



U.S. Department of Housing and Urban Development  
Community Planning and Development

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Special Attention of:

**Notice:** CPD xx-xxx

All Regional Directors  
All Field Office Directors  
All CPD Division Directors

Issued: February 19, 2013

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**SUBJECT: Guidance on the Community Planning and Development Green Building Retrofit Checklist**

**I. Purpose**

This Notice provides the attached Green Building Retrofit Checklist for use by communities undertaking residential rehabilitation activities. The goal of the Checklist is to promote and encourage the use of energy efficiency and green building practices by helping communities to seamlessly incorporate these practices into their residential improvement programs.

**II. Applicability**

This Notice assists CPD grantees implementing residential rehabilitation programs. Future enhancements to the IDIS grant reporting systems will allow CPD HOME Investment Partnerships program and Community Development Block Grant (CDBG) program grantees to take credit for units that incorporate sufficient Checklist practices to achieve “Green Retrofit” status.

**III. Background**

The Checklist is provided as a comprehensive set of measures for CPD grantees undertaking energy efficiency and green building rehabilitation activities. The checklist is based on specifications originally developed under the Neighborhood Stabilization Program (NSP) and already in use in many communities. The measures may apply to single-family properties, multifamily properties, or both, as indicated in the Checklist.

The Checklist includes specific measures for water conservation, energy efficiency, and indoor air quality. To achieve Green Retrofit status for a housing activity or project, the grantee must follow the entire checklist and apply all measures within the Checklist to the extent applicable to the particular building type being rehabilitated. The Checklist uses the phrase “when replacing” to indicate that specified green improvements, products, and fixtures are required only when replacing those elements during the normal course of the rehabilitation work.

Additional detailed information for each measure is provided in the following set of specifications: (i) Multifamily Rehabilitation Project Specifications Template for NSP Grant

Recipients (<https://hudnsphelp.info/media/resources/NSPMFRehabSpecsTemplate.doc>); and (ii) Single-Family Housing Rehabilitation Specifications, Including Green Specifications (<https://www.onecpd.info/resources/documents/SingleFamilyHousingRehabilitationStandard.doc>). These specifications also include guidance on customization for the regional climate, housing stock and relevant building codes.

The Checklist and associated specifications also reference the following nationally-recognized building codes:

- 2009 ICC International Energy Conservation Code (IECC), required in the Checklist when insulating attic space. (<http://www.iccsafe.org/Pages/default.aspx>)
- ASHRAE 90.1-2007, sets minimum energy standards for buildings except low-rise residential buildings. Required in the Checklist when replacing heating and cooling units in high-rise residential buildings. (<https://www.ashrae.org/standards-research--technology/standards--guidelines>)
- ASHRAE 62.1-2010 and 62.2-2010, sets minimum standards for ventilation for indoor air quality for common areas in mid- and high-rise buildings, and low-rise residential buildings, respectively. (<https://www.ashrae.org/standards-research--technology/standards--guidelines>)

Should you have any questions regarding this notice, please contact NAME, TITLE at (202) XXX-XXXX.

Notices are available online at:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips/notices/cpd](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/notices/cpd)

Attachments