The house will have maintenance free vinyl siding and soffit that is in stock at local suppliers.
4. The house will have double hung insulated glass windows channel that are in stock at local suppliers.
5. The house will have continuous gutters and down spouts.
6. The house will have a 36 inch steel front and back door. One door will be a 6 Panel door, and the other will be a 9 Lite 2 Panel door.
7. The house will have one covered concrete stoop with a deck area of approximately 130 square feet at one entrance. The other entrance will have a concrete stoop of approximately 21 square feet. If code requires railings around the stoop, one will be installed.
8. There will be a concrete sidewalk from the front door to the street or sidewalk. If the house has a back door or a side door a sidewalk will be installed to the nearest sidewalk or the parking area.
9. Two off-street asphalt or concrete parking spots shall be constructed on the lot. Each is required to be at least 9 feet wide and contain at least 180 square feet. A sidewalk will be installed from the nearest home entrance to the parking area.
10. The house will have a doorbell with buttons at each door.
11. The house will have front and back storm doors with screens.
12. The house will have two outside electrical outlets.
13. The house will have one outside water faucet.
14. The yard will be seeded with grass seed and one tree will be planted. Donations of plant material and offers to landscape homes will be accepted but are not guaranteed.
15. The house will have a light fixture at each exterior door. The cost of these fixtures shall be included within the interior light fixture budget.

FRAMING

16. The exterior walls will be framed with 2x4 studs 16 inch on center. The exterior sheathing will be 7/16 OSB and covered with Styrofoam with at R5 rating.
17. Interior walls shall use 2x4 studs sixteen inches on center.

UTILITIES

18. The house will have a new 200 ampere load center.

19. The house will have a new heating and air conditioning system.
20. The house will have a new on-demand gas water heater or high-efficiency electric hot water heater.
21. The house will have one telephone jack and one TV jack. Discretionary funds may be used to provide additional telephone and TV jacks.

BATHROOM

22. The house will have one bathroom, a bathroom and a half bathroom, or two bathrooms at the partner family's option. Full bathrooms may be compartmentalized. Homes with 4 or more bedrooms will have at least two bathrooms.
23. If the house has only one bathroom, it will have a one piece tub/shower. If the house has two or more bathrooms, one bathroom will have a one piece tub/shower and the other bathroom(s) may have a shower only at the partner family's option.
24. Each bathroom will have a bath fan and light combination.
25. All bath accessories shall be basic chrome. There shall be one 24" towel bar, one 18" towel bar, one toilet paper holder, and one straight shower rod.
26. All faucets shall be brand name washer less. The cost of the kitchen faucet, the bathroom lavatory faucets, the bathtub/shower faucets, the shower rod, the towel rods, and toilet paper holder shall be less than \$400.

INTERIOR

27. Interior doors shall be paint grade 6 panel doors.
28. Interior trim shall be paint grade casing and baseboard.
29. There shall be passage locksets on all interior doors other than bathrooms or bedrooms with bathrooms. Bathrooms shall have a privacy lockset. Bedrooms with bathrooms shall have a privacy lockset on either the bathroom door or the bedroom door at the partner family's option. These locksets shall be basic polished brass or other equally priced finishes.

INTERIOR LIGHTING

30. The house will have one fixed light fixture in each room and in any hall way over 10 feet long.
31. The house will have one light fixture over the kitchen sink.
32. All lights will be controlled by a single switch except the hallway, kitchen, or living room.
33. The cost for all interior and exterior light fixtures shall not exceed \$350.

KITCHEN

34. Partner families may choose cabinets in stock from local suppliers. The cabinet area shall not exceed 18 linear feet of base cabinet frontage (including the stove and dishwasher but not the refrigerator).
35. The house shall have a white or almond ducted range hood.
36. The kitchen counter top shall be standard full form and a color available at local suppliers.

37. The kitchen sink shall be an 8" deep stainless steel double bowl.
38. All faucets shall be name brand washer less. The cost of this faucet shall be included within the bathroom fixtures budget.

CLOSETS

39. Each bedroom shall have a closet with a single shelf and rod.
40. The linen closet shall have four shelves, and the entry closet shall have a shelf and rod.

INTERIOR PAINT

41. The house shall be painted using colors chosen by the family. No more than 4 colors may be used.
42. Interior trim shall match the room color or be painted a variation of white at the partner family's option.
43. Semi-gloss paint shall be used in the kitchen, utility room, and bathroom(s); flat shall be used in all other rooms.
44. Appropriate paint shall be added to the ceiling drywall compound for all (or specified) rooms.

FLOORING

45. For interior flooring, the partner family may choose wall-to-wall carpet not to exceed \$1.50 per square foot, ceramic tile not to exceed \$1.50 per square foot, or laminate flooring not to exceed \$2.00 per square foot (laminate flooring is not recommended in kitchen, bath or utility rooms).

SAFETY and SECURITY

46. The house shall have smoke and carbon monoxide detectors that conform to the building code.
47. Entry doors will have a lockset and dead bolt. These locksets shall be basic polished brass or other equally priced finishes.

APPLIANCES

48. Each home will be supplied with the stove and refrigerator provided by Whirlpool. If desired, a dishwasher, garbage disposal, microwave oven, clothes washer, or clothes dryer may be ordered from Whirlpool at HFHK's cost. The cost of these items will be added to mortgage. If the family leaves home before life of mortgage, appliances must remain with the home. This feature is available only as long as the program between HFHI and Whirlpool is in place.

STORAGE SHED

49. The house shall have an 8 foot by 12 foot storage shed with a door at least 36 inches wide for the family to use as storage.

ENERGY STAR SPECIFICATIONS

50. The home shall meet the current Energy Star Qualified Homes National Program Requirements.

REHABILITATED HOMES

Homes acquired for rehabilitation for partner families will generally meet these specifications upon completion of the rehabilitation. However Habitat for Humanity of Kokomo Community Inc. will not undertake major structural changes or footprint enlargement to meet the square footage requirements in Specification No. 1. Also it may not be feasible to meet all the specifications for new homes because of the way older homes were constructed. In particular, Energy Star requirements may not be achieved. Rehabilitated homes will be structurally sound, have safe and efficient as possible electrical, water, heating, cooling, and waste systems. Existing garages will be rehabilitated if the condition of the building warrants it. Otherwise it will be demolished. A garage may serve in lieu of a storage shed.

-This revision approved by Board action 1/20/2015