



Reference Manual #36: Housing Management

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Park Facility Management Division

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1.0 Purpose and Use

Purpose

This reference manual provides guidance for administering, operating and managing National Park Service (NPS) employee housing (also known as Government Furnished Quarters), by addressing both the administrative and facility management aspects of the Housing Management Program. For many parks, separate offices within the park or the region attend to these functions, working together to create a dynamic, comprehensive housing program. As changes occur, procedures improve or develop, that information will be transmitted to parks and offices in a timely manner.

This manual supplies parks and offices with the following:

- Overview of regulations for acquiring, utilizing, managing and disposing of Government-furnished housing.
- Regulations for establishing and collecting rental rates and charges for related facilities.
- Tool that offers the best practices to determine the most cost-effective and efficient use of structures.
- Guideline to managers and employees that clarifies the landlord-tenant relationship, that is, NPS assumes the customary responsibilities of the landlord and those who occupy rental quarters assume the customary responsibilities of tenants.

1.1 Use

Parks and central offices that use this reference manual must abide by all applicable laws, regulations, Office of Management and Budget (OMB) Circulars A-11, A-25 and A-45, the Departmental Manual (Quarters Management 400 DM 3 and associated Housing Management Handbook), pertinent regional rental-rate survey reports, NPS Management Policies (Chapter 9), and Director's Order #36.

By using an interdisciplinary team approach to the Housing Management Program, parks and offices can draw in expertise from maintenance, personnel, cultural and natural resources, law enforcement, fire management and others, as appropriate.

The manual extends guidance for all phases of housing program management. Regulations and procedures apply to all NPS-owned or leased housing units rented in support of Federal programs, whether rented to employees of the NPS, employees of another Interior bureau, another Federal agency, or to non-Federal tenants who are housed in order to accomplish the mission of NPS.

1.2 Revisions

The Washington (WASO) Housing Office is responsible for all revisions to this reference manual. Requests for changes or amendments to the manual should be submitted to the WASO Housing Office.

2.0 Housing Authorities and Policies

Mission Statement

The mission of the National Park Service (NPS) Housing Management Program is to ensure that the park areas that need to provide housing do so in a manner consistent with public laws and other directives; have the resources to provide, maintain and operate housing units in a good or better condition; and ensure that housing units are managed as assets through proper asset management practices.

2.1 Authorities

Parks must comply with all applicable Federal laws and regulations that pertain to housing. This includes the administrative aspects of the program that address the process for determining rental rates and rent collection, as well as the maintenance and operation of housing units and construction and rehabilitation standards. The following is a brief synopsis of the most commonly applied regulations. For complete information, consult the Department of the Interior Housing Management Handbook (400 DM 3), Chapter 2.

The National Park Service Organic Act of August 25, 1916, (16 USC 1-a) established the National Park Service.

Public Law 88-459 (5 USC 5911) authorizes agencies to provide Government housing to employees only when conditions of employment or availability of housing warrant such actions. It also allows for the collection of rent and charges for facilities. Rental rates should be based on reasonable value and the collection of rent will be done through payroll deduction.

Public Law 89-554 (5 USC 5536) prohibits the establishment of rental rates or other charges that would: provide a subsidy; serve as an inducement in the recruitment or retention of employees; or encourage the occupancy of existing housing. Such actions constitute the provision of additional pay or allowances, which is prohibited.

Public Laws 98-473 and 100-446 require rental receipts to be deposited in a special fund, where they remain until used exclusively for the maintenance and operation of housing units.

Public Law 100-446 rescinds the provisions of Public Law 98-473 that restricted the use of rents and charges collected through payroll deduction to only the parks where the funds were collected. Any portion of, or all, rental receipts can now be transferred to another park. The funds can only be used for expenses related to housing maintenance and operation. See Chapter 6; Section 6.14 Rental Income/Expenditures.

Public Law 104-333 (16 USC 17 (c)), Omnibus Parks and Public Lands Management Act of 1996, expands the options available for the construction and repair of essential Government housing, and the alternatives to onsite Government housing. It promotes reliance on the private sector to finance or supply housing to the maximum extent possible, in order to reduce the need for Federal appropriations. It also calls for eliminating Government-housing units that are not needed and stipulates that needed Government housing should be situated in a manner that does not harm primary resource values. See Appendix 2-3.

Office of Management and Budget Circulars:

- A-11 Preparation and Submission of Budget Estimates sets forth policies related to budgeting and planning for the construction of housing units.
- A-25 User Charges establishes Federal policy regarding fees assessed for Government services, and for sale or use of Government goods or resources. It provides information about the scope and types of activities that are subject to user charges, and how those charges are to be set. In addition, it provides guidance for agency implementation of charges and the disposition of receipts collected.
- A-45 Rental and Construction of Government Quarters contains procedures for establishing rental rates and charges for related facilities that are provided to tenants, and contains construction standards for housing units.

Departmental Housing Management Handbook contains all background information, laws, and regulations pertaining to the administrative aspects of the program that addresses: the establishment of rental rates and rent collection; the maintenance and operation of housing units; and construction and rehabilitation standards.

NPS Management Policies, Section 4.3, Employee Housing, and Chapter 9, Park Facilities govern housing management for NPS employees and other members of the National Park System work force.

2.2 Director's Orders and Other References for Housing Management

- Director's Order #2: Park Planning
- Director's Order #2-1: Resource Stewardship Planning
- Director's Order #7: Volunteers in Parks
- Director's Order #9: Law Enforcement Program
- Director's Order #12: Conservation Planning, Environmental Impact Analysis, and Decision-making
- Director's Order #13A: Environmental Management Systems
- Director's Order #15: NPS Wireless Spectrum Management
- Director's Order #16A: Reasonable Accommodation for Applicants and Employees with Disabilities
- Director's Order #20: Agreements
- Director's Order #28; Cultural Resource Management
- Director's Order #32: Cooperating Associations
- Director's Order #38: Real Property Leasing
- Director's Order #42: Accessibility for Visitors With Disabilities
- Director's Order #44: Personal Property Management
- Director's Order #50B: Occupational Safety and Health Program
- Director's Order #50C: Public Risk Management
- Director's Order #58: Structural Fire Management
- Director's Order #77-7 Natural Resources, Integrated Pest Management
- Director's Order #80: Asset Management
- Director's Order #83: Public Health
- Director's Order #89: Acquisition and Management of Leased Space

- Director's Order #90: Value Analysis

2.3 Roles and Responsibilities

The following lists describe the roles and responsibilities related to the operation of the Housing Management Program. A list of WASO and regional contacts is available in Appendix 2-1.

2.3.1 WASO

2.3.1.1 Director

- Responsible for implementing the Secretary of the Interior's housing program.
- Approves housing construction that exceeds acceptable NPS Construction Cost Model estimated percentages.
- Approves all requests for re-certification of housing needs.
- Approves required occupancy determinations for superintendents

2.3.1.2 Associate Director, Park Planning, Facilities and Lands

- Oversees operation of the Servicewide Housing Management Program.
- Represents NPS to the Department, Congress, Office of Management and Budget (OMB) the Congressional Budget Office (CBO), General Accountability Office (GAO) and others.
- Provides reports to Congress, Office of the Inspector General, CBO, OMB, and others.
- Approves all requests for new housing and related correspondence.
- Approves requests for Required Occupancy determinations outside of the normal interpretation

2.3.1.3 WASO Housing Office

- Establishes and interprets Servicewide policies and procedures and gives program guidance and direction to the regional offices and parks.
- Provides Federal regulatory updates, NPS management guidelines updates and general technical information to regional offices and park areas.
- Reviews and recommends requests for construction and acquisition of new, additional or replacement housing before it is used, occupied and added to the housing inventory
- Reviews and recommends requests for use of any facility as Government housing. Requests should be considered only where it is certified, necessary and appropriate, and where there is a documented need.
- Provides guidance, technical and administrative support to regional offices and parks.
- Provides information and training for housing management policies and procedures to regional offices.

- Manages Housing Initiative Funds.
- Reviews and recommends all requests for the continued use of obsolete housing that will be submitted for the approval of the Director.
- Maintains Servicewide databases for housing inventory: QMIS, FMSS and the webpage application.

2.3.2 Regions

2.3.2.1 Regional Director

- Responsible for Regional Housing Management Program.
- Designates Housing Coordinator, Facility Manager, and specified points of contact for the region.
- Ensures that superintendents are accountable for implementing the Housing Management Program in accordance with all related laws and policies that affect housing.
- Approves Housing Management Plans, including required-occupancy plans.
- Makes final decisions on requests for release of required occupancy.
- Approves required occupancy certifications for all, except Superintendents, whose approval is at the Director level.

2.3.2.2 Regional Housing Coordinator

- Provides guidance and technical information on housing.
- Reviews rental rates of park superintendents and park housing officials who reside in Government housing.
- Maintains and verifies certain data fields, such as NEC and CPI, and survey regions for accuracy of the housing inventory within Quarters Management Information System (QMIS). Updates database from park-provided inventories and provides computerized annual updates to the WASO Housing Office.
- Coordinates and provides information on all acquisitions, new construction or replacement of housing.
- Provides guidance to park superintendent and park housing officer for tenant issues.
- Acts as liaison between park and WASO Housing Office for all housing issues.
- Reviews and recommends for approval all park Housing Management Plans submitted to the Regional Director.
- Reviews and recommends requests for construction and acquisition of new, additional or replacement housing before it is used, occupied, and added to the housing inventory.

- Reviews and recommends requests for use of any facility as Government housing. Requests should be considered only where it is certified, necessary and appropriate, and where there is a documented need.
- Reviews and recommends all requests for the continued use of obsolete housing that will be submitted for the approval of the Director.
- Provides implementation guidance to parks for new policies, guidelines and processes.

2.3.2.3 Regional Facility Manager

- Coordinates priorities for regional Housing Improvement Program.
- Manages Project Management Information System (PMIS) data for housing projects.
- Ensures completion of Life-Cycle Cost Analysis, when necessary.
- Manages Facility Management Software System (FMSS) data related to employee housing.

2.3.3 Parks

2.3.3.1 Superintendent

- Ensures that housing management staff is informed of all applicable housing laws, and that they understand NPS and Departmental policies and procedures in order to guarantee accountability for their specific housing management responsibilities, as stated in Director's Order 36 (DO #36) and this Reference Manual.
- Ensures that a park's Housing Management Plan is in compliance with NPS policies and guidelines, is current, and is approved by the Regional Director.
- Ensures that performance measures for housing management staff are in place, assuring compliance with NPS housing policy and other related guidelines.
- Ensures that park housing units: have been approved by the Associate Director, Park Planning, Facilities and Lands prior to use; are consistent with approved Housing Management Plans; and are maintained in the official database in accordance with Departmental guidelines.
- Ensures that all new, replacement and existing housing is carefully evaluated for soundness, cost-effectiveness and compliance with NPS standards and applicable local health and safety laws and regulations to maintain units in good condition.
- Ensures that rents are collected from tenants of Government housing in accordance with Departmental policy and guidelines, and are consistent with the laws and regulations for housing management.
- Ensures that tenants are informed of all appropriate housing issues including health hazards (e.g., lead-based paint, radon.)
- Ensures that tenants comply with all terms of housing rental agreements.

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- Ensures that requests for reconsideration of rental rates receive responses and employees are informed of their rights to exercise official claims.
 - Ensures implementation of alternative solutions to on-site housing is coordinated with the regional office and the WASO Housing Office.
 - Ensures that planned actions for housing units are documented in the HMP, and that housing unit data is accurately maintained in QMIS, and they are consistent with Asset Management Plans and other Facility Management Programs (i.e., FMSS).
 - Determines required occupancy needs.

2.3.3.2 Housing Management Staff

- Ensures compliance with Departmental procedures for the establishment, implementation and collection of rental rates.
- Develops a housing assignment policy.
- Reviews annually the Rental Income and Expenditure Program, and provide the regional housing coordinator with documentation on the Rental Income and Expenditure Report.
- Develops a draft Housing Management Plan that includes a local market analysis, needs assessment and a plan for excess housing.
- Recommends all required occupancy positions and develops a Required Occupancy Plan.
- Develops a strategy to eliminate trailers, obsolete housing and unnecessary housing.
- Develops strategies for rehabilitating units into good condition.
- Submits justification for new or replacement housing, including leasing of private-sector housing and trailer spaces.
- Manages the input and maintenance of QMIS computerized inventory database to assure current, accurate inventory.
- Provides tenants with inventory and information needed to verify rental calculations.
- Acts as liaison to attempt to resolve conflicts with tenants and others.
- Responsible for sharing information with the tenant regarding how rents are set and how required occupancy is determined.
- Provides required documentation to tenants on health hazards (i.e., lead paint, radon, and asbestos).
- Responsible for Operation and Maintenance of housing units.

2.3.3.3 Facility Management Staff

- Reviews Servicewide Comprehensive Call guidance for budget request.
- Ensures familiarity with all housing funding criteria (see Appendix 5 -2 and 5-3).

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- Provides necessary information and data for housing projects entered into Project Management Information System (PMIS) for funding.
 - Completes PMIS status or completion reports for housing projects.
 - Uses the NPS Construction Cost Model and the NPS Rehabilitation Cost Model for cost estimates when appropriate.
 - Prepares and submits to WASO the spending plans for all obsolete housing/trailer replacement projects and approved housing rehabilitation projects that cost more than \$100,000.
 - Ensures that the Housing Business Practices are followed when entering data into the FMSS program.
 - Strives to ensure that funded projects are obligated in the year funded and allocated to assure increased obligation rates.
 - Ensures that rents are paid via payroll deduction or bills of collection and proper deductions are taken as determined by QMIS and the signed Housing Assignment Agreement.
 - Responsible for the maintenance of park housing.
 - Responsible for the safety and health concerns outlined in Section 5.0.
 - Ensures that visitors and employees with disabilities have access to the same services and opportunities provided to all other visitors and employees, including accessible housing.

2.3.3.4 Tenants

- Occupy Government housing only as authorized by park management.
- Maintain conditions established by the Housing Assignment Agreement, and Departmental and NPS park policies.
- Verify and confirm inventory and rental calculations for accuracy.
- Follow the superintendent's directives for park housing.
- Maintain housing unit and premises in a clean and safe condition.
- Notify facility management staff of any critical maintenance need to avoid further damage or costly repairs.
- Pay utility bills promptly to local provider.

2.3.3.5 NPS Statistics

NPS housing originated with the management of military housing facilities in the remotely located natural areas that became the National Park System in 1916. Today the housing inventory of the NPS numbers over 5,000 and includes a diversity of housing units ranging from single-family units, apartments, cabins, trailers and RV sites.

Park Service housing consists of a variety of housing, from older houses built before park units were established to housing built during two major construction periods in the 1920s and 1930s, 1956 and 1966. In 1988, a third major housing construction initiative was provided by Congress to eliminate trailers and build permanent structures. A portion of this funding was also designated to repair and rehabilitate poor conditioned housing.

The Housing Inventory is an important part of the NPS employee Housing Management Program. The computerized inventories provide information which can be used by WASO, Regional Directors' staff, Clusters, SOs and parks to project funding needs and prioritize facility management and replacement projects. The inventory is also used to meet the record keeping and reporting requirements of the Department.

The Housing Inventory is a park-level, hands-on, computerized Departmental program called Quarters Management Information System (QMIS). The Departmental program, which is used Servicewide is maintained at the park level and gives parks the information on housing structures to set rental rates and manage their housing program. The data is rolled up first to a Regional/SO or Cluster level and then rolled up to update a Servicewide housing database located in the WASO Housing Office, and a Departmental database managed by the Departmental Quarters Office in Denver, Colorado.

2.3.3.6 NPS Housing Initiative Funding

The NPS has received funding since FY 1989 for the rehabilitation of existing housing units and the replacement of trailers and obsolete units with permanent structures, where needed. The WASO Housing Office allocates portions of this budget to trailer replacement projects and housing rehabilitation projects.

The funds are distributed to the regions for specific projects, based on requests submitted to the WASO Housing Office from the Regional Directors. Construction contracts should be packaged with additive structural bid items to help ensure projects can be awarded within available funds in case of higher than expected bids. Contingency funds will generally be disbursed only for necessary additional work during construction, required due to unforeseen conditions. A request must be submitted in writing using the Request for Housing Initiative Contingency Funds Form which can be found in the forms section of this Handbook.

To address the most critical Servicewide projects funding priorities are determined based on a Servicewide rating criteria. This criteria and other funding guidelines for the Housing Improvement Program are available on the WASO Housing Management website. See Appendix 5-3 for Servicewide rating criteria for housing rehabilitation funding and trailer replacement funding. For more information on Housing Initiative Funding, contact the Regional Housing Program Agent/Coordinator, the Regional/SO Facility Management Office or the Regional Budget Office.

3.0 Occupancy Determinations

3.1 Occupancy

It is the policy of the National Park Service to generally rely on the private sector to provide housing for NPS employees. If reasonable price and quality housing is not available in the private sector, the service will provide only the number of housing units necessary to support the NPS mission.

Occupancy may be permitted or may be required to provide for timely response to park protection needs, to ensure reasonable deterrence to prevent threats to resources, and to protect the health and safety of visitors and employees. Acceptable and appropriate locations for employee housing will be determined based on these prevention or response services provided for the benefit of the Government in meeting the NPS Mission.

3.2 Required Occupancy

A position is designated as a required occupant position when it is determined that essential services cannot be rendered or that property of the Government cannot be protected without requiring the incumbent, of that position, to live in Government housing. In determining the need for a required occupant position, park managers must ensure that the person must be engaged in response to emergencies involving human life and safety and/or law enforcement protection of park resources.

The decision to require occupancy of Government housing is a park management determination - not an employee determination. Required occupancy may not be established solely to achieve a high occupancy rate, or as a means of forcing efficient use of existing housing. It is the policy of the NPS that employees will not be required to occupy Government housing unless all of the following conditions are met.

- Occupancy is required for the provision of essential services for the protection of human life and law enforcement protection of property when living in the local community precludes an employee's ability to meet designated response times.
- Occupancy is required as a condition of employment in the job announcement, position description and the SF-50. This means that the employee is required to accept housing in order to be able to properly perform the duties of his/her employment. The requirement is associated with his/her profession, position, special training or required special abilities. This does not mean that the employees must have been compelled to accept housing to secure or retain employment, nor is the mere presence of a statement to this effect in an employment agreement sufficient. Rather, this condition relates to a practical working necessity for the proper performance of assigned duties.
- Occupancy is required for the convenience of the Government - not the employee. That is, the requirement for occupancy of the unit will be associated with the need for any responsibilities of a particular position, rather than the personal preference of the individual who happens to encumber the position at the moment. Thus, where there is an historic pattern of alternating occupancy between "required" and "permitted" to accommodate the desires of the employee, occupancy will not be regarded as "required," since in such cases, occupancy is not for the convenience of the Government.

In determining required occupancy needs, park managers should also consider the following:

- Identify Response Activities: law enforcement, emergency medical services (EMS), Search and Rescue (SAR), structural and wildland fire, resource protection, major utility system failure or snowplowing. Other activities deemed needing emergency response may require additional approval by the Regional Director or the WASO Housing Office.

- Rationale/justification: should include documentation of severity and frequency of incidents, memorandums of understanding, and documentation of after-hours call out/call back records.
- Response time determinations must be based on Benchmark criteria (i.e., FBI recommended national norms, OSHA recommendations, EMS standards, NFPA standards, collections protection standards etc.).
- Alternatives to requiring on-site housing (i.e., alarms, fire sprinkler system, contractor, on-call, 24-hour coverage, change in response time and/or response zone designation, etc.).

Park management required occupancy determinations are normally approved by the Regional Director. However, any required occupancy determination outside of the normal interpretation¹ must be approved by the Associate Director, Park Planning, Facilities and Lands. In addition, when a superintendent determines his/her need, or the deputy superintendent, for required occupancy status must be approved by the Director, National Park Service.

In required occupancy instances, the housing unit owned by the Government is often considered the primary residence of an employee. A primary residence is defined as a unit that is:

- Occupied by the employee as a dwelling, where the employee spends a significant proportion of off-duty time, and when on-duty, performs the duties necessary for required occupancy.
- Where the employee sleeps, prepares meals, eats, leaves to report to work.
- Where the employee is contacted to perform after-duty emergency response for protection or service.
- Where the employee can be contacted when not on duty and where the employee receives personal telephone calls.
- Where the employee receives mail from the post office.
- Identified as the home of record for voting, school and tax purposes; and the address listed on documents, such as the employee's driver's license, hunting and fishing licenses, vehicle registration and personal checks (applies particularly to those with permanent employment).

Just having payroll deductions or paying rent does not meet the obligation for required occupancy. Although a required-occupant is entitled to as much freedom of movement as any other employee, the assumption is that such employees will spend a greater amount of free time in or around their residence. The presumption, therefore, exists that these employees would be available to fulfill essential service and/or protection after hours in accordance with their position description. Required occupancy exists for these employees to respond quickly to emergencies during their off duty hours. If park managers and/or supervisors determine that some restrictions of an employees'

¹ Normal interpretation of "protection of life" is human life and the normal interpretation of "protection of resources or property" is law enforcement protection of resources or property.

activities during off-duty hours is necessary in order to assure the availability of staff support, restrictions may be imposed under a supervisor's authority to place any employee in on-call or standby status. However, such restrictions may not be imposed as a condition of required occupancy.

Because many of the questions and issues often raised by employees and supervisors in connection with required occupancy actually relate to employee compensation, it is important that all concerned have a thorough understanding of the policies and regulations related to on-call and standby status. Questions should be addressed to the appropriate Human Resources office.

The determination that an employee is a required occupant must be supported by fact and clearly documented.

3.2.1 Certification of Required Occupancy

Regional Directors will certify all required occupancy positions except those of superintendents and deputy superintendents - whose approval for required occupancy status is at the Director level and those outside of the normal interpretation which require Associate Director, Park Planning, Facilities and Lands approval. This authority cannot be delegated to a lower level. In rare cases, a superintendent might be considered a required occupant but only where he/she is fulfilling an emergency response activity related to a condition of employment. That activity would also need to be articulated in the Position Description.

A Certification of Required Occupancy (Form 10-383 A and B) will be completed for each position by park management. Park management and the appropriate Human Resources official will sign the 10-383 A prior to submittal to the Regional Director for certification. Employee must sign Part B to acknowledge that the position he/she is occupying is designated a required occupant position, and the person understands the potential tax and retirement liabilities. The original 10-383 A Form will be submitted to the Regional Director for signature. After the Regional Director has signed the 10-383 A, the original form will be returned to the park. (A copy of Form 10-383 A should be retained at the Regional Office.). The original form 10-383 A and B should be filed in the incumbent's Official Personnel File (OPF), with a copy retained in the park's housing office.

3.2.2 Encumbered Positions

Required occupancy should not be established while a position is encumbered (filled), unless justified by a serious and immediate need, and the affected incumbent agrees voluntarily to such a designation. In such cases, applicable changes will be made in the incumbent's position description, and written notice must be provided to the affected employee at least 30 days prior to the effective date of the required occupancy.

3.2.3 Official Personnel File

The immediate supervisor (through established regional channels) will notify the servicing Human Resources office within the same pay period when a required occupant employee assumes or vacates Government housing. The notification will be a SF-52 requesting an appropriate personnel action and indicating the change to occupancy status in the action, as well as in the remarks. The remarks section of the SF-50 generated will contain a statement indicating the required occupancy status.

3.2.4 Position Classification

Position descriptions for employees who occupy Government housing as part of the requirements of the position must include the fact that the employee is required to occupy Government housing as a condition of employment and meet an established response time.

3.2.5 Vacancy Announcements

For positions where required occupancy is a condition of employment, this requirement or potential requirement must be included in all vacancy announcements.

3.2.6 Appeals of Required Occupancy Determinations

Required occupancy is a condition of employment and is stated as such in vacancy announcements or advertisements. Once someone is hired for this type of position, that person is expected to occupy the identified unit. Should the employee choose to appeal the required occupancy condition, that employee must file the appeal in writing to the superintendent within 30 days of selection to the position. The superintendent has 30 days to respond to the employee. An employee-tenant who does not agree with the superintendent's decision may request a decision from the Regional Director within 30 days. A tenant who wishes to appeal the Regional Director's decision must do so through their managing human resources office, because required occupancy is a condition of employment and therefore an exception to the grievance procedures used for rental appeals through the Office of Hearings and Appeals.

3.2.7 Employee Requests to be Released from Required Occupancy

In fairness and equity to all employees, and to ensure that field managers can fully address their operational responsibilities, employees may request that their position no longer have a condition to occupy Government housing and that they be released from required occupancy for medical reasons, educational needs of dependent children, the need to house aged or debilitated relatives, or because of unforeseen financial burdens. However, approval for such a release may be conditional upon finding a replacement for the required position needs. In considering employee appeals, the fullest consideration should be given to the personal desires of the employee, subject only to the paramount requirements of the NPS.

3.2.8 Union Contracts

The Department's Office of Personnel will be responsible for National Consultation Rights obligations with Federal employee unions. Regions and/or parks will notify local unions which represent employees affected by these instructions and satisfy impact and implementation obligations for collective bargaining. Where collective bargaining occurs, regions should ensure the WASO Housing Office is aware of all transactions.

3.3 Permitted Occupancy

Permitted occupancy is allowed as a benefit to the park. Benefit to the park is intended to make clear that housing must be justified based on direct mission-related functions that cannot be accomplished unless housing is provided. Justification for permitted occupancy is based on the existence of a direct mission-related factor, such as: inadequate local market remoteness, community involvement needs, back-up emergency response, deterrence, non-paid entities supporting park mission, temporary work force, or use of historic structures. All reasonable

alternatives should be considered before determining employees for permitted occupancy. Once all reasonable alternatives have been exhausted, the units that are needed for permitted occupancy are documented as being beneficial to the park and identified. Employees who occupy these units do not receive housing as a condition of employment and are considered non-required/permitted occupants.

3.3.1 Superintendent or Deputy Superintendent Permitted Occupancy of Housing

In some cases, superintendents or deputy superintendents live in park housing because their duties and responsibilities often carry over into non-business hours.

Superintendents may occupy Government housing as permitted occupants for a number of reasons, including:

- Conditions of the resource dictate presence.
- Necessity to be within the park to have awareness of issues.
- Enhance credibility with partners and local community.
- Advance good community relations in critical areas.
- Maintain credibility with staff in remote housing areas.
- Ensure ability to host high-level Government officials within park.
- Participate in special events and other activities at high-profile parks.

While the Director approves the required occupancy status of a superintendent and/or deputy superintendent in a park, as mentioned in Section 2.3.1, the Regional Director approves the permitted occupancy status of a superintendent or deputy superintendent.

3.3.2 Non-NPS Tenants – Volunteers, Student Conservation Association and Essential Cooperators

3.3.2.1 Volunteers

Volunteers (VIPs) may be lodged in Government housing as authorized by the Volunteers in Parks Act of 1969, when said housing is not needed for paid employees. VIPs should work a minimum of 30 hours per week in return for housing or trailer pads. As a matter of policy, volunteers will not be charged rent or utility costs for such occupancy. Because the VIP is working as an incidental service in support of a program, the rental rate and utilities will be paid by the park. Superintendents will determine which park office or benefitting account will pay rent and utilities for the units being used by VIPs and reimburse the park's housing rental income account for the full rent and utilities. Excessive cleaning and damage will be billed directly to the VIP in the form of a Bill for Collection. If the VIP is non-compliant, the benefitting account is expected to pay for any excessive cleaning or damages to the unit.

3.3.2.2 Student Conservation Association

Although not required by contract, the Government can provide housing for residents in the Student Conservation Association (SCA) for the purpose of training, developing and educating selected persons in the principles and practices of resource management if such housing is available. There will be no charge to participants or the SCA, contingent upon availability and in accordance with park unit regulations during the period of their assignments. The park office using

the SCA will be considered the benefitting account and will reimburse the park housing rental income account for full rental rates and utilities, plus any excessive cleaning and damage. SCA housing needs can be fulfilled utilizing the benefitting account and/or SCA funds to pay for lease/rent in the local community as well.

3.3.2.3 Essential Cooperators

Essential cooperators, such as teachers, law enforcement officers, medical personnel, magistrates, postal employees, concession employees, contractors, researchers, etc., occupying Government housing must have Forms 10-380, Housing Assignment Agreement and 10-378A, Monthly Rental and Adjustment Calculation. Administrative adjustments will be applied in the same manner as in the case of Service employees. Rental payments will be charged via a Bill for Collection.

Due to contractual agreements, some concession employees will not be paying rent directly to the park's housing account but through the concessions contract.

3.4 Rental of NPS Housing to Other Government Agencies and Private Sector

3.4.1 Interior Employees (other than NPS)

Renting to other Department of the Interior employees is not considered to be the same as renting to the general public; the rental rate will be the same as if an NPS employee were occupying the Government-owned house. In these instances, a Bill for Collection or memorandum of understanding with the agency/tenant can be used as alternatives to the payroll-deduction method of payment.

3.4.2 Other Government Employees

When another Government agency formally requests (in writing) the use of housing that is unoccupied, or awaiting program use or disposal, the process to establish a rental rate will be the same as if the housing were to be occupied by an NPS employee. Form 10-380, the Housing Assignment Agreement, must be completed. Rental payment is transacted through a Bill for Collection. The park superintendent should annually review situations requiring a continued need to house other Government employees.

3.4.3 Private Sector

When NPS-owned or leased Government housing is unoccupied, pending program use or disposal, it may be in the Government's interest to have the housing temporarily occupied. If housing is rented to non-Federal tenants, rental charges are to be set in accordance with DO #38, which requires the establishment of a "fair market" rent when renting to non-Federal tenants. This can either be done through QMIS by using the non-Federal rent or by market analysis.

Housing should not be retained solely because rent-paying tenants occupy it.

4.0 Housing Management Plan

A Housing Management Plan (HMP) is a document that includes justification for a particular park area(s) needing housing. Each superintendent of a park with housing will submit an HMP to the appropriate Regional Director for approval. The HMP cannot be in effect for more than five years

without being updated. A current HMP must be submitted electronically and on file in the WASO Housing Office, regardless of funding requests, as required by the NPS.

The HMP must include a Housing Needs Analysis, as required by the Department.

A web application has been developed that will be used in completing the needs assessment and subsequent certification signed by the Director. The information contained in chapter 3 of this Reference Manual and the Needs Assessment Users Guide, found in Appendix 3-1, provides guidance that parks must consider in completing the housing needs assessment web application. An examination of this information, while completing the web application will assist the park in documenting housing decisions based on consistent analysis, with the intent of providing a reliable, accountable method for assessing housing needs at each park.

All requests for Housing Initiative Funding will be based on an approved HMP that has been authorized by a Regional Director. A park will not be considered for funding, and will be eliminated from prioritization for funding, unless an HMP is approved and current, regardless of the funding source.

The superintendent recommends the HMP and it is approved by the Regional Director. The original, approved HMP will be kept on file at the park. Copies will be kept in the regional office and the WASO Housing Office. To accommodate future revisions, only the sections of the HMP that change can be updated signed approval pages (i.e., cover page and Required Occupancy Plan).

The required format for the HMP is in Appendix 4-1. This format must be followed to provide consistency across the Service and ease in rolling-up data for the Department, OMB and other inquirers.

The park must address all chapters and sub-chapters in the HMP. If certain chapters or sub-chapters are not applicable, a list of them can be inserted after the table of contents or labeled as N/A.

4.1 Executive Summary

Provides a concise summary of the HMP, including a synopsis of current and future housing needs.

4.1.1 Legislative Designation

Provides park's enabling legislation for the purpose of background information.

4.1.2 Location/Maps

Provides a description and location of park housing areas and their relationships to local communities. Include maps for clarity.

4.1.3 Nearest Established Community or Communities (NEC)

Provides a short description of these communities for each park housing area; should include the NEC as established in QMIS, along with any other communities surrounding the park within a reasonable commute of 60 minutes or less.

4.2 Information on Existing Housing

4.2.1 Current Inventory

List the identified current inventory by QMIS number, condition and location. A form 10-373 should be on file for all housing units.

4.2.2 Accessibility

Provide the rent class and percentage of total units meeting accessibility requirements. Refer to requirements outlined in section 5.4.3, Accessibility, in this RM.

4.2.3 Health Hazards

Identify by QMIS number the units that have lead-based paint, radon gas, asbestos, etc., and the current status of mitigation.

4.2.4 Housing Inspection Process

Identify inspection schedule and who conducts the inspection. Inspections must follow current asset management and housing guidelines, which includes fire and life safety concerns.

Deficiencies, code compliance and accessibility are identified and managed through the FMSS. Project needs are generated through the PMIS.

4.3 Occupancy Determination

Discuss, in general, how the park determines who does/does not live in park housing. Refer to Section 3.0.

4.3.1 Required Occupancy

Identify any employees required to live in Government housing, when the requirement is associated with their professional duties, position, and/or training and special abilities to provide necessary service and necessary protection of Government property that cannot be provided otherwise. The position is approved on Form 10-383, Certification of Required Occupancy, and identified in the Housing Management Plan. Personnel records should reflect occupancy as a condition of employment. For more information, refer to Section 3.2.1.

4.3.1.1 Response Time/Zone Determination

Identify response time/zone determinations and include a listing of position number, title and area of the park of the required occupancy determinations. Refer to Section 3.1.

4.3.1.2 Market Analysis

Identify availability and affordability of rental, lease and purchase units within a reasonable commuting distance of the park. Refer to appendix 3-1, Housing Needs Assessment and Certification User's Guide, and Office of Management and Budget A-11.

4.3.1.3 Superintendent or Deputy Superintendent

Identify whether or not the park's superintendent or deputy superintendent are residing in park housing as required occupants.

Note that this designation must be approved by the Director and the required occupancy duties must be identified in their Position Descriptions just as in all other required occupancy determinations.

4.3.1.4 Certification for Required Occupancy (Form 10-383)

Copies of all approved required occupancy forms should be included in this section of the HMP.

4.3.2 Permitted Occupancy Determination

Identify permitted occupant determinations among park staff and include justification for permitted occupant status. Permitted occupancy is a benefit to the park. Justification is based on the existence of direct mission-related factors, such as: inadequate local market, remoteness, community involvement needs, back-up emergency response, deterrence, non-paid entities supporting park mission, temporary work force or use of historic structures. When all reasonable alternatives have been considered, the units that are needed for occupancy are documented as being beneficial to the park and identified for permitted-occupancy use. Employees who occupy these units do not receive housing as a condition of employment.

4.3.2.1 Procedures for Assigning Permitted Housing

Follow analysis in chapter 3, refer to details of 3.3, Permitted Occupancy, and provide a summary by position number, title and area of the park.

4.4 Park Policies

This chapter identifies standards for the tenant, housing occupancy and usage.

4.4.1 Check In/Check Out Procedures

This section should address specifics on the check in and checkout process, including key distribution and collection.

4.4.2 General Policies

This section should address housing usage, bid policies, home business, pet policies, pest management, recycling, yard care, covenants and other park policies for housing.

4.5 Future Housing Needs

Identify and document any expected changes that may affect park employees and their occupancy status, and how these changes will affect occupancy.

4.5.1 Alternatives Considered

Identify all alternatives that the park has considered. Alternatives may include, but are not limited to, short-term/temporary housing, request for additional units, new construction, acquisition, leasing and operational adjustments.

4.5.2 Preferred Alternatives

Identify the alternatives, if any, that will best serve the park.

4.6 Excess Housing

Each park superintendent or designated staff members will develop a plan for excess housing units that are not used for either required occupancy or permitted housing. The plan for excess housing can include various options for: removal, sale, lease or other uses. (See appendix 4-3 for a Model for Developing an Excess Housing Plan and appendix 4-4, Title V Property Survey — Federal Property Information Checklist.)

4.7 Accomplishments

Indicate how funding was used to construct and rehabilitate the housing stock. Include “before and after” pictures or examples of projects whenever possible.

HMP Appendices

- Housing Needs and Occupancy Certification & Documentation spreadsheets
- Plan for Excess Housing
- Title V Federal Property Checklist
- Required Occupancy Certifications
- Form 10-373, Justification for New or Replacement Housing for housing units
- FMSS Condition Assessment Report (CACNASS)

5.0 Asset Management

5.1 Asset Management

To fulfill its responsibility as both landlord and property manager, a park must adhere to industry-standard guidelines within the Servicewide system for asset management. The condition of each housing unit shall be assessed annually. Appropriate life-cycle data and current replacement values for housing units, appliances and equipment will be used to schedule replacement of these features. Health, safety, sustainability and other livability considerations will also be incorporated into assessments and project proposals.

NPS will strengthen its ability to develop business-case standards that thoroughly support the best possible investment strategy by using these industry-standard metrics: the Facility Condition Index (FCI), the Asset Priority Index (API), and the Current Replacement Value (CRV) equation. These measures can help managers to establish preventative maintenance schedules and to estimate budgetary requirements for component renewal and deferred maintenance.

The desired goal is to collect data that provides accurate, comprehensive information for managing the housing portfolio (Refer to DO #80, Asset Management, for additional details, and appendix 5-1, Housing Business Practices for guidance on how housing-related data should be captured in the FMSS, the Servicewide storehouse for asset management information.) Parks should ensure that data for rental units is entered correctly into FMSS; by referring to the Housing Business Practices, parks will ensure that the inventory counts in FMSS are the same as the inventory counts in QMIS.

Housing units will be managed in accordance with the standard replacement and recapitalization schedules used for other buildings, using specific asset management guidance that addresses livability and appropriateness of design. Maintenance and replacement of appliances, furniture, air

conditioners, fire extinguishers and smoke alarms are housing management responsibilities. The provision of these items is not subject to prior approval by the tenant, even if it results in a rent increase. Every reasonable effort will be made to avoid inconvenience to the tenant. Plans for inspections and routine maintenance activities should be made known to the tenant as far in advance as possible, and not less than 48 hours ahead. In emergencies, as much notice as possible will be given.

Support buildings used for direct support of the Housing Management Program, such as central laundry facilities, storage facilities, detached garages and central bath houses must be included in the Servicewide asset management program. Maintenance information for support buildings associated with housing units is an integral part of total park maintenance costs. It must be available for tracking in order to calculate the true costs incurred by the Housing Management Program for retaining the housing inventory.

As required by the Departmental Quarters Handbook, meters (e.g., electricity, heating fuel, and water) will be installed on all housing units. This requirement will be applied to all new construction. A justification must be provided if a project does not address this new requirement prior to funding. In multi-unit dwellings, such as plexes and apartments, each unit shall be individually metered. Buildings built as dormitories are to be metered at the building level. Exceptions to this requirement must be fully justified and approved by the Department, through the NPS Housing Management Office. Existing housing, whenever possible, should work toward meeting this requirement.

5.2 Construction, Acquisition, Rehabilitation, Retention, Disposition

The planning, construction, acquisition, rehabilitation and retention of Government housing will be determined by an approved HMP. Prior to acquisition, which includes but is not limited to purchase, donation, construction or exchange, the Service will conduct a detailed analysis of life-cycle costs for the maintenance, repair, recapitalization and overall sustainability of facilities proposed or planned for its use. Any existing housing not considered to be critical to a park's mission will be considered as excess to the Housing Management Program. See appendix 5-2, Funding Process Guidelines.

5.2.1 New Housing Construction

New housing construction is eligible for funding through the Line-Item Construction Program. The Housing Improvement Program typically funds the replacement of existing, approved obsolete housing and trailers.

All housing construction, including line-item construction projects, should use manufactured/modular designs or the preliminary designs from the Prototype Housing Design Catalog. Stick-build can be accomplished using prototype designs. The catalog is intended to be used as a tool for the parks, professional support groups within the NPS, and private architectural/engineering consultants to make housing design choices and to guide planning and site development for new housing. Designs can be adapted to fit specific park requirements with consideration for a particular site, climate and visual quality. However, these adaptations must be justified as cost-effective, necessary and compatible with the park area.

Modifications or design exceptions must be reviewed and approved by the Development Advisory Board (DAB). This process is intended to validate a project through careful consideration of viable alternatives, and the necessity and merit of the proposed changes. Exceptions will be considered when there is justification for substantial need to use a different floor plan, design and/or provide substantial cost savings.

Design exceptions also require a value-analysis review, which takes into account "proven" efficient designs that reduce total life-cycle and construction costs. A qualified value-analysis technical expert will lead an independent design team and a multi-divisional park management staff in the review. A value analysis evaluates the merit of project assumptions and design criteria. The process can assure that functional needs are met and that all viable alternatives are considered.

The National Academy of Public Administration (NAPA), in its July 1998 report to Congress, recommended that NPS use standardized housing designs and adopt the "Military Family Housing Tri-Service Cost Model and Site Work Cost Model" for developing cost-model estimates for new NPS housing. To meet its construction needs, NPS revised the military-cost model with the assistance of the National Association of Home Builders (NAHB).

If the housing-construction cost estimate is between 110 percent and 125 percent of the Housing Cost Model estimate, the project will be reviewed by the WASO Housing Office. If the cost estimate exceeds 125 percent of the Housing Cost Model estimate, a full DAB review and the Director's approval are required.

Specifications of the construction contract should include additive or optional structural bid items such as outbuildings, well houses, detached garages, laundry facilities for seasonal housing tenants, storage sheds, photovoltaic systems, demolition and disposal of surplus or obsolete housing, that allow for adjustment of bid items. This ensures that the contract can be awarded within the allowable Housing Cost Model estimate. Bids that are higher than 125 percent of the Housing Cost Model will require an adjustment of bid items and/or the project will require the Director's approval for additional funds.

Before a housing construction project will be considered for funding, these items must be in place: a current and approved HMP, Housing Cost Model, Housing Spending Plan, Construction Project Review Form, Director's Approval Form (if project is more than 125 percent of the cost model), and an approved form 10-373. Once funding is approved, the construction process (bid documents and contract award) can proceed. All new construction is to comply with RM 58: Structural Fire Management. Also, compliance is expected to be completed prior to funding. Any exceptions must be approved by the WASO Housing Office.

Housing Initiative contingency funds will generally be disbursed only for necessary additional work during construction because of unforeseen conditions. These construction contingency funds are held at WASO. A request must be submitted to the WASO Housing Office, along with a Housing Spending Plan that explains why additional funds are needed.

5.2.2 Acquired, Donated or Transferred Housing

Structures may become available as a result of donations, land transfers, or the acquisition of land and/or excess property. If a structure is acquired, the park must perform a detailed analysis, as identified in Section 4.3 of DO #80. Information obtained by this analysis will be used to determine

whether it is appropriate, or feasible, to acquire or continue to own the structure, based on the long-term cost of ownership. No structure will be acquired for, or used as, housing unless: the need is documented in an approved HMP; the structure is in good condition; the structure has been reviewed for fire and life safety and approved by the Regional Structural Fire Management Officer; and form 10-373 has received final approval. Trailers cannot be acquired or converted for use as permanent housing, nor can they be brought into a park on a temporary approved basis to later become part of the permanent housing inventory.

Compliance is expected to be completed prior to funding. Any exceptions must be approved by the WASO Housing Office.

5.2.3 Housing Rehabilitation

Rehabilitation of a house is considered a major improvement when it changes the overall condition of the unit from “poor” or “fair” to “good.” Projects that address the “whole house concept,” by targeting multiple improvements of the house’s features can elevate the unit’s condition to “good,” and subsequently, protect the investment. All rehabilitation projects must comply with RM #58 – Structural Fire and be ADA compliant.

Housing Initiative Funds are intended to supplement other programs in order to improve park housing. To ensure proper maintenance of the housing inventory, other funding sources should also be used, including but not limited to: cyclic maintenance, repair/rehabilitation, housing rental income, and park operational base. To maximize the cost effectiveness of Housing Initiative Funds, the following is provided as a guide:

When the estimated cost to rehabilitate a unit exceeds the threshold amounts for Servicewide funding criteria (see appendix 5-3), a park must complete a Rehabilitation Cost Model, located at InsideNPS, to assure that rehabilitation, compared to new construction, is cost-effective except in the case of historic structures. Although economic factors are important, cultural, natural and visual resources must be considered in the overall evaluation. Housing Initiative Funds can be used for: housing projects that will cost more than funding criteria thresholds for an individual historic housing unit; and projects that will improve the condition code of a housing unit (if justifiable, abnormal conditions exist that make rehabilitation costs higher than the Rehabilitation Cost Model estimate). Costs that exceed the Rehabilitation Cost Model must be approved by the WASO Housing Office. Servicewide Regional offices disperse and manage rehabilitation contingency funds after WASO approves and allocates funding.

5.2.4 Housing Removal

Housing Initiative Funds can be used to remove excess housing. API/FCI analysis is a prioritization mechanism used to target disposition candidates. Once it has been determined that a housing unit is no longer needed for the housing program through the API/FCI analysis, the park housing coordinator should employ a “check and balance” system to ensure that the decision to dispose of an asset makes the most sense from an economic and strategic standpoint and also considers environmental and cultural issues. It is important for parks to ensure that the disposition process complies with relevant Federal laws, regulations and policies including compliance with environmental, cultural resources and hazardous materials laws such as the National Environmental Policy Act (NEPA), the National Historic Policy Act (NHPA) and the McKinney-Vento Homeless Assistance Act (PL 100-77). The Department and QMIS Office must be notified when housing units

are disposed of or are no longer being used as housing. Although the WASO Housing Office already fulfills this requirement, it is now official policy.

5.3 Project Management Information System (PMIS)

PMIS is the official documentation tool to justify and prioritize all housing projects. Housing Improvement projects must: meet all screen-out eligibility criteria; receive a rating based on appropriate housing criteria; and prioritize at the park level.

Projects should adequately address all criteria such that an independent reviewer could rate the project and reach the same numerical score in PMIS. Housing Initiative Funds are intended to upgrade and/or replace housing inventory that is in the poorest condition, and as a result, maximize the condition of these units while meeting performance goals. The funding guidelines and all criteria for Housing Improvement are available on the Servicewide Housing website at InsideNPS. Click on "Facility Information."

Regions must review all PMIS housing projects and their funding components for content, cost breakdown/estimate and eligibility requirements; they must also formulate and prioritize each project appropriately. In order to ensure an increased obligation rate, parks and regions should not request funding or formulate a component in a fiscal year if the funds cannot be obligated in that fiscal year. All active housing PMIS status reports and completion reports must be updated quarterly and at the end of the fiscal year, prior to October 1, for review by WASO. If status reports are not updated in PMIS, prior year funds will not be re-allocated. If, after 90 days, a status report is still not complete, the park will not receive new Housing Initiative Funding. Once a project is 100 percent complete, the park has 90 days to submit a completion report in PMIS.

5.4 Health, Safety and Accessibility

Health, safety and accessibility requirements should always be considered and addressed with any housing projects.

5.4.1 Fire Safety

New housing construction must have both automatic sprinkler protection and automatic smoke detection systems. The number and locations of these devices will be recommended by local firefighting or safety officials or by International Building Code Standards. A qualified maintenance or designated personnel shall inspect these devices periodically to ensure that they are in working condition. Smoke-detections systems in park housing should connect into a 24-hour a day monitoring system when practical.

Any major housing-rehabilitation project must also provide automatic sprinkler systems and automatic smoke-detection systems. Exceptions must be approved by the WASO Housing Office and the regional authorizing official.

Occupancy cannot occur until a Certification of Occupancy has been issued by the Regional Structural Fire Management Officer.

A change in occupancy from single family to multiple unrelated occupants triggers significantly different structural fire safety requirements under the NFPA 101 Life Safety Code. Housing managers should consult with safety managers when contemplating such a change in use.

5.4.2 Wood Burning Stoves

For environmental air quality and life safety reasons, the installation of conventional wood burning stoves, even with catalytic converters, in new construction or existing housing units will be restricted to those units that have no other dependable source of heat or electricity.

New units should be constructed to the standard where energy needed for heating would be minimal. The primary source of heat should be heat pumps, or electric, fuel oil, natural or L.P. gas stoves or furnaces.

5.4.3 Health Hazards

This section addresses potential health hazards found in and/or related to housing units.

5.4.3.1 Lead-Based Paint

Title X, Section 1018 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, requires the disclosure of known information about lead-based paint and lead-based paint hazards. A written notice of disclosure of lead-based paint in housing built before 1978 is required. The document must be signed by the tenant and attached to the tenant's Housing Assignment Agreement. It must be kept on file. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention, which can be found online at the [HUD website](#) and the [EPA website](#). However, units known to have lead paint issues will not be occupied by children under the age of six or by pregnant women.

If applicable, parks need to comply with local laws and regulations pertaining to health and safety and also be knowledgeable of any state regulations which may have stricter lead paint regulations.

5.4.3.2 Asbestos

Asbestos is a health threat because of its fibrous, chemical and physical properties. When asbestos is crushed, it divides into millions of extremely fine microscopic fibers that can remain airborne for hours. The risk of developing an asbestos-related disease depends on an individual breathing airborne asbestos fiber into the lungs. Unfortunately, how many fibers a person must breathe to develop a disease is uncertain. However, at very low exposure levels, the risk may be negligible. If the fibers are not airborne, there is no apparent health risk.

Abatement of flaking, damaged or exposed friable asbestos remains to be accomplished in a relatively small number of buildings. Friable asbestos is defined as asbestos containing materials that are easily crumbled or pulverized and thus become airborne quite easily. Asbestos identified during renovation and upgrading of buildings should be properly abated immediately.

The Environmental Protection Agency (EPA) has an [Asbestos Home Page](#). This home page offers information on asbestos, including current rulemaking, training, fact sheets and links to information from other sources including the Occupational Safety and Health Administration (OSHA), Department of Housing and Urban Development (HUD), the Centers for Disease Control and Prevention (CDC) and the Consumer Product Safety Commission.

Most products made today do not contain asbestos. The few products that still contain asbestos that could be inhaled are required to be labeled as such. However, until the 1970s many types of

building products and insulation materials used in homes contained asbestos. Common products that might have contained asbestos in the past and conditions that may release fibers include:

- some roofing and siding shingles made of asbestos cement
- houses built between 1930 and 1950 that have asbestos as insulation
- asbestos in textured paint and in patching compounds used on wall and ceiling joints as asbestos was banned in 1977
- artificial ashes and embers sold for use in gas-fired fireplaces
- walls and floors around wood burning stoves that are protected with asbestos paper, millboard or cement sheets
- some vinyl floor tiles and the backing on vinyl sheet flooring and adhesives
- hot water and steam pipes in older houses that are coated with an asbestos material or covered with an asbestos blanket or tape
- oil and coal furnaces and door gaskets with asbestos insulation.

5.4.3.3 Radon

Radon is a radioactive gas found in nature. It is odorless, tasteless and cannot be seen. Radon comes from the natural breakdown of uranium commonly found in soil. In outdoor air, radon is diluted to such low concentrations that it is usually negligible. However, once inside an enclosed space, such as a building, radon can accumulate. Indoor levels depend both on a building's construction and the concentration of radon in the underlying soil. Tap water and building materials can be sources of radon indoors, but the usual source for radon entry into enclosed spaces is the movement of soil gases containing radon into buildings. Radon seeps into buildings through cracks in floors, porous cinderblocks or crawl spaces.

The quality of indoor air in both NPS owned and leased housing units should be tested to determine the average annual radon level. Occupied housing that has an annual average annual radon level in excess of the EPA action level (currently 4 pCi/l), will require mitigation of the radon.

There are several methods to reduce radon levels in buildings. The remediation method chosen depends on the level of radon, the construction of the building, the geographic area and the cost. EPA Technical Guideline Bulletin Radon Reduction Techniques for Detached Houses (EPA 625/5-86-019) should be used for designing mitigation.

The major health effect associated with exposure to elevated levels of radon is an increased risk of developing lung cancer. Not everyone exposed to elevated levels of radon will develop lung cancer, and the time between exposure and the onset of the disease may be many years. The risk of developing lung cancer from exposure to radon depends on the concentration of radon and the length of time exposed. In general, the risk increases as the level of radon and the length of exposure increase.

5.4.3.4 Hazardous Waste

The Resource Conservation and Recovery Act (RCRA) specifies management requirements for hazardous waste (40 CFR 261-272). RCRA regulations in 40 CFR 261 and 262.11 deal specifically with the identification of solid and hazardous waste. Most states are authorized to implement their own RCRA regulations. Since state requirements may be more stringent, state hazardous waste regulations should be reviewed. Further information on hazardous waste, refer to the [EPA's Office of Solid Waste and Emergency Response's website](#).

Most states are authorized to implement their own RCRA regulations. Since state requirements may be more stringent, state hazardous waste regulations should be reviewed. Information is available over the Internet on the [EPA's Office of Solid Waste and Emergency Response's website](#).

Regulatory information and documents are also available from the RCRA, Superfund & EPCRA Call Center at either (703) 412-9810 in the Washington DC area or (800) 424-9346 toll-free elsewhere. TDD users should call either (703) 412-3323 in the Washington DC area or (800) 553-7673 toll-free elsewhere or online at the [EPA's Hotline website](#). Many RCRA guidance documents, publications, and other outreach materials are available on the [EPA's RCRA Online website](#).

5.4.4 Accessibility

Federal law and NPS policy requires that visitors and employees with disabilities have access to the same services and opportunities provided to all other visitors and employees. These requirements include the provision of accessible housing. Refer to Director's Order #42: Accessibility for Visitors with Disabilities in National Park Service Programs and Services.

5.4.4.1 New Construction

The basic requirement for single family homes, multi-plexed units, apartments, and dorms is that at least one of each type of new housing construction (on a housing area-by-housing area basis) will be designed and built to be accessible. At least 5 percent, but not less than one unit, of the total number of units shall provide mobility features for mobility impaired persons. In addition, at least 2 percent, but no less than 1 unit, of the total number of units shall provide communication features for persons with hearing or vision impairments.

Communication features may include such items as: emergency alarms with visual as well as audio alerts; telephone jacks to accommodate voice and TTYs; doorbells with audio and visual signals; visitor ID features such as peepholes or one-way glass.

In addition, design and construction of multifamily dwellings must comply with requirements of the Fair Housing Act which directs:

- the public use and common use portions of such dwellings are readily accessible to and usable by handicapped persons;
- all the doors are designed to allow passage into and within all premises within such dwellings, are sufficiently wide to allow passage by handicapped persons in wheelchairs; and
- all premises within such dwellings contain the following features of adaptive design:

- an accessible route into and through the dwelling;
- light switches, electrical outlets, thermostats, and other environmental controls in accessible locations;
- reinforcements in bathroom walls to allow later installation of grab bars; and
- usable kitchens and bathrooms such that an individual in a wheelchair can maneuver about the space.

5.4.4.2 Rehabilitation/Alteration

Whenever rehabilitation/alteration of existing housing units modifies the physical structure, including essential features, and/or common areas, those modifications should be effected in such a manner to allow for additional renovations necessary to help accomplish the accessibility requirements for the entire housing area. In addition, the number of exits, as well as fire rated construction and structural features that directly impact existing interior finishes must be in compliance with the Life Safety Code Standard.

5.4.4.3 Reasonable Accommodation

When a family member requires an accessible feature or modification to accommodate a disability, parks must provide such feature or modification unless doing so would result in a financial or administrative burden. If providing a requested modification would result in a financial or administrative burden, the park is required to take any other action that would not result in an undue burden.

Specific requirements for federally funded or federally leased dwelling units are outlined in Sections F233 through F233.3.5 of the Architectural Barriers Act Accessibility Standards (ABAAS). Section F233 is not a stand-alone section and facilities are required to comply with applicable technical requirements throughout the document. Additional requirements are also identified in the DOI Regulations for Section 504 of the Rehabilitation Act, 43 CFR 17.501-17.570, entitled Enforcement of Nondiscrimination on the Basis of Disability in Department of the Interior Programs. It is the combination of these two legal documents that provides a complete picture of what is required to ensure the availability of accessible housing for employees or family members with disabilities.

Parks are also required to make reasonable adjustments to their rules, policies, practices and procedures in order to enable a tenant or resident with a disability to have an equal opportunity to use and enjoy the unit, the common areas, or participate in or access other activities conducted/sponsored by the park. For example, a park that does not allow residents to have pets must modify its policies and allow a tenant with a disability to have a service animal if the animal is needed as a reasonable accommodation. All requests for reasonable accommodations must be addressed to the Superintendent in writing. Parks should consult their Servicing Personnel Office for process information.

5.4.4.4 Visitability

Although not a requirement, it is recommended that all residential design, construction and rehabilitation incorporate, whenever practical, the concept of visitability. Visitability is a universal design outcome that enhances the ability of people with disabilities to visit and interact with their

neighbors, friends and associates in the community, and at locations other than their own homes. Visitability expands the availability of housing options for individuals who may not require full accessibility. It will also assist in making reasonable accommodations and reduce, in some cases, the need for employee transfers should an individual acquire a disability.

5.5 Historic Structures

Properties that are eligible for, or listed on, the park's List of Classified Structures (defined by Director's Order #28) are considered historic structures; they are to be managed as cultural resources. All rehabilitation, replacement or removal of a property, which is determined to be historic, must be identified, documented and considered appropriate for purposes of Section 106 review. Historic structures that are not designated for use as museums, or otherwise for directly achieving the park's interpretive mission, may be adaptively used for a variety of purposes, as long as the use is compatible with the structure.

Considerations for compatibility include: wear patterns; adequacy of space and spatial configurations; structural loading; the need for new electrical or mechanical systems; increases in fire risk and fire safety; and change necessary to accommodate accessibility for employees and visitors. Historic structures must be considered for use as housing, if cost effective, before new housing is acquired or constructed. Use of historic structures as housing must be considered as part of a range of options that includes leasing. Additionally, an analysis that determines what work is needed to meet at least minimum standards for safety and energy use should be conducted. A portion of the cost to rehabilitate a historic structure may be funded from other sources.

5.6 Trailers

NPS is committed to removing all trailers including mobile homes, travel trailers and FEMA trailers from the housing inventory. The use of trailers as a temporary way to satisfy housing needs must receive approval from the Associate Director, Park Planning, Facilities and Lands, through the completion of a form 10-373. Such situations will be reviewed on a case-by-case basis.

5.7 Trailer Pads

Trailer pads must be approved and included in QMIS, except those used solely by VIP's, cooperators and concessioners. In instances when NPS-owned trailers sit on top of NPS-owned trailer pads, only the trailers will be included in the QMIS inventory and the FMSS program.

5.8 Leasing of NPS Housing to Others

The NPS has the authority to lease to third parties, based on 36 CFR Part 18 amendments and the DO #38, Real Property Leasing and Reference Manual. Each park area is expected to establish a lease administration program that fits its capabilities and the scope of the Part 18 leases that it manages. Housing units should only be considered for leasing after an analysis indicates the units are not needed for employee housing (see DO #38 for language).

5.9 Leasing from the Private Sector

NPS relies upon the private-sector to provide housing for employees. When an employee needs private rental housing, that employee should rent the housing directly. It should be rare for parks to

lease housing to permanent employees, when housing is available for rent, lease or purchase in the community.

As an alternative to construction, NPS has the authority to lease housing at, or near a park location, for use as seasonal housing. This applies only when: there is a shortage of adequate and affordable seasonal housing; the requirement for seasonal housing is temporary; and leasing is more cost-effective than construction. All leased housing must comply with minimum fire and life safety found in RM 58. Requests for approval to lease housing must be based on these factors. These requests can be submitted annually, or for multiple years, and they will be reviewed on a case-by-case basis.

Leases for seasonal, temporary and long-term housing must conform to the delegation of authority for direct leasing from GSA. Further details may be found in Director's Order 89, Acquisition and Management of Leased Space, located on InsideNPS. According to the provisions of DO 89, the lease for multi-years can only be signed by a properly warranted Space Leasing Contracting Officer (SLCO). At present, NPS employs two authorized SLCOs in the continental United States, one in Washington, D.C., and one in Denver, Colorado. One year leasing can be done by warranted contracting officers within their warrant limits.

Requests for space must be sent through the regional space-management coordinator. Requests for new or additional space must be reviewed by the comptroller, and a source for funding designated at the park or regional level. Continuing requirements with regular funding may be forwarded through the regional space-management coordinator to the appropriate SLCO.

All leases must be recorded at WASO for budget and accounting purposes.

The need for leasing must be documented, as shown in the HMP, and any leased units must be included and tracked in both FMSS and the QMIS inventory. A form 10-373, Justification for New and/or Replacement Housing, with documentation of the need and duration of occupancy must be completed. A copy of the pertinent documentation related to the lease should be forwarded to the contracting office and housing office. The multi-year contract or purchase order can be awarded only by the Space Leasing Contracting Officer, in accordance with applicable warrants and authorities. The warranted contracting officers can do one year leasing within their warrant limits.

6.0 Establishment of Rental Rates

6.1 Background

The Government rental rate is set in accordance with the Office of Management and Budget (OMB) Circular A-45, Rental and Construction of Government Quarters. It is comprised of the Monthly Base Rental Rate (MBRR) and any administrative and annual Consumer Price Index (CPI) adjustments to this rate. The rental rate is based on housing-inventory information. Subsidizing employees with free housing or rent that is lower than rates in the regional survey is specifically forbidden by statute, the Comptroller General, and OMB regulations. Rental Income must be dedicated exclusively to the maintenance, operation, rehabilitation, or replacement of employee housing. Detailed instructions can be found in the Department of the Interior Quarters Handbook.

6.2 Restrictions on Tenant Involvement in the Process

No person, who would be directly affected by the outcome, may participate in any element of the Department's process to set rental rates. Tenants cannot be directly involved in rental-survey determinations, such as the selection of comparable private rental housing, determination of amenities and adjustments.

6.3 The Housing Inventory

Each park maintains housing-inventory data that includes information on the location, type, age, size and condition of each housing unit, as well as the reason for retaining the unit. This data is used as the basis for calculating rental rates. A separate inventory form should be prepared and/or updated for each Government housing rental unit. It should be made available to the tenant, along with rental calculations, for the purpose of verifying accuracy. The inventory must be produced using the QMIS database program. A park's inventory in QMIS should match the park's inventory in FMSS.

6.3.1 Quarters Management Information System (QMIS)

The Department of the Interior, National Business Center, Quarters Office is located in Denver, Colorado, and administers the QMIS, a computerized housing inventory and rental calculations program that contains all of the interagency housing data files. The Quarters Office distributes information for the update and rental rate surveys for the different survey regions and also collects Servicewide data annually.

Using the QMIS database, parks maintain their own computerized inventory and make changes as necessary. The park, regional and WASO offices must provide security for the QMIS system at each user location. Also, all QMIS users should regularly back-up their data; recovery of system data is essential in the event of a power outage or system crashes.

Parks are responsible for a current and accurate inventory of their housing stock. Manipulating the database by entering false values for such categories as housing type, condition code and square-footage, in order to obtain lower rental rates is strictly prohibited (see appendix 6-1 for complete QMIS inventory instructions.).

6.3.2 Housing Information Portal

The Housing Information Portal (HIP) is a software application that utilizes FMSS data specific to housing. In order to determine the condition rating for rent setting, a habitability score is generated using the HIP. It is this score that must be used and manually inputted into the QMIS program.

6.4 Consumer Price Index Monthly Base Rental Rate (CPI-MBRR)

The CPI-MBRR is the rental value of the unit, established in accordance with OMB Circular A-45, before applying any administrative adjustments or charges for related facilities. The CPI-MBRR is established by a regional survey method where the CPI-MBRR will be set by means of a series of economic models that utilize typical rental rates for comparable private rental housing of the established communities nearest to the sites in which the Government units are located (if the nearest established community does not contain sufficient comparables or is unduly affected by severe economic conditions, the survey may utilize comparable rental units from the next closest

established community that does have sufficient comparables or does not have a severely deflated or inflated housing market). This method of establishing the CPI-MBRR has proven to be cost-effective and the most equitable for employees and management.

A series of administrative adjustments to the CPI-MBRR are made, which determine the final monthly rental charge. It is recognized that the rental charge established may not correspond to fair market valuation when the required administrative adjustments are made to the CPI-MBRR. These adjustments are designed to provide a uniform basis for assessing differences in physical and economic characteristics of individual housing units.

6.4.1 Regional Surveys

The Department of the Interior's QMIS Office conducts regional surveys for all agencies within the Department of the Interior, as well as for many Government agencies outside of the Department. The fifty (50) states, along with the U.S. territories, have been divided into 16 geographic areas or survey regions, which lend themselves to equitable comparison for the purpose of establishing a CPI-MBRR. The boundaries of regional survey areas are established by the Department with the approval of participating agencies and bureaus. The survey regions used in this process do not correspond to NPS regional boundaries (see appendix 6-2 for a map of regional survey areas).

A regional survey is an impartial study of comparable, private-rental housing, which helps to establish reasonable rental rates for each classification of Government housing. The survey also considers the cost of related facilities in order to determine charges for Government-provided utilities, appliances, furnishings and other services.

The Office of Management and Budget requires that a review and analysis of rental rates in a nearest-established community must be done at least every five years. The Department's Quarters Office determines the cycle in conjunctions with the National Quarters Council and conducts the surveys in accordance with Departmental regulations.

Following an analysis of the data gathered in the survey, CPI-MBRRs are established for the various classes of Government housing (for a listing of rent class for housing, see appendix 6-1.). Separate tables are developed for single-family homes, apartments, and mobile homes. Contributory values for variables, such as age, condition, garages or carports, additional bathrooms, and communities, within the regional survey area are based on data gathered for the survey. CPI -MBRR tables are developed for each specific survey area. A detailed description of the survey process is contained in the Departmental Housing Management Handbook (400 DM 3), chapter 4.

6.4.2 Regional Survey Principles

In the regional surveys, reasonable rents are derived from an analysis of the market rents of comparable properties in the nearest established communities. The goal is to determine MBRRs that are consistent with the local market rents for similar properties, internally consistent and uniform from one unit to another, and represent reasonable value to the employee.

6.4.3 Regional Survey Process

A park's inventory of Government-owned rental housing is categorized into these classifications: single-family homes, apartments, cabins, dormitories, trailers, etc. A private contractor examines specific survey areas to obtain relevant data from the private rental market that corresponds to

each established housing class. This collected information also helps to determine standard charges for unmetered and unmeasured utilities, furnishings, and related services.

Surveys focus on the marketplaces located in the established communities that are nearest to each of the Government housing areas. This may include an area that extends five miles from the community boundary, city/town limits, for house and apartment comparables, and 15 miles for mobile home and trailer space comparables. In special circumstances, the Departmental Housing Office may expand the community survey area. If adequate private rental housing data is not available in the nearest established community, data may be gathered in and around the next closest community that meets the nearest established community criteria. In some regional surveys, budgetary constraints may preclude a survey of every designated nearest established community. The private rental market sample will reflect, as closely as practical, the Government housing by class, age, size and quality.

6.4.4 Use of the Regional Survey Report to Determine the CPI-MBRR

The size of a unit, the age of a unit and the condition of a unit are all taken into consideration in the determination of the CPI-MBRR. See appendix 6-3, Condition Criteria Rating Process for assistance in determining the interior and exterior condition of a unit for QMIS purposes.

Each survey report contains rent charts for three major categories of housing classes: houses (including plexed units), apartments, and mobile homes. By knowing the gross square footage of living space, the age, and housing class of a structure, the CPI-MBRR can be determined from the proper table or rent chart found in the survey report. The rent chart also contains columns and/or footnotes for rent adjustments that modify the rent from the size/age table to produce a CPI-MBRR for an individual housing unit. Separate instructions for computing rental rates for cabins, dormitories/bunkhouses, transient units and trailer pads are also found in each survey report.

The design of a structure, not its use, determines the rent class. For example, a single-family house used to house multiple, unrelated individuals would be classified as a house, not a dorm. The appropriate rent chart for a house should be applied without regard to occupancy. The rental rate plus estimated or actual utility costs will be divided by the number of tenants to establish an individual tenant's rental rate for the season. The number of tenants for a unit will be determined by park management at the beginning of each season. There will be no change in the rates for the season if the number of tenants increases or decreases.

If a structure is designed as a dormitory/bunkhouse, or has been substantially modified to house individuals in a dormitory setting, it may be necessary to apply the dormitory/bunkhouse rate. The dormitory rate is a "per tenant" rate. The use of the rent tables and the rent setting process is explained in full in each survey report. Training is typically provided by the Department after conducting a regional rental survey.

NOTE: All rent charts assume that a structure has one full bathroom and the unit is in good condition. Appropriate adjustments are indicated in each table to offset this assumption. To use the rent tables contained in the survey report:

1. Find the rent table for the class of the structure and number of bedrooms. The example in Table 1 is a house with three bedrooms.

2. Round the finished square footage down to the nearest hundred. For example, if a unit has 1,285 square feet, round down to 1,200 square feet.
3. Round the age up to the nearest age increment. For example, if a structure was built in 1981, which indicates the structure is 24 years old in 2005, the column headed by "25 years old" is used.
4. Use the row for 1,200 square feet and the column headed by "25-years old" to obtain the size/age adjusted rent. The chart rent in the example below is \$298.

Table 1: Example Rent Chart

Square feet	5 years old	15 years old	25 years old	35 years old	45 years old	55 years old	75+ years old	Per extra bath	Excel. ext/int	Fair ext/int	Poor ext/int	Fire place	Metal exterior	Full insulation
700	\$279	\$266	\$259	\$254	\$251	\$248	\$244	+\$28	+\$17	-\$5	-\$40	+\$20	-\$17	+\$12
800	\$288	\$275	\$269	\$264	\$261	\$258	\$254	+\$29	+\$18	-\$5	-\$40	+\$20	-\$17	+\$12
900	\$297	\$284	\$277	\$273	\$269	\$267	\$262	+\$29	+\$18	-\$5	-\$41	+\$20	-\$17	+\$12
1000	\$305	\$292	\$285	\$281	\$277	\$274	\$270	+\$30	+\$18	-\$5	-\$42	+\$21	-\$18	+\$12
1100	\$312	\$299	\$292	\$287	\$284	\$281	\$277	+\$30	+\$19	-\$5	-\$42	+\$21	-\$18	+\$12
1200	\$318	\$305	\$298	\$294	\$290	\$288	\$283	+\$30	+\$19	-\$5	-\$43	+\$21	-\$18	+\$13
1300	\$324	\$311	\$314	\$300	\$269	\$293	\$289	+\$31	+\$19	-\$5	-\$43	+\$22	-\$18	+\$13
1400	\$329	\$316	\$310	\$305	\$302	\$299	\$295	+\$31	+\$19	-\$5	-\$44	+\$22	-\$19	+\$13
1500	\$334	\$321	\$315	\$310	\$307	\$304	\$300	+\$31	+\$19	-\$5	-\$44	+\$22	-\$19	+\$13
1600	\$339	\$326	\$319	\$315	\$311	\$309	\$304	+\$32	+\$20	-\$5	-\$45	+\$22	-\$19	+\$13
1700	\$343	\$331	\$324	\$319	\$316	\$313	\$309	+\$32	+\$20	-\$5	-\$45	+\$22	-\$19	+\$13
1800	\$348	\$335	\$328	\$323	\$320	\$317	\$313	+\$32	+\$20	-\$5	-\$45	+\$22	-\$19	+\$13
1900	\$351	\$339	\$332	\$327	\$324	\$321	\$317	+\$32	+\$20	-\$5	-\$46	+\$23	-\$19	+\$13
2000	\$355	\$342	\$335	\$331	\$328	\$325	\$321	+\$33	+\$20	-\$5	-\$46	+\$23	-\$20	+\$14
2100	\$359	\$346	\$339	\$335	\$331	\$328	\$324	+\$33	+\$20	-\$6	-\$46	+\$23	-\$20	+\$14
2200	\$362	\$349	\$343	\$338	\$335	\$332	\$328	+\$33	+\$20	-\$6	-\$47	+\$23	-\$20	+\$14
2300	\$365	\$353	\$346	\$341	\$338	\$335	\$331	+\$33	+\$21	-\$6	-\$47	+\$23	-\$20	+\$14
2400	\$369	\$356	\$349	\$344	\$341	\$338	\$334	+\$33	+\$21	-\$6	-\$47	+\$23	-\$20	+\$14

Rent charts have various adjustments for location, as well as adjustments for physical features, such as the number of bathrooms, type of garage facilities, and housing condition. These should be subtracted from, or added to, the size/age chart rent to determine the CPI-MBRR.

In the above table, the adjustments that produce the CPI-MBRR for the house are shown below. These adjustments can be found by following across the row marked 1,200 square feet.

- The rent of a 1,200 square foot house that is 25 years old is \$298.
- The rent increases \$30 for an extra bathroom.
- The rent decreases \$5 if the unit is in fair exterior condition.
- The rent decreases \$5 if the unit is in fair interior condition.
- The rent increases \$21 for a fireplace.
- The rent decreases \$18 if the exterior is metal.
- The rent increases \$13 if the structure is fully insulated.

With all of the adjustments listed above, the CPI-MBRR is \$334.

6.5 Utilities, Appliances, Furnishings, Services and Official-Use Space

Utilities, appliances, furnishings, services, and official-use space are not part of CPI-MBRR, but are collected for each regional survey. For more information, refer to the Specific Regional Survey booklet.

6.5.1 Unmetered Utilities Data

This data is collected and analyzed to determine the average cost for each utility used in comparable private-sector housing in a nearest-established community or survey area. When the Government furnishes utilities and the CPI-MBRR is established by the survey method, utility rates should be the same as the average regional utility rate that is stipulated in each survey report. The rates will not be the rates that are prevailing in the nearest-established community and they will not be the rate the Government pays for that utility. These costs are updated annually.

6.5.2 Appliances, Furnishings and Services

This data is combined with data from other survey regions to produce a nationwide charge for these items. Charges are updated at least every five years in the Department's regional survey process, and annually as part of the yearly adjustment to the Consumer Price Index.

6.5.3 Official-Use Space

If a portion of a Government housing unit are used or set aside solely for the transaction of Government business, that official-use space shall be deducted from calculations for rental charges. In order to deduct official-use space from employee rent, all of the following conditions must be met:

- Superintendent requires, and approves in writing, the use of space in Government housing for official purposes.
- Superintendent determines that the use of the space for official purposes renders the space unsuitable for residential use.
- Amount of official-use space must be significant, at least one room or 100 square-feet of finished floor space.
- Official-use space must be clearly identifiable and measurable.

Note that, in most cases, flexiplace or other employee requests to work at home do not constitute official-use space.

6.6 Housing Not Lending Itself to Survey Comparisons

Housing not lending itself to survey comparisons include the following: dormitories/bunkhouses, transient housing, tents and obsolete housing units,

The provisions of OMB Circular A-45 and the Departmental Housing Management Handbook (400 DM 3) recognize that private-rental comparables may not exist for certain classes of Government housing, such as bunkhouses, dormitories and transient units. Rental charges for these classes of Government housing can be established by extending the principle of comparability. Each survey report fully explains how to determine these charges.

Administrative adjustments, including amenity and isolation adjustments, are **not** authorized for dormitories, bunkhouses or transient housing units because the rental charges for these units are not based on comparability. Rates are set by the Department, instead.

6.6.1 Bunkhouses/Dormitories

A bunkhouse or dormitory is a housing unit that was originally constructed or modified for multi-person occupancy. These units must have a configuration that includes: common-use bathrooms with multiple sinks, toilets, or showers within one bathroom enclosure; and/or common-use kitchens with multiple stoves, refrigerators, and sinks within one kitchen enclosure. Also, sleeping rooms must be the open-barracks type or single rooms with accommodations for one or more unrelated tenants. Houses, apartments or mobile homes that are used to house multiple, unrelated tenants, but have not been modified structurally into a dormitory or bunkhouse configuration, will be inventoried as houses, apartments or mobile homes, respectively.

All bunkhouse/dormitory rates are adjusted annually by the Department, based on a Consumer Price Index (CPI) factor. The bunkhouse/dormitory rate is a per-person rate. Each person is charged the specified rate, no matter how many persons occupy the individual dorm room or bunkhouse space. The only exception is when three or more people must share a bedroom or sleeping area. In such instances, a 10 percent negative administrative adjustment is applicable.

6.6.2 Transient Housing

Transient housing units are hotel-type accommodations and are usually offered with Government-provided furnishings, linens, house-keeping items and supplies and special services. The transient rate can be applied to any GFH unit that is being occupied on a transient basis; that is, normally for 30 days or less. See current survey books for daily rates.

6.6.3 Tents

There are no rental charges for tents. However, if tent occupants are using common bathrooms or kitchen areas, then utility charges may be applied. Tent cabins that were previously classified as tents should be reclassified as either cabins or apartments, as appropriate. The Department no longer recognizes tents as an official rent class.

If tents are used as housing they should be captured in FMSS in the same manner as single-family housing assets (4300). Enter relevant building type information at the asset location level with the associated asset specification template. Although no rent is collected for tents, enter rental unit information at the equipment level with the associated rental unit specification template so use of tents can be tracked for inventory purposes.

6.6.4 Obsolete Housing

There are no rental charges for units in obsolete condition, except for the cost of utilities and other services and furnishings that the Government may provide. Housing in obsolete condition cannot be used as Government housing without the written approval of the Director. Approval will not exceed one year, in which time the park must rehabilitate or remove the obsolete unit, as required by the Departmental Housing Management Handbook (400 DM 3).

6.7 Administrative Adjustments

OMB Circular A-45 authorizes certain administrative adjustments that help to establish the reasonable value of an employee's Government-housing unit and that reflect the circumstances by which the housing is provided, occupied, or made available. These adjustments are applied to the CPI-MBRR.

6.8 Site Amenities

Establishment of the CPI-MBRR under OMB Circular A-45 presumes that Government housing is similar to housing found in the private sector. When amenities are lacking, the differences are subject to comparison and adjustment.

Amenities are generally present in the communities surveyed; therefore, their contributory value will be included in the rent of the comparables. Amenity adjustments, found in OMB Circular

A-45, are intended to compensate employees for inconveniences they might experience as a result of the lack of any of these amenities, which are present in the surveyed communities. The lack of any of the below listed amenities at Government housing sites should be reflected as a negative percentage adjustment to the CPI-MBRR. Any lack of amenities that could result in a rent reduction should be documented in writing; otherwise, no deduction will be allowed.

The standards for determining the presence or absence of amenity factors appear below.

6.8.1 Reliability and Adequacy of Water Supply

The water delivery system, including wells, should provide potable water. The water should be free of significant discoloration or odor and supplied at adequate pressure from the customary outlets. If this amenity is not present, deduct 3 percent.

6.8.2 Reliability and Adequacy of Electric Service

Electric service, including locally-generated service, must equal or exceed a 100-ampere power system capable of providing 24-hour service under normal conditions. Occasional temporary outages are considered normal. If an adequate back-up generator is available, the amenity will be rated as present, regardless of the reliability of the primary power source. If this amenity is not present, deduct 3 percent.

6.8.3 Reliability and Adequacy of Fuel for Heating, Cooling and Cooking

There should be sufficient fuel delivery and/or storage capacity to meet prevailing weather conditions and cooking and heating needs. Fuel delivery, as it is used here, refers to the supply of electricity and fossil fuels. Accordingly, when electricity is used as the heating, cooling or cooking fuel, this amenity shall be considered to be present and no adjustment is authorized if electric service is rated as adequate. If this amenity is not present, deduct 3 percent.

6.8.4 Reliability and Adequacy of Police Protection Law Enforcement Personnel

Law enforcement, including Government employees with law-enforcement authority, should be available. If more than one employee with law-enforcement authority is living in employee Required Occupancy housing as a certified required occupant, the park is considered to have police protection. This amenity is present in accordance with OMB Circular A-45, despite any lapse in

availability resulting from illness, injury, leave, etc. This amenity must be carefully reviewed and documented for situations in which required-occupancy certification has been determined. If this amenity is not present, deduct 3 percent.

Note that when park management determines the need for a required occupant to provide law enforcement protection, this amenity is present. The exception would be if there was only one required occupant in the area to provide protection, or where distances were too great to afford a reasonable response.

6.8.5 Reliability and Adequacy of Fire Protection

When fire equipment, water, fire-retardant chemicals and trained personnel are available for fire-related emergencies, a fire-protection amenity is present. Fire insurance should be available; the cost of the premium is based on a rating equal to the rating available for comparable housing that is located in, or adjacent to, the nearest-established community. If either of these elements are present — comparable insurance rates or adequate fire-fighting capability — no adjustment may be made. If the amenity is not present, deduct 3 percent.

Note that when park management determines the need for a required occupant to provide structural fire protection, this amenity is present.

6.8.6 Reliability and Adequacy of Sanitation Service

An adequately functioning sewage-disposal system and solid-waste disposal system should be available. An individual sewage-disposal system (e.g., septic, cesspool, or other type) will be considered adequate even though it may require periodic maintenance, as long as it is usable during periods of occupancy. If this amenity is not present, deduct 3 percent.

6.8.7 Reliability and Adequacy of Telephone Service Lines

Three entries for telephone service exist in QMIS.

- Telephone in area, but not in housing unit: If there is no telephone service within 100 yards of the unit, deduct two percent.
- Telephone lines in housing unit:
 - If the resident can arrange for private-line service in the unit from a local phone company and it is available 24-hours a day, make no deduction.
 - If the resident is not able to arrange for private-line service from a local phone company, but must settle for a lesser level of phone service, such as a party line, or less than 24-hours-a-day service, deduct 1 percent.
 - If local phone company service is not available to the housing unit, deduct 3 percent.
- Cell Phones: The Government does not need to pay for any infrastructure. If cell phone service is available from the housing unit, make no deduction.

6.8.8 Noise and Odors

If there are significant and frequent disturbing noises or offensive odors at the Government housing area, deduct 3 percent.

6.8.9 Miscellaneous Improvements

The housing unit should have paved roads, sidewalks and street lights. If one or more of these improvements are present, no deduction is authorized. If all three of these improvements are missing, deduct 1 percent.

6.8.10 Isolation Adjustment Deduction

An adjustment to the base rental rate is made when Government housing is located where community services are available, but only at a distance from the housing. Population figures for the nearest established community are based on the most recently published ten-year census of the United States. The mileage used in computing the adjustment will be the shortest route traveled from the Government housing to the center of the nearest established community.

A nearest established community is a city or town that has a year-round population of 1,500 or more (5,000 in Alaska) with a minimal number of essential medical facilities: at least one licensed/certified general practicing medical doctor and one licensed/certified dentist available to the public on a year-round, non-emergency basis. It is the responsibility of each park unit to identify and certify that its nearest established community(s) is in accordance with OMB Circular A-45. For the purpose of calculating the isolation adjustment, the following definitions apply to the type of road:

Paved Road: Twenty feet or more in width. Pavement may be concrete, asphalt, or macadam. Curbs and gutters are not required.

Unpaved but Improved Road: Graded, drained, and having a surface other than pavement, stone, gravel, and can be any width. Capable of accommodating at least one full-size passenger car.

Un-improved Road: Not graded, has no surface material, and can be any width.

These transportation categories are appropriate for calculating an isolation adjustment:

- water
- snowmobile
- pack animal
- foot
- other special purpose conveyance.

Air Miles: Distance traveled by aircraft.

For each category of transportation, the specified point values are multiplied by the number of one-way miles from the housing to the nearest established community. This must exceed 30 mileage points, or there is no adjustment deduction. The total one-way points for all modes of transportation are multiplied by the Isolation Adjustment Factor (IAF). The IAF will be based on the GSA mileage allowance in effect on the last day of September, each year, as provided by the Department under the Related Charges List at the time of CPI adjustments. The effective date of the

IAF will be the first, full pay period in March of each year. The IAF is computed on Form 10-377, Isolation Adjustment.

6.9 Documentation

Whenever it is determined that one or more of the amenity factors for a particular housing unit is present, but inferior to comparable, private rental housing in the nearest-established community, documentation that supports this decision must be included in the park's housing file.

Documentation must be sufficiently detailed to establish the basis for the rating assigned to each amenity. For example, if electrical service is rated inadequate and a negative adjustment has been given, the basis of the rating could be documented by identifying excessive and prolonged outages, the number of outages, and the length of the outages.

Amenities rated as inadequate will be reviewed on an annual basis in order to determine whether an administrative adjustment is still applicable. The annual verification should be done at the time of a new survey, or when the annual CPI rental adjustment goes into effect. In addition to annual verification, the inventory should also be updated, manually or by using the QMIS database, to reflect any changes that occur in amenities at the site. When major improvements, such as a water-delivery or sewage-disposal system are installed, and the accepted criteria for these amenities are met, inventory ratings should be changed from inferior to adequate immediately after the systems have been installed. New rental charges should also be computed at that time.

6.10 Miscellaneous Administrative Adjustments

6.10.1 Invasion of Privacy

Loss of Privacy/Restricted Use Adjustment

To qualify for this adjustment, it must be determined that the tenant's use and enjoyment of the housing unit has been seriously diminished by constant and substantial infringement on private family areas, or by restrictions imposed by the Service. In such cases, a deduction from the CPI-MBRR of up to 10 percent may be authorized. The amount of the deduction should be proportional to the loss of privacy or to the restrictions on housing use. For example, repeated public intrusions, which are limited to a six month period each year, may warrant only a 5 percent deduction from the CPI-MBRR. Logs used to document these types of situations are reviewed each year.

Impositions on Loss of Privacy, Living Space or Restricted Use

This guideline makes no attempt to describe every situation or set of circumstances that could be considered as a loss of privacy or restricted use; however, here are a few examples: A portion of the housing unit is required to accommodate official visitors or to provide for the general convenience of the public. To be eligible for a deduction, the imposition on privacy must be both continual and substantial in nature. Occasional visits by VIPs or facility users, particularly to the home of a park superintendent or district manager, are not sufficient to establish an imposition on privacy.

Repeated Public Visits During Non-Duty Hours

To be eligible for a deduction, the imposition on privacy must be continual and substantial in nature, and must involve repeated public visits, occurring several times daily. The contacts must be

frequent, take place over an extended period each year, and involve the tenant's housing unit. Extensive public contacts during a limited time period, such as the fall hunting season, may allow a tenant to qualify for a proportional deduction. Logs are used for documentation, and are reviewed annually.

In addition to the adjustment for a loss of personal privacy, an additional adjustment for official-use space may be applicable. Specifically, if a portion of the housing is set aside for the exclusive accommodation of the general public or official visitors, and if the tenants are restricted from using that space, the value of the space is excluded.

Restricted Use

Occurs when a superintendent prohibits, in writing, a tenant's right to enjoy a full range of activities normally associated with the occupancy of a rental unit because of restrictions imposed by the Service. A deduction for restricted use would be allowed, for instance, if the housing unit is located in a national cemetery, or is an integral feature of the historic or natural landscape. In these cases, written park policy restricts outdoor recreational activities.

Availability to Management or the Public

An administrative adjustment may be warranted if a tenant is officially required, in writing by the superintendent, to maintain a two-way radio, paging device, or similar device, and to monitor that device during off-duty hours while in Government housing. A deduction may also be appropriate if the tenant-employee is accessible to the public by means of an automatic phone dialing mechanism; and if the tenant's telephone number is listed in a public telephone directory or other form of notice, as being available to render assistance during times that are beyond the employee's regular duty hours. In these cases, proportional deductions should be made to reflect the number of off-duty hours that the tenant is required to monitor the radio or telephone, or to be available for responding to a call or page.

Park Area Responsibility

Superintendents will, within the general framework outlined above, exercise good judgment and equitable treatment in working with tenants who may be faced with varying degrees of imposition on their privacy within the same NPS installation or in different installations.

Park management will ensure that circumstances are fully documented by using logs that show: frequency of contacts, nature of invasion, and/or written determinations illustrated with photographs or drawings, as appropriate. Park management has the option to authorize deductions based on prior documentation. This documentation does not require logs maintained by employees when conditions were known to exist.

6.10.2 Temporary Housing and Maintenance of Two Households

Where permanent personnel occupy rental housing or maintain private residence while performing assigned work, they may be transferred to a field location under certain conditions. The organization is authorized to adjust the rental rate for the Government housing unit so that the combined rent or rent and mortgage payments paid during the period of occupancy is not excessively burdensome. This is allowed where it is necessary for an employee to maintain two households for the convenience of the Government, one permanent and one temporary, normally

for more than 60 days, and where the employee is not eligible for per diem. The adjustment authorized will not exceed 20 percent of the base rental rate for the temporary housing. All permanent personnel who are assigned temporary housing and must maintain two households will be designated as required occupants during the period of such occupancy.

Note that this is a rare situation because the employee, in most instances, would be placed in a travel status and furnished with one of the following:

- housing in lieu of per diem;
- a reduced per diem; or
- an appropriate deduction made from the per-diem claim.

6.10.3 Excessive Size

Only permanent, year-round tenants are eligible for a deduction based on excessive size. When an employee bids on a unit, no adjustment for excessive size will be given. Also, should the tenant choose not to have management close off excess space, or should the tenant want to use the space for storage, no rental adjustment can be authorized. If the housing size is in excess of the reasonable needs of the employee's family, an excessive-size adjustment will be authorized as follows:

When the housing units are satisfactory, except for the presence of unneeded rooms or space (i.e., bedrooms, bathrooms, garages), the unneeded rooms or space may be closed off, with superintendent approval to bring the size of the unit more closely in line with what the employee would rent in the community. All unneeded rooms must be locked, or otherwise secured by management, to bar access by the tenant. If the tenant refuses to allow management to close off excess space, no rental adjustment will be authorized.

If an adjustment is made, the base rental rate will be recalculated using the appropriate CPI-MBRR tables in the regional survey report to determine the new CPI-MBRR for the smaller unit. For example, if only one bedroom of a three-bedroom house is needed by a tenant, the square footage of the two additional bedrooms will be deducted from the total square footage of the house and the rent table for a one-bedroom house will be used to calculate the CPI-MBRR. The QMIS database program will automatically and accurately reduce the CPI-MBRR when rent is recalculated. The tenant is still responsible for the cost of all utilities, including for the closed off areas.

If, after closing off excessive space, the housing unit is still in excess of the reasonable size needs of the tenant, or if it is not possible or feasible to close off the excess space, then the criteria outlined in the Departmental Housing Management Handbook (400 DM 3), will be followed to determine the degree of excess. If the total square-footage exceeds the square-footage figure on the chart for that family size, a flat 10 percent of the CPI-MBRR can be deducted. This adjustment should be reviewed at least annually. Should the tenant choose not to relocate to adequate-sized housing when it becomes available, the adjustment will be eliminated.

6.10.4 Inadequate Size

Only permanent, year-round tenants will be eligible for a deduction based on the inadequate size of a housing unit. An adjustment for inadequate size will be permitted when a tenant-employee

occupies housing that is clearly inadequate to accommodate the needs of the employee's immediate family. The inadequate-size adjustment is subject to the following conditions:

To assure uniformity in applying this deduction, Table 2 outlines the number of bedrooms and the size of an immediate family. If one of these conditions is met, a deduction of 10 percent shall be made from the CPI-MBRR.

Table 2: Guidelines for determining if a housing unit is an adequate size

Number of Bedrooms	Housing inadequate, if:
One	Three or more occupants
Two	Five or more occupants
Three	Seven or more occupants
Four	Nine or more occupants
Five	11 or more occupants

Housing will also be considered inadequate whenever two children of the opposite sex, 10 years or older, must share a bedroom. This deduction will not continue beyond thirty days after appropriate Government housing or private housing becomes available. Should the tenant choose not to relocate to adequate-size housing when it is available, the adjustment will be eliminated. If the park does not have larger homes or when the park determines that the reassignment of housing will not benefit the Service., then a family would be allowed a deduction.

6.10.5 Excessive Heating/Cooling Costs

An excessive heating/cooling adjustment applies only when a tenant obtains the heating and cooling utilities directly from a utility company, or when these utilities are provided by the Government and they are metered. The following procedures are not for use when the Government provides the utilities and when the utilities are unmetered. In these cases: energy consumption and costs have already been estimated in the regional survey reports; and energy inefficiencies resulting from structural or insulation deficiencies have already been discounted.

If annual heating and/or cooling costs for a Government housing unit are excessive because of inadequate construction or insulation, and not because of any actions taken by the tenant, the Service will reimburse the tenant with the costs incurred by that tenant, in accordance with OMB Circular A-45. The reimbursement will be the difference between the existing heating and/or cooling costs and what should be paid for heating and/or cooling a comparable, but fully insulated and adequately constructed, housing unit. If the heating or cooling situation is correctable, but unattended to within the three year timeframe, the tenant continues to receive the reimbursement.

If a Government house meets or exceeds established insulation and construction standards, no adjustment is authorized, regardless of energy consumption or cost. This adjustment applies only to situations in which heating and cooling charges are based on the actual measured (metered) usage of heating/cooling fuel or electricity.

Reimbursement for Construction/Insulation Inadequacies

Tenants who consider their heating/cooling costs to be excessively high because of inadequate insulation or construction may submit a request for reimbursement of the excessive costs to the

park housing manager. All requests must include copies of utility bills, or other receipts showing the amount of fuel/electricity consumed and the heating/cooling charges for the most recent 12-month period. If the tenant cannot produce utility bills or other receipts, no adjustment is authorized. In some instances, management will have prior knowledge of specific housing units that are inadequately constructed or insulated, and will have applied the adjustment for a previous tenant. It would be an unnecessary burden for the new tenant to collect utility receipts for 12 months before being eligible to claim excessive heating and cooling costs when management is already aware of the inadequate insulation or construction. In these situations, reimbursement may take place using the following procedures:

Excessive Heating/Cooling Deduction

Form 10-379, Excessive Heating/Cooling Deduction, should be used for determining the amount of excessive heating/cooling costs. A copy of this form, along with tenant requests for reimbursement and management determinations, will be maintained in the housing file at the park.

Also, parks must outline a corrective-action plan with an anticipated correction date for the Regional Director. The provisions of the Departmental Housing Management Handbook (400 DM 3), require that employee housing be assigned a high-maintenance priority when units are inadequately constructed or insulated, which results in an excessive heating/cooling reimbursement. If correctable, the excessive heating and cooling reimbursement is NOT to exceed three years. Further information on excessive heating and cooling can be found in the Departmental Housing Management Handbook [400 DM 3] and OMB Circular A-45. If funds for correction are not available within the three year time limit, the tenant will continue to receive deduction.

Process:

1. Estimate the average monthly energy cost for heating/cooling a comparable, but adequately insulated/constructed housing unit, in which proper energy conservation practices are in place. The monthly amount of fuel/electricity required for space heating/cooling should be estimated using the methodology and tables shown in the applicable regional survey report for utilities, heating, fuels and related services. Next, use the utility rates, including all applicable service charges, taxes, surcharges, etc., in effect at the housing location, not the survey rate, to estimate the monthly charge for the predicted amount consumed each month.
2. Multiply the average monthly cost of heating/cooling the comparable housing unit by 25 percent; then add the resulting product to the rental charges. Amounts in excess of 125 percent of the comparable will be rebated to the tenant in accordance with OMB Circular A-45.
3. A written determination should first be made by a qualified facility or maintenance engineer using standards found in the FMSS condition assessments and business practices. The determination should include the following:
 - a. Whether the specified housing unit is adequately constructed and insulated for the climatic conditions at the housing site
 - b. A list of deficiencies, if any.

The building components of the structure, and not the lifestyle or energy habits of the tenants, make the unit eligible for excessively high heating and/or cooling costs.

4. Tenants of these designated units may request that management assume responsibility for the payment of heating/cooling utility bills. Park management must concur and prepare written approval for housing files. Once such requests are approved, parks can either pay the bills received by the tenants, or they can establish alternate procedures for payment, such as arranging for the utility companies to send the bill directly to the appropriate office for payment.
5. These procedures, once in place, will remain in effect for at least one year, or until the particular Government-owned house is vacated. Tenants cannot exercise this option only during heating or cooling seasons, and then obtain their own utility services during the balance of the year; the payment procedures indicated above are based on prorating seasonal utility consumption into equal amounts over a 12-month period.

Changes/Corrections in Administrative Adjustments

Park housing officers/managers should ensure that whenever circumstances or housing conditions warrant an administrative adjustment, the revision and change in rental rate is accomplished as soon as possible, normally within thirty days. Government housed tenants are responsible for verifying the accuracy of inventory data, including the data on administrative adjustments. If employees/tenants feel that a misapplication of an administrative adjustment has been made, they must bring this to the attention of the housing officer in writing. Changes will not be made retroactive to the date of documented notification.

Adjustment Limitation

To ensure that the net-adjusted CPI-MBRR is not less than the reasonable value prescribed by OMB Circular A-45, a limitation has been placed on the total amount of adjustments permitted to be made against the base rental rate. The adjusted CPI-MBRR, excluding any charges for utilities or related services, may not be less than 50 percent of the original CPI-MBRR, except that the minimum will be 40 percent where an isolation adjustment is authorized.

6.11 Implementation of Rental Rates and Tenant Notification

6.11.1 Incremental Implementation

If regional surveys or Consumer Price Index (CPI) adjustments result in substantial increases in rental rates, 25 percent and/or \$100 or more above current biweekly charges, such increases may be imposed incrementally over a period not to exceed one year, and will be applied in equal increments on at least a quarterly basis. If the increase is less than 25 percent and less than \$100 monthly, NPS must implement the total increase at the time of rental adjustments. However, increases less than 25 percent but at least \$100 monthly are eligible for a one-year implementation.

6.11.2 Notification Requirements to Tenant

When revised rental charges are to be implemented, whether the result of a repeat survey or CPI adjustment, the tenant must receive written notification of the basis and amount of the change at least 30 days before the new monthly rental charge and biweekly payroll deduction are in effect.

A new Housing Assignment Agreement, Form 10-380, does not have to be prepared when rents are revised; however, the tenant must acknowledge receipt of form 10-378B, Notice of Rental Adjustment, by signing and dating it. Receipt documentation must be retained in the park file. It is suggested that notification be given at least 40 days prior to the implementation date to allow for delivery in order to comply with the 30 days' notice requirement. A tenant's failure to sign form 10-378B can be reason for eviction. The designated personnel in each park, usually the housing officer, will revise the payroll deduction by direct input into the payroll system or by completing and sending a Biweekly Quarters Deductions Input Form directly to payroll (see forms section for a Biweekly Quarters Deductions Input Form.)

In accordance with OMB Circular A-45, and under the coordination of the National Business Center QMIS Office, all rental rates and charges for related facilities and services provided by the Government will be adjusted to coincide with the March CPI implementation dates. This adjustment will alleviate the problems that occur in trying to manually calculate rental rates when new regional survey rates increase more than 25 percent. This will also help to relieve some of the frustration for park areas that have needed to prorate their increases in quarterly increments and then apply a CPI adjustment in between these implementations.

6.12 Administrative Errors in Rent Calculations

Occasionally, tenants or park management staff will notice an administrative error in the determination of rental rates, possibly affecting the data on administrative adjustments. Correction of these errors should be made as soon as possible, normally within 30 days. Tenants should be given as much notice as possible of rent increases that have resulted from administrative error and the park is required to give at least 30 days' notice. Any changes to rent charges, whether an increase or a decrease, will not be made retroactive beyond the date of the last documented notification of the annual CPI adjustment.

6.13 Related Facilities/Services

6.13.1 Determination of Charge(s)

In some situations, separate and distinct facilities, services, or property are furnished to tenants of Government housing. As defined in OMB Circular A-25, when a tenant receives special benefits through a service (or privilege), that tenant will be charged with the full cost of providing that service (see the Departmental Housing Management Handbook [400 DM 3] or OMB Circular A-25).

This type of benefit exists, for instance, when a service such as "premium" television (pay channel access) is provided to the tenant but paid for by the park. The tenant should be charged for this service. Failure to recover the full comparable cost from the tenant could be considered a supplementation of salary, which is prohibited by law.

Amounts charged for these types of services are based on prevailing rates for the survey region and found in each survey report. The charges are also updated annually by the Department with the current survey or CPI information. Whenever a unit is available for both a tenant's personal use and for official park business, and it is not possible to determine actual costs for the shared use of utilities and services, tenants will be charged rates that are equal to the average annual amounts paid in private rental housing based on survey data. When it is impractical or impossible for the

supplier to bill the tenant directly, the park will furnish the utilities or services and recover its costs through collected rents or bills of collection. Rates from the appropriate regional survey data will apply. These rates will be subject to current survey results or CPI annual adjustment, and may vary from actual local costs.

6.13.2 Services

A tenant is expected to perform routine lawn maintenance, snow removal, and other such services, unless specified in Form 10-380, the Housing Assignment Agreement. If the park provides these services, recovery charges will be applied to rental rate computations based on regional survey data. All such services, facilities and/or property will be listed on form 10-378A, the Monthly Rental and Adjustment Calculation, when such charges are added to the CPI-MBRR.

6.13.3 Furnishings and Appliances

The Government will provide a range, refrigerator, water heater, appropriate and fire retardant window covering for each window, a non-rechargeable fire extinguisher, and a suitable floor covering. There is no additional charge for these items; the charge is assumed to be in the CPI-MBRR. If the park provides additional appliance items, the rental rate will reflect the appropriate charge. All appliances provided by the park are to remain in the Government housing unit and appropriate charges will be assessed. These charges are in accordance with the related services charges issued by the Department annually and will be included in the rent, regardless of the tenant's preference. Household furnishings such as furniture, dinnerware, cutlery, and linens are not provided. The park superintendent may approve excepted situations, such as these:

- The housing is to be occupied on a temporary basis by trainee personnel or others who could not be expected to provide furnishings.
- The housing is to be occupied to the extent that providing household furnishings is economically justified.
- Household furnishings are of the kind and amount authorized in the Departmental Housing Management Handbook (400 DM 3). When household furnishings are provided, appropriate charges will be made. They will not be removed from the housing unit based on tenant preference. The superintendent determines what is to be furnished, based on operational needs.

6.14 Rental Income/Expenditures

Rental income/expenditures will be deposited in a special no-year fund for the maintenance and operation of the quarters. Parks may transfer any/all of the money to another park within the same region. This transfer may be done annually only if housing rental receipts have been sufficient to maintain the housing in good condition, and no other funding is required for maintenance and operation of the housing units in that area.

Housing income and expense accounts will be maintained in the Federal Finance System (FFS), using the Primary Work Elements (PWE) documented in Table 3.

Table 3: Primary Work Elements in the Federal Finance System

Organizational Code	Number	PWE	Description
XXXX	XXXX	692	Reimbursable income and expenditure account for permanent employee units
XXXX	XXXX	693	Reimbursable income and expenditure account for seasonal employee units
XXXX	XXXX	691	VIP income and operation
XXXX	XXXX	MZQ	Housing Expenditures

To ensure that housing rental income is well managed and that all appropriate expenses are covered in some type of priority order, each park will develop a Rental Income and Expenditure Report. This report provides documentation of work requirements, including those projects that exceed available housing income funds, and should be a part of the HMP. This report will be generated via the Housing Information Portal (HIP). Please refer to Housing Business Practices also located on the HIP for updated procedures regarding completing the Rental Income and Expenditure Report.

In addition, to ensure that employees' rents are correctly deducted from their payroll, make sure that the Bi-Weekly Quarters Deduction form has the proper entries of the QMIS rental unit number (all 8 digits/characters.) If rental income is not being received from salary/payroll deduction, it needs to be included in the income and expenditure reports, whether it is coming from the benefitting account in the case of VIPs or from deposits directly from concessioners.

6.14.1 Use of Rental Income

Rental income must be dedicated exclusively to the maintenance and operation of housing, as stipulated by Public Laws 98-473 and 100-446. The intent is to ensure that a park's housing units are maintained in good condition. The use of rental income for housing unit maintenance and operation is in addition to other available fund sources.

6.14.1.1 Staff Salaries

Employee salaries may be charged to the rental income account if those employees work in direct support of the Housing Management Program. Parks cannot pay staff salaries at the expense of maintaining the housing units.

6.14.1.2 Training/Travel

When the Housing Management Program has a surplus of funds after expenditures for maintenance and operation have been made, employees who work in direct support of the program may be eligible for travel funds to attend housing management training. Costs may be charged against the rental income account.

6.14.1.3 Tort Claims

Housing occupants may file claims for damages resulting from property losses, property damage, personal injuries and death where it is alleged that the damages resulted from the negligent or wrongful acts or omissions of employees of the NPS. Specific guidance regarding the processing of tort claims within the Department of the Interior are found in 451 DM 1. Rental income is to be

used for the maintenance and operation of rental units. Rental income should not be used to pay for tort claims. Renter's insurance can be used to cover the cost of damages.

6.14.1.4 Employee Claim

DOI employees may file claims for loss of or damage to personal property if the loss or damage is incident to the occupancy of Government housing. This excludes claims for personal injury or death. Specific guidelines regarding these claims may be found in 451 DM 3.

6.14.2 Workers' Compensation

Required occupants are generally covered for most incidents that may occur while they are in park housing, including going to and coming from work within park boundaries. While most required occupants are covered at all times, the NPS does not determine if an employee's injury is covered by workers' compensation.

Other non-required occupants of park housing are generally covered while going to or coming from work within park boundaries, at a reasonable time before or after a work shift.

Employees who are not residents on park property are generally not covered until they are actually physically on park property, and then only when they are there at a reasonable time before or after a work shift.

Parks should consult their regional or park personnel offices for further information.

6.14.3 Housing Hours Codes

A Biweekly Quarters Deduction Input Form must be prepared whenever an employee's rent is added, changed, deleted, or there is a change in required-occupancy status. This information will be sent to the payroll office, or automatically entered into the Federal Personnel and Payroll System by park personnel, in order to make necessary changes to the amount of employee payroll deduction. The payroll department code for the NPS is IN, and the NPS Bureau code is 10 (see the forms section for a Biweekly Quarters Deduction Input Form.)

Transaction codes are:

- ADD (NEW OCCUPANCY)
- CHANGE
- DELETE (VACATING)

Most frequently used hours codes are:

- Permitted Occupant:
 - Permanent Quarters (55A)
 - Seasonal Quarters (55B)
- Required Occupant:
 - Permanent Quarters (55C)
 - Seasonal Quarters (55D)

7.0 Request for Reconsideration and Appeals

7.1 Requests for Reconsideration and Appeals of Rental Rates

Tenants will be notified at the time a rental rate is established, or adjusted, of their right to request reconsideration of that rate. This is shown on form 10-380, the Housing Assignment Agreement, and on form 10-378B, the Notice of Rental Adjustment. Procedures are contained in the Department's Housing Management Handbook (400 DM 3).

Employee-tenants have the right to contest any aspect, except evictions, of the rental-rate establishment process (see Departmental Housing Management Handbook [400 DM 3], for appeal policy related to evictions). This is a two-step process:

- (1) request for reconsideration, and
- (2) appeal.

Superintendents must ensure that employee-tenants are aware of their rights and the procedures for exercising official claims. Non-Federal tenants may not seek reconsideration or appeal a rental rate. Parks should seek the assistance and input of regional housing coordinators in an effort to resolve issues at the lowest level and avoid the appeal process.

7.1.1 Requests for Reconsideration

A request for reconsideration is the first step in the appeal process. It is a written request by the employee-tenant for reconsideration of the rental rate establishment process. This is a prerequisite to an appeal to the Office of Hearings and Appeals. Employee-tenants may request reconsideration of rental rates, adjustments, or other related charges, whenever they believe the housing has been improperly classified through an inaccurate determination or rates have not been established within these guidelines or those of OMB Circular A-45.

Process:

1. The request for reconsideration must be made in writing. It should outline in detail the basis for the request and include the names of all tenants participating in the request. The request must be submitted to the superintendent within 30 days following receipt of the notice of change in rental rate.
2. The filing of a request for reconsideration will not delay implementation of the revised rental rates and related facilities charges. However, the employee can be credited with whatever overpayment, if any, resulted during the period from the date the rental increase became effective to the date the rate is modified. Conversely, the employee shall pay the Government whatever underpayment, if any, resulted during this period.
3. The superintendent responds to the employee on a request for reconsideration within 30 days of receiving it. The failure of the superintendent to respond within 30 days of receiving a request for reconsideration shall be deemed a decision of denial and grounds for appeal.
4. The employee-tenant incurs the burden of proof on a request for reconsideration and subsequent appeal based on factual information.

7.1.2 Rental Appeals

An appeal is a written request by the employee-tenant to the Office of Hearings and Appeals (OHA), 801 N. Quincy Street, Suite 300, Arlington, VA 22293, for an examination of the issues raised in a request for reconsideration. The appeal must be filed within 30 days of the date that the employee-tenant receives a decision by the superintendent regarding the request for reconsideration. A copy of the appeal and supporting documentation must be provided to the regional housing coordinator and the WASO Housing Office to ensure that the Department is aware of pertinent facts; the coordinator and WASO are OHA's contacts in the event the Department has follow-up questions. The filing of a request for reconsideration and the resulting decision are prerequisites for an appeal. The appeal to OHA is the only way the superintendent's decision on reconsideration can be appealed. Appeals are subject to the following conditions:

- Matters not raised in the initial request for reconsideration shall not be considered in an appeal. This includes the names of all employee-tenants participating and the specific errors alleged in the initial request for reconsideration.
- Appeals related to either existing or proposed rates will be adjudicated as of the date the rate increases were implemented.
- The filing of an appeal shall not result in postponing implementation of a proposed rate pending adjudication of the appeal.
- If an appeal results in the revision of a new rental rate, the employee-tenant will be credited with whatever overpayment resulted during the period from the date the new rental increases became effective to the date of the appeal decision. Conversely, the employee must pay the Government whatever underpayment, if any, resulted during this period.
- Except as otherwise detailed in this manual, an appeal must proceed while conforming to the guidelines of 43 CFR, Part 4, Subparts A, B, and G.

NOTE: If employees are in official leave or travel status at the time rental rates and related charges are issued, and wish to file a request for reconsideration or appeal, an extension will be extended, accordingly.

8.0 Assigning and Vacating Housing

Any time a unit is occupied, a housing agreement will be established and rent will be calculated and collected. In the event an available unit is occupied for a short period of time, rent should be collected from the tenant through a Bill of Collection or the benefitting account via Income Transfer. Rental collection cannot be waived.

8.1 Process

Assignment of Government housing to employees shall be made without regard to consideration based on sex, race, color, creed, impairment, age, sexual orientation, religion, gender or national origin. Park assignment procedures must be published and available to all park personnel.

8.1.1 Housing Assignment Agreement

Whenever Government housing is rented to an employee, form 10-380, the Housing Assignment Agreement, must be signed by the tenant. Occupancy is not permitted until the tenant signs this form. It is a lease (rental contract) between the Government (NPS) and the tenant. When a family unit occupies a Government housing unit, the individual to whom the housing unit is assigned shall be considered the occupant. In accordance with Public Law 88-459, rental rates will be deducted from an employee's salary, whenever possible. In the event payroll deduction is not possible, rental rates may be charged through a bill of collection and documented on the Housing Assignment Agreement.

8.1.2 Records Management

Superintendents, center managers and the heads of central offices are responsible for ensuring that all mission critical and other permanent records, while in the custody of the NPS, receive appropriate archival care. Each NPS employee, regardless of duty station, is responsible for filing and managing records that document his/her work on/participation in a project. Every NPS employee must ensure that they are:

- familiar with basic records management responsibilities, including the difference between personal and Government records, and
- follow the basic records management processes of their office, ensuring the integrity of the records.

Complete information on NPS Records Management is found on InsideNPS, Quicklinks, Policy, NPS Policy, scroll to Records Management, and hit go. Also, refer to DO-19 and NPS-19 Appendix B for a complete listing of Records Disposition.

The Technical Information Center (TIC) at the Denver Service Center (DSC) serves as the central repository for selected NPS records regarding new construction projects, major renovation projects and major park planning and research. Parks and offices must submit to TIC copies of those documents that meet TIC's current scope of collection as described in the NPS Records Management Handbook. This requirement applies whether or not DSC has direct involvement in the project.

There is no Servicewide overall standard for file location; i.e., the use of central files or any other particular filing system is not required. However, filing should not be random, haphazard, or handled solely by individual employees. NPS offices and units should develop and document filing systems as part of an overall records management process to meet their business needs, and to facilitate fulfilling their records management responsibilities, with particular attention to the Standards of Accessibility.

Records containing information that describes or can be used to identify an individual, and can be retrieved by personal identifier information, may be subject to the Privacy Act. All records that meet the legal definition of a Privacy Act system of records must be adequately protected according to law and regulation. Records within a Privacy Act system of records must be destroyed promptly at the end of their retention period as defined by the NPS Records Retention Schedule.

8.1.2.1 Tenant Records

Often these are generated by various individuals at your park. Records Management states that the originator of the document is responsible for maintaining that record. With that in mind, ask yourself “how this information might be used in the future” and set your files up accordingly. The following are NPS guidelines:

- Quarters Assignments: Should be kept on file for three years after the tenant leaves the park.
- Housing Check in/Check out: This can be disposed of after the tenant leaves provided there are not damages that you have billed the tenant for. If you have billed the tenant for damages, then retain for three years.
- CPI Implementations: Three years until further guidance is issued by the Department.
- Request for Biweekly Quarters Deduction form: Three years after the tenant leaves the park. Note that Denver Payroll keeps this document in a database indefinitely.
- Lead Based Paint Disclosures and pre-renovation notification: Twenty years, as this is the legal disclosure if something should happen in the future, until the Department or the Environmental Protection Agency provide further guidance.
- Other Health Advisories: Twenty years, as this is the legal disclosure if something should happen in the future, until the Department provides further guidance.
- Bills for Collection to Tenants issued by the park: Three years after the tenant leaves the park. Debt Management maintains the records for debts which they issue.
- Required Occupancy forms (10-383 part A and B) and other related required occupancy related documents: Seven years from date of issuance, as this is a tax related document. Note that Form 10-383 Part B should be kept in the employee’s Official Personnel File.

8.1.2.2 House/Structural Records

Building files should be kept for the entire existence of a structure. An historical record for the structure will be developed within FMSS. It is suggested to set up Building Files for the following information:

- Acquisition Records/Construction Records/Acquisition Records (Approved Justification for New/Replacement Housing form 10-373): Park to retain indefinitely.
- Floor Plans/As Built Plans: Park to retain copy forever and should be provided to TIC in Denver for archiving.
- Funded PMIS Projects: Park to retain copy forever and should be provided to TIC in Denver for archiving.
- Rehab Work: Park to retain indefinitely.
- Disposal Records: Park to retain indefinitely.
- Specific Warranties: Park to retain for the life of the Warranty.

8.1.3 Deposits

It is customary in the private sector for landlords to require advance rental payments and security/damage deposits. Because OMB Circular A-25 requires that charges for real property reflect the fair market value, and that they be in accordance with commercial practices, parks are authorized to collect and hold (until tenants vacate housing units) an amount equal to two months of rental charges including charges for related facilities as a condition of occupancy. These amounts are in addition to the tenant's monthly rental payments. These funds, less amounts due the Government for unpaid rental charges and for damage to the unit and/or contents, shall be refunded when the tenant vacates. Parks should consult with regional financial managers and budget offices on how best to proceed with deposits.

8.1.4 Inspection Procedures When Tenant Occupies or Vacates

A physical inspection of the housing unit must be made when an employee-tenant first moves into the unit and when the employee-tenant vacates it. A park employee, preferably the Housing Officer and a member of the maintenance staff designated by the superintendent, takes part in the inspection with the employee-tenant. Form 10-382, Housing Occupancy/Vacancy Inspection, must be completed and signed by both the tenant and the park's representative. The park maintains the original form in its files and provides a copy to the employee-tenant. When an employee is separated or transferred out of NPS, certification for final salary payment shall be withheld until all property is satisfactorily accounted for. Payroll units shall be notified when such clearance has been granted.

It is recommended that quarters be inspected regularly, at least on an annual basis, in accordance with FMSS guidance/requirements. Tenants should be provided at least a minimum of 24 hours advance for routine inspections. In an emergency, such as but not limited to, tenant endangerment, visible water damage, or fire, the park is authorized to access the unit.

8.1.5 Housing Assignment Termination

A tenant's occupancy of a housing unit ends when that tenant's duty-station employment ends, unless the occupancy was previously terminated at the option of either party with 30 days' written notice. The park superintendent can terminate occupancy of housing at any time with a 30 day notice. The park superintendent may also extend the tenant's stay in Government housing if it is in the best interest of the Service. After the termination of assignment, the eviction process may begin if the tenant refuses to move out.

8.1.6 General Terms and Condition of Housing Assignment Agreement

In addition to the Rental Agreement generated by QMIS, The Additional Terms and Conditions statement, also generated by QMIS, must be signed by the tenant and attached to the Rental Agreement in the Housing Files.

8.1.7 Eviction Authority

A superintendent has the authority to evict any tenant upon termination or breach of the terms of occupancy found on form 10-380, the Housing Assignment Agreement: when occupancy does not meet the needs of the park, the Service or the Department of the Interior; or when occupancy poses a threat to the public health and welfare.

The tenant must receive a 30 days' notification, or the requirement of the state in which the park is located, whichever is longer, unless there is a present threat to health and safety. If such a threat exists, eviction can be immediate. The personnel office should be notified when an eviction is considered; the matter must be adequately documented. The regional solicitor must be consulted during this process. See Department of the Interior Housing Management Handbook (400 DM 3), Chapter 3, for more information related to evictions.

8.1.8 Tenants on Extended Leave, Furlough, Extended Training, or Detail

Employees away from their work station for extended periods of time, generally six months or more, will continue to be charged rent unless the housing units are vacated and made available to the park for reassignment. Upon the employee's return to the park, the employee will be reassigned to an available housing unit but not necessarily the one that was originally assigned to this employee. Housing assignments will be based on availability.

In lieu of collecting rental charges from employees during periods of furloughs, where the duration is known, the estimated rental obligations during furlough periods may be added to the rental obligation during periods of employment. The total obligation maybe prorated over the period of employment to allow the collection of rental charges for periods of furlough through payroll deductions. The Housing Assignment Agreement will reflect the net monthly rental charge and the monthly and biweekly rental charges that will be established to account for housing occupancy during periods of furlough. Employees on leave or furlough for more than 30 days may vacate housing and make it available for reassignment. No charge will be made to the employee in leave or furlough status once housing is made available for reassignment.

8.1.9 Tenants Called to Military Duty

The NPS should not separate the employee, but rather place them in a leave or furlough category.

Rental charges should be the same as the charges that would have been assessed if the employee had not been called to active duty. Charges are established by using the QMIS software program.

Employees who are called to active duty may continue to have dependents occupy Government quarters for the duration of the period of active duty. In these cases, the park must continue to collect the rent. If, however, the active duty period becomes extensive (one year or more), or if the park requires the use of the quarters unit to meet its program requirements, dependents may be asked to vacate. If funding is available, the park may store the employee's belongings elsewhere, in order to provide housing for a required-occupancy employee or mission-critical employee.

8.1.10 Minors in Park Housing

Normally, whenever, Government housing is rented to an employee, form 10-380, the Housing Assignment Agreement, must be signed by the tenant (NPS employee). Occupancy is not permitted until the tenant signs the form. The Housing Assignment Agreement is a lease (rental contract) between the Government (NPS) and the tenant (NPS employee).

However, in the case of NPS employees of minor age there are special circumstances that must be considered.

The definition of age of majority or legal age varies among states with most setting the age at 18, while some have 19 and others 21. Parks must be aware of their State law regarding age of majority/legal age for purposes of contract and also be aware that, because State laws are subject to change, they will need to confirm whenever there is a need to house employees of a certain age that the age of majority/legal age is still valid. In some instances, age of majority/legal age is reached upon marriage, even if the person has not otherwise reached the State determined legal age of majority.

In addition, some States have passed laws establishing that minors may contract for necessities of life. Parks should be cautioned that although housing may be thought of as a necessity, a Housing Assignment Agreement would, by definition be enforceable against a minor. However, courts don't always enforce contracts against minors. An example case is *Young vs Weaver*, 883 So. 3d 234 (Ala. Civ. App 2003). The court found that a minor who abandoned a rental apartment after two months and returned home could not be held to the lease.

If a park chooses to provide Government housing to minors then the park must have the minor's parent or legal guardian sign the Housing Assignment Agreement on the minors behalf along with a statement on the agreement that expressly acknowledges:

- that the parent or legal guardian is acting as a guarantor and agrees
 - to guarantee payment for the rent due for the full period of the Housing Assignment Agreement if the rent is not being paid by the benefitting account, and
 - to pay for any damages to the assigned Government housing
- that the parents or legal guardian has received adequate consideration of this guaranty.

In no case should a minor be allowed to live in park housing with an ad-hoc release form signed by the parent or legal guardian.

Having the parent or legal guardian sign the Housing Assignment Agreement as a guarantor gives the NPS someone against who to enforce the terms of the otherwise voidable contract. Whether the parent or legal guardian stays with the minor in the housing unit is irrelevant to the legal enforceability of the guaranty.

8.1.11 Responsibility for Loss or Damage to Government Housing

Tenants are financially responsible for property that is lost or damaged in excess of normal wear and tear, as specified on form 10-380, Housing Assignment Agreement, and Form 10-382, Housing Occupancy/Vacancy Agreement. In such instances, a Bill of Collection will be issued to the tenant(s). Funds collected for loss and damage to Government property are not considered to be rental receipts and these funds must be deposited with the Treasury as miscellaneous receipts. Anytime there is damage to Government property beyond reasonable wear and tear, a board of survey needs to convene to determine if the employee is responsible for the damage and for what said amount.

8.1.12 Relocation of Deceased Employee's Dependents

Public Law 94-458, Title 16 USC, 17(j), Section II, allows for the relocation of dependents of a deceased employee who was residing in Government housing within the contiguous 48 states. The

dependents would be relocated to the nearest established community. If the deceased employee's last permanent address was outside the 48 contiguous states, the dependents can also be moved to the nearest port of entry. This is a personnel and finance matter that should be managed by appropriate administrative staff.

8.1.13 Instances of Hardship

Former Federal employee occupants and dependents of deceased Federal employees or other Government occupants may continue to occupy Government housing for a period that will normally not exceed 60 days in instances of hardship related to illness or death. These occupants will continue to pay the established rental rate via Bill for Collection.

8.1.14 Relocation Costs

Every effort should be made to complete maintenance and rehabilitation work during periods of vacancy. However, when it is necessary to temporarily relocate an employee-tenant to another housing unit or to private-sector housing while work is being done, the park pays the costs of moving and/or storing the tenant's personal effects, as well as any difference that exists between the costs of the private-sector housing and Government housing.

Relocation is an administrative cost. Payroll deduction should continue for tenants of park housing who are temporarily relocated into private housing. This income is to be used by the park to cover the difference in cost that results from the private rental housing. Parks should make appropriate arrangements to ensure that utility charges are allocated fairly between the tenant and the Government during rehabilitation work. Parks are not required to pay relocation costs for non-employee-tenants.

8.1.15 Emergency Evacuations

In emergency situations, it may be necessary to evacuate tenants and members of their household. NPS is authorized to incur certain expenses related to this type of relocation. Payroll deductions for housing will continue and park housing rental income may be used to cover a portion of the unexpected costs incurred by the tenant as a result of circumstances beyond the control of the employee-tenant or NPS. Under certain circumstances, costs may include moving, and/or temporary lodging. The cost of meals will not be covered. Other related costs, if claimed, will be determined on the basis of their merit. If an employee has renter's insurance, normally the insurance company will pay for the cost of meals, rent, and utilities while the employees and their families are living in temporary lodging.

8.1.16 Telephones

Requests for approval for initial installation/service of Government telephones in employee housing, or similar requests for authorization of payment for private telephone service in Government housing, are telecommunications issues. These requests must be submitted to the Chief, Information and Telecommunications Center, WASO. The same guidelines apply for Government-issued cellular phones and services. Government land-line telephone services do not need approval by WASO. Also, this does not apply to service provided directly to the tenant by a private telephone company.

8.2 Personnel Procedures

The following procedures are involved and complex and must be implemented by servicing Human Resources offices.

8.2.1 Position Description and Vacancy Announcement

When the description of a new position includes a requirement to live in Government housing, the details of that requirement will be placed in an appropriate part of the document. The servicing personnel office can amend descriptions for current positions. All personnel actions must come from the supervisor to the servicing personnel office. All vacancy announcements for required-occupancy positions must adhere to this requirement.

8.2.2 Official Personnel Action

The supervisor must notify the servicing personnel office when an employee either moves into, or vacates a Government housing unit, or when an employee is released from required occupancy. Supervisors and Housing Officers must work with their servicing personnel office to file an SF 52, Request for Personnel Action, which is needed to report required occupancy status or removal.

8.2.3 Union Contracts

Parks with local unions representing employees should coordinate with their personnel office when dealing with housing issues.

8.2.4 Certification of and Approval for Required Occupancy

Form 10-383 A, Certification of Required Occupancy, must be completed by the park and approved by the Regional Director. Copies of both form A and B go into the employee's personnel file, to the employee, and to the park housing officer. Required occupancy is specified as a condition of employment in the job announcement, the position description, and form SF-50, Notification of Personnel Action. After certification has been approved, the employee signs the form 10-383 B, which indicates an awareness of the tax implications as established by the Internal Revenue Service (IRS) and the responsibilities for a required occupant. As a required occupant, the employee's Federal tax liability is reduced. Misrepresentations can result in IRS penalties. Accordingly, the IRS may conduct an audit to ascertain the reason for required occupancy and the related certification (see the forms section of RM for a copy of Form 10-383).

8.2.5 Biweekly Housing Deduction – Taxable and Non-taxable

Most tenant-employees pay their rent through payroll deduction. For required occupants, this payment is tax-exempt and it must be properly coded. In each park, a designated person, normally the park's housing officer, routinely prepares documentation to start, stop, or change rent payments that are made as payroll deductions. This person is also responsible for the "required occupant" payroll documentation. The information is updated by either direct entry into the payroll system, or by completing and submitting a Biweekly Quarters Deduction Input Form. Refer to the current Payroll Coding Manual for proper codes (see the forms section of RM for a copy of a Biweekly Quarters Deduction Input Form).

8.2.6 Removal from Required Occupancy

A superintendent or program manager may decide that changes in park operations, reorganization, budget constraints, and/or outside influences, have made it necessary to reconsider the duties of a position. Should the superintendent or manager conclude that the need for requiring an employee to live in Government housing no longer exists, then removal of the required-occupancy condition may be appropriate. This is always a management decision; it must be based on a complete and thorough evaluation of a park's operational needs.

The form 10-383 A, Certification of Required Occupancy, on file for that position should be used to initiate and document an action to remove the required-occupancy aspect of that position. The explanation of duties related to required occupancy is removed from the position description in the official personnel files by a personnel action. The position is no longer considered a required-occupancy position in the housing records. The park must also make appropriate changes to the HMP and attachments. Payroll must be notified for changes of tax status. Management notifies the employee of the change to the position and the reason for the release of the required-occupancy condition is documented and signed by both parties. The employee's signature on 10-383 B indicates an awareness of this release; it does not necessarily indicate that the employee agrees with management's decision.

8.2.7 Requests by Employee to be Released from Required Occupancy

Situations may arise when an employee requests release from required occupancy for a variety of reasons, such as: medical, educational, financial, or family need. The employee submits a request for release from required occupancy to the superintendent. The superintendent makes a recommendation to the Regional Director, based on the park's operational needs and the employee's needs. Park needs, however, must not be jeopardized. The release may be predicated upon finding a replacement to perform the duties of that position. The Regional Director makes a final determination. If the request is approved, the employee is released from required occupancy.

Should the employee be dissatisfied with the determination, that employee may request a reassessment by the Regional Director. The decision of the Regional Director will be final. Required occupancy is a condition of employment, and therefore, it is an exception to the rental grievance procedure that is outlined in the Departmental Housing Management Handbook (400 DM 3).

8.3 Remote Park Locations and Duty Stations

Based on Comptroller Decision #342, an employee's duty station is the location where most of the work is done.

If employees are duty-stationed on an island or in a remote location, and are provided Government housing regardless of whether they are permanent or seasonal employees, they must pay the amount of rent established by QMIS. This is consistent with OMB Circular A-45 and the Department of the Interior Quarters Office.

If employees are duty-stationed on a mainland or non-remote park area, and must reside on an island or remote area for several days or months at a time, they are generally placed in travel status. They are eligible for lodging and per-diem allowances while on the island or remote area, but may be offered Government housing instead of lodging.

Only employees duty-stationed at remote locations may be eligible to receive remote worksite allowances and perhaps maintenance of two households (see Section 6.10.2.) On occasion these employees may be required to travel from their remote duty-station to another remote area, in which case they are placed in travel status and receive the Backcountry per diem rate.

It should be noted that an employee duty-stationed at a remote island or location may maintain a private primary residence and household outside the park on the mainland. This is done for the convenience of the employee and his/her family when the remote duty-station is not suitable for full-time family living. In this case, travel to the mainland, when not required as a part of official duties, is carried out for the convenience of the employee. Therefore, no per diem is authorized and the employee must continue to pay rent, perhaps qualifying for Maintenance of Two Households. Providing space available transportation aboard Government-owned vessels and chartered aircraft for this purpose greatly enhances the morale of island-based staff, a clear benefit to the Government.

Employees who perform work at an island location or in a remote area may also be eligible for remote worksite allowances or a backcountry per-diem. The Office of Personnel Management (OPM) regulates remote worksite allowances and back-country per diem rates, and should be consulted for further information and eligibility on these issues.

9.0 Tenant Involvement and Responsibilities

9.1 Tenant Involvement and Responsibilities

To achieve and provide a quality NPS Housing Management Program, it is important to have a partnership between the tenant and the landlord (NPS); both have certain obligations, rights and responsibilities.

9.1.1 Policies

It is the tenant's obligation and responsibility to become familiar with all housing policies and regulations, especially the tenant responsibilities outlined on form 10-380, the Housing Assignment Agreement, and this chapter of the RM.

9.1.2 Rent Charges

Upon occupancy, the tenants are responsible for reviewing the unit's inventory and on an annual basis when rents are adjusted. Tenants are responsible for the verification of rental charges and payroll deductions for rent and tax status, as stated on each leave and earnings statement.

9.1.3 Government Housing Check-in/Check-out Inspection

Tenants will participate in a walk-through inspection at both the beginning and end of their occupancy to determine the condition of their unit. Tenants can be of assistance by participating in periodic maintenance inspections and by identifying maintenance problems that might otherwise be overlooked. If a tenant chooses not to participate in such inspections, it may be deemed that any decision (good or bad) will be non-disputable, and any fines or charges will be paid by, or charged to, that tenant. Tenants will be financially responsible for any damage to the premises that results from neglect or damage beyond unreasonable wear and tear. Parks should contact their property managers to see when a board of survey is necessary.

9.1.4 Government Housing Inventory

Form 10-374, the Housing Inventory Form, is maintained in the park QMIS database for each rental unit and serves as the basis for rental calculations. A copy of the inventory and rent calculations must be provided to the tenant for verification for rent adjustment, 30 days in advance. Tenants must sign and return the form to the park housing official acknowledging receipt, not necessarily agreeing to the rental rate.

9.1.5 Impositions on Privacy or Living Space

When official-use space is determined, the park housing officer must have documentation regarding privacy adjustments. When conditions change, it is up to the tenant to notify management. Management will review this annually. See Section 6.5.3, Official Use Space, and Section 6.10.1, Invasion of Privacy in this RM.

9.1.6 Park Assignment Procedures

Tenants should become familiar with their park's Housing Assignment Plan.

9.1.7 Housing Management Plan

Every park with housing has such a plan; tenants may examine the contents and request parts or the entire plan at any time. See Section 4.0.

9.2 Other Issues Affecting or Involving the Tenant

9.2.1 Home Business

Home businesses include both for-profit and not-for-profit businesses of a continuing nature. Activities of a one-time or infrequent nature, such as a garage sale, are not considered home businesses and are exempt from this permission process, though even one-time events must be consistent with the criteria listed below.

- This policy is applicable to all tenants living in units of the National Park system, including administrative sites, except inholders and others who have specific reserved rights which authorize home businesses.
- Tenants must seek written approval from the superintendent or site manager of any existing or future plans for any home business. Written permission may be issued by superintendents and managers for eligible activities, with or without special conditions to meet local park requirements, for periods up to 3 years, and may be renewed. Denials may be appealed to the Regional Director. Home business of the following nature may be permitted:
 - Where the product produced in the home is sold outside the park. Examples: painting a landscape and selling the product at a fair or selling products through or to a concessioner
 - Where goods or services are provided to employees and others living in the park which do not entail door-to-door solicitation. Examples: selling house wares or

cosmetics, or child care or in-house nursing or similar care done on a regular fee for services basis, or music lessons, or small appliance repair

- Where a home business is conducted by telephone or mail. Example: a mail order business. However, NPS managers may not permit a person in a unit of the National Park System, including nonemployees and family members, to conduct a business activity within the park unit where such action will:
 - Interfere with the NPS mission, such as endanger resources, impact visitor use, hinder employee duties, compete with concessioner, or be a "visitor service."
 - Be in conflict or create an appearance of a conflict of interest or be inconsistent with the Department of the Interior Regulations on Employee Responsibilities and Conduct. See 43 CFR, Parts 1 through 7.
 - Be a nuisance (e.g., parking problems, noise) or visual impairment.
 - Involve the use of Government housing as a store or professional company where the general public comes to transact business.
 - Involve the use of Government housing as rental space for overnight accommodations or involve the sublease of Government housing.
 - Involve door-to-door solicitation in the park or any form of visitor solicitation.
 - Involve advertising, signs or notices in park areas.

Persons having home businesses in parks must comply with all applicable Federal, state, and local laws and regulations. The failure to do so is grounds for cancellation of the written authorization. The conduct of a home business shall not impose any liability or obligation of any type on the Government (e.g., security, utility services, waste disposal.) Reference the Director's Order on Home Business for more information.

9.2.2 Disposition of Abandoned Personal Property

When vacating Government housing, tenants are responsible for the immediate removal of all personally owned household goods or property from park structures and grounds. Any such property that remains may be moved and stored by the Government to facilitate the occupancy of new tenants. Any associated costs, including extended rental, moving, storage and administration, will be the responsibility of the former tenant, and will generally be assessed through a Bill of Collection. If tenant property remains in Government possession after 30 days, it will be treated according to the statutory guidelines for abandoned property and will ultimately become the property of the Government, for its disposition (see 36 CFR 2.22, Property).

9.2.3 Insurance of Tenant's Personal Property

Tenants are advised to have renter's insurance for the protection of their personal property.

Since the Government's liability and the amount of settlement may be less than the amount claimed, tenants should consider the desirability of obtaining renter's insurance to cover the costs of tort claims.

9.2.4 Possessory Interest Tax

Government rental rates are based on rents paid for comparable housing in the private marketplace. A portion of the monthly rental payment for private housing theoretically covers the real property tax that the private property owner pays on a monthly basis. It is presumed that the amount that represents the payment for property tax is included in the monthly rental charge. Any comparison of rental rates for private housing with rates for Government housing already takes into account a proportionate amount of the rental charge that goes for taxes. Therefore, if a tenant of Government housing were obligated to pay a possessory interest tax to the local taxing authority, that tenant would essentially be paying a double tax charge.

Since the actual charge to be levied in future years by those states which have statutory authority to collect a possessory use tax would not be determinable at the time of rental rate establishment, exclusion of an estimated annual tax in establishing the base rental rate is considered inappropriate.

If an employee-tenant pays a possessory interest tax, that employee is entitled to a refund of the amount paid without interest. To receive the refund, the employee must submit any receipts that indicate payment to state or local Government to the housing officer in order to verify occupancy prior to payment. Reimbursements to employees must be made during the same fiscal year as the tax payment. Should a former employee-tenant or non-bureau employee seek reimbursement for tax payment, that reimbursement will be dependent on current accounting restrictions. These refund payments are exempted from the Adjustment Limitation Provisions.

9.2.5 Dual Career

Superintendents should make every effort to accommodate dual career employees when assigning housing, which is consistent with the Service's dual-career assistance program. Superintendents are also encouraged to maintain reasonable and flexible with regard to a dual-career employee who remains in park housing, when one member of the couple transfers to another NPS location or retires.

9.2.6 Telecommunication Services in Residences

Requests to install any telecommunication service in a unit that does not already have it must be approved by the superintendent and also potentially by WASO Telecommunications. The park may pay for telecommunication services.

9.2.7 Smoking in Government Housing

NPS strongly encourages a smoke-free environment in both the workplace and Government housing. Smoking and second and third-hand smoke are considered to be health and safety hazards. Smoking in non-shared Government housing is not recommended; however, each superintendent may make that determination and the specifics should be outlined in the park policies. Smoking is not allowed in shared Government quarters.

9.2.8 Pets in Residences

Pets may be kept by residents of park areas, consistent with the provisions set forth in 36 CFR 2-15, and in accordance with conditions that may be established by each park superintendent. Pets must be licensed if required by the city or state where the park is located. Pet owners are responsible for the actions of their pets. Any excessive cleaning or cost to repair damage to Government property will be charged to the tenant.

9.2.9 Satellite Dishes and Cable Service

Personal satellite dishes/cable must be approved by the superintendent before being installed at a housing unit. Once approved, installation of satellite dishes/cable will be at the expense of the tenant. When vacating a unit, the tenant must remove the dish unless otherwise approved by the Superintendent, at no cost to the Government. Any damage to Government property will be charged to the tenant.

9.2.10 Cultural Landscapes, Historic Structures and Natural Resources Settings

Tenants living in Government-provided quarters must be aware that they are living in a nationally designated area. As such, tenants will become familiar with the rules and regulations governing that location (i.e., cemetery, National Battlefield.)

9.2.11 Firearms

Government-provided lockable storage will be available for Government-issued weapons. For private firearms, the tenant is responsible for providing safe, lockable storage, which may or may not be within the employee's residence but could be in a central storage facility. Firearms will be properly stored at all times. Refer to RM #9, Law Enforcement.

9.2.12 Signs of Personal Expression

Employees may display political signs if it is consistent with the Hatch Act and Park Service regulations. If the activity is not prohibited by the Hatch Act, employees should then follow Park Service regulations covering expression of views on park lands. Employees are reminded that when exercising their First Amendment rights it must be while off-duty and it must not imply any official NPS endorsement of the activity.

Under the Hatch Act and implementing regulation found at 5 CFR 734.306, employees are prohibited from participating in certain political activities. For example:

- while on duty, in uniform, or in any room or building occupied in the discharge of official duties,
- or using a Federal vehicle.

The regulation at 5 CFR 734.101 excludes from the definition of a "room or building occupied in the discharge of official duties" any rooms which are part of the residence area or which are not regularly used solely in the discharge of official duties. Therefore, unless a room in the park residence is regularly used in the discharge of official duties, employees would not be prohibited by the Hatch Act from displaying political signs in park housing including the windows or lawn.

In the event that the proposed activity complies with the Hatch Act, employees like all park visitors are subject to applicable NPS demonstration regulations such as 36 CFR 2.51 or 7.96(g).

Consistent with these regulations, Superintendents may issue a permit and impose additional restrictions on employees regarding the display of political signage visible from park housing. Employees must submit an application to their Superintendent for a permit to display such political signage.

If you have any questions about the Hatch Act, please contact your local ethics official. If you have any questions about the NPS demonstration regulations or policies, please contact your Superintendent.

9.2.13 Pest Management

The NPS implements a nationwide, integrated Pest Management Program to reduce risks to the public, park resources, and the environment from pests. Pests can interfere with the purpose or management objective of a specific site within a park, or jeopardize human health and safety. Tenants should notify park staff of any ongoing pest concerns, rather than attempting to address the issue. Pest management coordinators are available in each region and most parks to provide assistance with pest-related management strategies. Reference IPM Management Policies, Section 4.4.5.2, for more information.

10.0 Glossary of Terms

Adjusted Monthly Base Rental Rate (AMR)

Amount of monthly rent set by the Department of the Interior and adjusted by the annual Consumer Price Index adjustment for Government housing.

After-hours Response Duties

This refers to an employee being called back after his/her normal scheduled day. It does not necessarily mean after normal business hours.

Affordability

National standards define an affordable rental unit as a total cost that does not exceed 30 percent of a single wage earner's income. The total cost of a rental unit includes payments for monthly rent and utilities.

Age of Housing

The age of a house is a factor in determining rent by the year the unit was constructed. If the actual construction date is unknown, the age must be determined as accurately as possible from available sources. Estimate a month and year, if not known for certain. Major rehabilitation work to a unit does not change the age of the housing unit or the date it was constructed.

Alternatives

Alternatives to in-park housing are measures taken when necessary services can be provided without housing employees in the park, and can include, but are not limited to the following: acceptable change in the response time (superintendent determination), contracted services, delegation/relocation of function out of the park, historic leasing, lease or purchase from private market, partnerships with other agencies or communities, response time can be met by living outside the park or through other means, shift work/change of duties/on-call status, telecommuting/ flexi-place-work schedules, transportation systems. Other alternatives may become available if additional legislative authorities are provided.

Apartment

A housing unit located within a multi-unit structure that provides at least two common, non-emergency, ground-level, or essentially ground-level, doorway entrances/exits. These entrances/exits provide direct access between individual dwelling units and the outdoors. For a single-family structure (i.e., detached or plexed housing, townhouse, or row house) that has been sub-divided into multiple and separate housekeeping units, each dwelling unit is classified as an apartment unless that individual unit has, at a minimum, two non-common, non-emergency, ground-level doorway entrances/exits. Windows, except sliding glass doors, are not regarded as doorway entrances/exits. Also, doors that are installed to serve primarily as emergency exits (i.e., a doorway to a fire escape) are not regarded as doorway entrances/exits. All units within the same structure are classified as the same type of unit.

Asset

Real or personal property that NPS desires to track and manage as a distinct, identifiable entity. In the case of housing, according to new definitions from FMSS 6.2, multi-unit structures are considered to be a location, and each half of a duplex is an asset. An asset represents a rental unit in QMIS.

Asset Priority Index (API)

An asset evaluation rating that quantifies the value of an asset in relation to the mission of the park. The API utilizes a numeric rating system for ranking assets; the ranking is 0 to 100, 100 being the highest. The API is determined by a team and set by the park.

Availability

Based on a premise that the private market can accommodate at least 200 percent of the number of particular type of units that a park needs. For example, if a park requires six single-family units, at least 12 such units must be available in the private-rental marketplace. Vacancy rates are used when available. To be considered available, housing should be in the local community and within a 60 minute commute shed per OMB Circular A-11 and/or within established response time/response zones as set by the park.

Basement

An open area underneath the floor of the main living area in a structure, usually below ground. A finished basement area is considered to be living area only if it complies with basic HUD property standards concerning minimum lighting and ventilation requirements. Artificial lighting and year-round mechanical ventilation that are equivalent to natural lighting and ventilation are acceptable. Basement space is a consideration when establishing a rental rate.

Bedroom

A room qualifies as a bedroom if it meets the following criteria:

- *Size* — At least 80 square feet in area, with at least one wall space of 8 linear feet. This wall may contain windows, as long as they are not floor-to-ceiling windows and they allow the placement of furniture.
- *Egress* — Two means of exit at a minimum. At least one exit must be a door; the other may be a window. If a window is used as an exit: it must be unobstructed; it must be operable from the inside; it must provide a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area; and the bottom of the window must not be more than 44 inches above the floor.
- *Closet* — At least one closet, enclosing approximately 6.0 square feet of floor space. Approximately 5 feet of vertical hanging space should be available.
- *Access to Bathroom* — Available without requiring a person to pass through an intervening bedroom, kitchen, or main living or dining area. Each bedroom must have this access. Also, bedrooms should not afford the only access to a required bathroom, except in one-

bedroom units. Neither a bedroom nor a bathroom should afford the only access to a habitable room.

Benefit to the Park

When certain situations such as remoteness, a temporary work force, or the use of historic structures, leads to a compelling need for housing, and all other reasonable alternatives have been exhausted, the housing that is created is considered to be beneficial for a park.

Historic structures should be considered for employee housing as only one alternative to historic structure uses.

Bunkhouse/Dormitory

A bunkhouse or dormitory is a housing unit that was originally constructed or modified for multi-person occupancy. These units must have a configuration that includes: common-use bathrooms with multiple sinks, toilets, or showers within one bathroom enclosure; and/or common-use kitchens with multiple stoves, refrigerators, and sinks within one kitchen enclosure. Also, sleeping rooms must be the open-barracks type or single rooms with accommodations for one or more unrelated tenants. Houses, apartment or mobile homes that are used to house multiple unrelated tenants, but have not been modified structurally into a dormitory or bunkhouse configuration, should be inventoried as houses, apartments or mobile homes, respectively.

Cabin

A unit with a rustic interior and exterior, limited conveniences, and few amenities, usually located in a remote location. Rent is determined by using the chart and rates for a single-family dwelling.

Completion Report

Document used to close out the financial record of a project and establish real property assets. This is done through the PMIS completion reporting process.

Consumer Price Index (CPI)

Government housing rental rates are kept comparable to the private rental market by adjusting rental rates annually with a CPI factor. The Bureau of Labor Statistics determines the percentage adjustment of the CPI. This is done every year during the first full pay period in March.

From the Bureau of Labor Statistics Web site: "The Consumer Price Index (CPI) is a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services."

Component Renewal (Recapitalization)

The planned replacement of facility subsystems or components that have reached, or will reach, the end of their useful life based on condition and life-cycle analysis. Examples of component renewals include: roof systems, utility components, pavement, and other major dynamic equipment. When a component reaches the end of its life cycle and has not been replaced, it becomes deferred maintenance.

Comparable Housing

Rental housing in the private sector that is similar to particular units of Government housing. The following are excluded from use as comparable housing: any housing used by other Federal, state or local agencies; housing rented on an employer/employee basis; housing rented between friends and relatives; and housing provided by religious organizations or schools.

Condition of Employment

As stated in the position description, a requirement that is inherently part of the position. Required occupancy is generally a condition of employment.

Consumer Price Index Monthly Base Rental Rate (CPI-MBRR)

Amount of rent set by the Department for Government housing prior to any applicable administrative adjustments. This rate is based upon regional surveys of comparable rental housing in the private sector and by composite rates resulting from a specific regional survey area as determined by the National QMIS Office in Denver, Colorado.

Cost of Ownership

The total of all expenditures that NPS must make to maintain the lifetime serviceability of a housing unit.

Criteria

Standards by which a judgment is based. Servicewide criteria are used to determine a park's housing needs as well funding determinations.

Current Replacement Value (CRV)

The total industry-standard costs and engineering estimates for materials, supplies and labor that is required to replace a particular facility with regard to the existing size and functional capability of that facility. This includes current costs for planning, design, construction, and construction management. This applies to Historic Structures as well.

Cyclic Maintenance

Work activities that recur, based on normal wear patterns for a periodic cycle of greater than one year and less than ten years. Painting, caulking, sealing, carpet replacement, roofing, rekeying, and window and door replacement are examples of typical cyclic maintenance.

Deferred Maintenance (DM)

Maintenance that was not performed when it should have been, or scheduled to have been, and consequently, was put off or delayed. Continued deferment of maintenance results in deficiencies beyond life cycle per definition of Component Renewal.

Development Advisory Board (DAB)

A board of advisors assembled by the NPS Director to assure that all major NPS construction projects materially contribute, in the most cost-effective and environmentally responsive manner

possible, to: effective resource protection; safe, high-quality visitor experience; and improve park operations.

Dormitory

See Bunkhouse definition.

Dual Career

When both spouses are employed by NPS, the couple is considered to be a dual-career couple, and generally counted separately when analyzing and completing the Needs Assessment process.

Duty Station

A predetermined location where the employee needs to report ready to begin assigned duties.

Eligible Residents

Those that are essential to the management and operations of the park, including NPS employees, concession employees, volunteers in the parks (VIPS), Student Conservation Association volunteers (SCAs), researchers, essential cooperators (e.g., schoolteachers, health personnel, contractors, and state or county employees) and employees of another Federal agency.

Employee

A person hired to work for NPS, who normally receives payment for services from the Federal Government.

Essential Cooperators

Includes, but not limited to: teachers, law enforcement officers, medical personnel, magistrates, postal employees, concession employees, researchers, contractors. Also includes: participants in the Volunteer in the Park (VIP), Young Adult Conservation Corps (YACC), or Youth Conservation Corps (YCC), or an employee of the Student Conservation Association (SCA). Essential Cooperators may be eligible for park housing because of a need to provide services that advance the mission of a park. However, they cannot be housed at the expense of NPS paid employees/staff.

Excess Housing

Housing units not identified as Required or Permitted/Non-Required. The Housing Management Plan must address housing that is in excess to the housing program. A plan to alleviate excess housing can include such options as: removal, sale, historic lease, or designation for other uses.

Excessive Heating/Cooling Costs

When costs for heating and cooling require unreasonable expense to the tenant (over 125% of normal costs), an adjustment for excessive heating/cooling costs may be allowed. The high costs are a result of poor design, the lack of all-weather construction, or other related factors.

Facility Condition Index (FCI)

A measure of a facility's relative condition at a particular point in time. The FCI rating is a ratio: the cost to repair an asset's deficiencies divided by the current replacement value for that asset.

Facility Management Software System (FMSS)

This Intranet application allows any park, region, or WASO to identify and track all aspects of work related to an individual asset or group of assets. It is an essential tool for implementing the life-cycle approach toward asset management that NPS has adopted. Life-cycle management considers the long-term range of activities related to an asset, including: planning and design, construction, operations/maintenance, rehabilitation and/or removal, and compliance.

Family

Consists of tenant, spouse, parent, parent-in-law, individual who stood or stands in place of a parent, or an individual whose close association with the tenant is the same as a spouse, son, daughter, or parent.

Flat Rates

Estimated charge for utilities, services, or furnishings, based on established quantities/cost for a dormitory, the quantities of which are not subject to periodic variations.

Historic Structure/Unit

Units that are more than 50 years of age, with significant historical and/or architectural character and interest. These units must be on a List of Classified Structures (LCS) or have the potential to be included on such a list.

House-Single Family Detached

A structure (building) containing one single housing unit, designed for occupancy by an individual or family.

House-Single Family Plexed

A structure (building) containing two or more single-family living units that are joined, connected or plexed. Duplexes, triplexes, row houses, townhouses, cluster homes, and patio homes are plexed units.

- When there is no limit on the number of plexed units that may exist in single-family plexed housing, the following conditions must be met:
- Each single-family plexed housing unit must have at least two non-emergency doorway entrances/exits on the ground level, or essentially on the ground level. One of the entrances/exits may provide access through a garage or carport. Windows, except for sliding glass doors, are not regarded as doorway entrances/exits. A door installed principally as an emergency exit, or a doorway to a fire escape, are not regarded as doorway entrances/exits.
- The two entrance doors must provide direct access between the outdoors, ground level, and the living unit without requiring someone to pass through a common or shared foyer, stairway, walkway or entrance.

- Each unit must have a minimum of 730 gross square feet, the normal square footage for single-family residences with one-bedroom, according to OMB Circular A-45. All units shall be classified the same within the same structure.

Home Business

Any continuing, commercial small-business conducted in or from Government housing, either as a profit-making or not-for-profit venture. Residents who operate home businesses must receive prior written approval from their park superintendent.

Housing Construction Cost Model

The Construction Cost Model was prepared by the National Association of Home Builders (NAHB) Research Center for use by NPS and further modified to meet NPS construction standards. This model is used to generate cost estimates for new houses to be constructed at park sites in the United States. The model has its origin in the Department of Defense (DOD) Tri-Service Family Housing Cost Model and is also referred to as the Housing Cost Model.

Housing Deduction Rental rates are deducted from employee salaries by using Form 10-381, Biweekly Quarters Deduction Input Form. See the Forms Section of this manual.

Housing Improvement Program

Identifies the appropriation that is granted the Housing Management Program by Congress - the appropriation is also called the Housing Initiative Program.

Housing Information Portal (HIP)

The web application that holds housing related data such as park habitability scores to determine QMIS condition and the park Needs Assessment/Certification and other housing related reports as well.

Housing Initiative Program

Identifies the appropriation that is granted the Housing Management Program by Congress - the initiative funding is used to maintain existing housing, replace trailers or obsolete housing, and remove excess housing - also called Housing Improvement Program.

Housing Management Plan (HMP)

A comprehensive document that explains and documents the decision and decision making process for parks to: retain existing housing, acquire new housing, upgrade or replace housing. The plan is a requirement for parks that have housing. Document must be updated every five years, in accordance with 2006 Management Policies.

Housing Needs Assessment (HNA)

The process used to identify housing units needed for Required or Permitted Non-Required Occupancy and excess housing within each park area.

Housing Rehabilitation Cost Model

See Rehabilitation Cost Model.

Inadequate Local Market

Not enough available housing within a one-hour commute time.

Insurance

Contractual coverage that requires one party to indemnify another against specific loss in return for premiums paid. Tenants are encouraged to obtain their own homeowner's insurance.

Isolation Adjustment

An adjustment to the Monthly Base Rental Rate, intended to relieve the economic effects of isolation as recognized in OMB Circular A-45. Calculations are based on the number of points, not mileage.

Leased Housing

A written contract entered into under the authority of part (36 CFR 18.2) through which use and possession of property is granted to a person for a specified period of time.

Life-Cycle Cost

A cost associated with the long-term operation and maintenance of an asset. These costs, along with expenditures for planning, designs, compliance and acquisition, constitute the total cost of ownership for a particular asset. The consideration of life-cycle costs, which can often be forecast, provides a way to compare actual maintenance expense and estimate deferred maintenance.

Local Market Analysis (LMA)

Evaluation of private sector housing availability located within a 60 minute one-way commute to the park as defined in OMB Circular A-11.

Major Rehabilitation

Major rehabilitation is defined as one time rehabilitation of the entire housing unit that includes any or all of the following elements: upgrading electrical system, upgrading plumbing system, and/or re-roofing.

Market Area

The community as determined by a one-hour commute time from employee's duty station during non-peak hours, assuming normal weather conditions and all-weather roads.

Mission Critical

Housing units that have been certified as needed in the park for use as employee housing.

Mobile Home

A moveable living unit that is located on a site where the wheels and axles may or may have been removed, it has been connected to utility system, a skirt is installed around the unit, and the unit cannot be rapidly moved to another site. There are no restrictions on the size, length or width of a mobile home; it is classified as a mobile home solely on being not rapidly moved to another site. Not to be confused with manufactured/modular housing.

Nearest Established Community (NEC)

Ordinarily, the nearest population center, metropolitan statistical area, or an incorporated or unincorporated city or town having a year-round population of 1,500 or more (5,000 or more in Alaska). It must have minimally essential medical facilities, and, at least, one licensed/certified general practicing medical doctor and one licensed/certified dentist, who are available to tenants of Government housing on a year-round, non-emergency basis. The community must also have a private rental market available to the general public. Population determination is based on the most recently published decennial census of the United States. The nearest established community will be used for calculating deductions, but need not serve as the location of comparable private housing used to establish Monthly Base Rental Rates (see OMB Circular A-45.)

Needs Assessment

See Housing Needs Assessment

New and/or Replacement Housing and Justification

Housing that has not been inventoried, previously occupied as Government housing, or assigned a Government housing rate. It does include facilities that are acquired, newly constructed, or adapted for Government housing. The required document, Form 10-373, is needed to add housing to a park's inventory.

Obsolete Housing

Housing that is not suitable for occupancy; it is not habitable, safe, nor sanitary, and is in less than poor condition. If occupancy is necessary, a request for occupancy must be approved by the Director, and occupancy will not exceed one year. No rent is charged though utilities and other related amenities are.

Office of Management and Budget (OMB)

Oversees accountability, management and budget of Government programs. This office also develops and establishes Circulars, such as A-11 and A-45.

Official-Use Space

Portion of a housing unit that has been set aside solely for Government business purposes. Space may be deducted from rental charges.

On-Call Status

A personnel-compensation issue. Consult your servicing personnel office for any specifics concerning on-call or stand-by pay.

Park Housing

Housing that NPS owns or administers. The park should maintain, repair and manage this property.

Permitted Occupancy

Permitted occupancy is a benefit to the park. It must be justified on the basis of providing direct mission-related functions; it must also present a compelling rationale for housing, taking into

account the true cost of ownership by the Government. After all reasonable alternatives are considered, the employees that are in need of housing units (because of an inadequate local market, remoteness, community involvement needs, back-up emergency response not available within response time/response zone, deterrence, non-paid entities supporting park missions, temporary work force, or use of historic structures) are documented as a benefit to the park and are designated as permitted occupants.

Preventive Maintenance (PM)

Planned or scheduled servicing, repairs, inspections, and adjustments that extend the useful life of facilities and equipment. Also results in fewer breakdowns and makes premature replacement less likely.

Plexed Unit

A structure (building) containing two or more single-family living units that are joined or connected. Refer to the definition for Housing – Single Family Plexed for more information.

Possessory Interest Tax

A tax on the possession and use of property, levied in certain jurisdictions.

Project Bridge

An interface that will link the two main budget/project planning programs—PMIS and FMSS—together by bundling work orders created in FMSS into parent work orders and importing them into PMIS to create projects and /or project components.

Project Management Information System (PMIS)

A Servicewide Intranet application used to manage information related to a request for project funding. Parks and NPS offices can submit project proposals into this program to be planned, reviewed, approved and prioritized at park units, regional office and the Washington Office.

Primary Residence

Address of record for voting, school, and tax purposes and the address listed on documents such as the employee's driver's license, vehicle registration and personal checks. It is also where the employee receives personal calls and personal mail. As the actual domicile of the employee, it is where that employee normally eats, sleeps, and maintains the normal personal and household effects for daily living.

Prototype Housing Design Catalog

A compilation of prototypical plans for use in constructing new NPS housing. It is intended to be used as a tool to make housing choices and to guide planning and site development. By using designs from the catalog, NPS can lower construction costs; improve the condition of housing; and build for sustainability and accessibility. This all helps to maintain a good-conditioned housing stock for the future.

Quarters Management Information System (QMIS)

A computerized housing inventory and rental rate-setting program used to calculate rental rates for all rent classes in accordance with OMB Circular A-45. The QMIS database is operated by the DOI National Business Center.

Reasonable Commuting Distance

As defined by OMB Circular A-11 is, as a general rule, a distance requiring travel time of not more than two hours per trip by automobile or public transportation. The meaning of the term "reasonable commuting distance" varies with local and industry conditions. To determine reasonable commuting distance, consideration should be given to geographic accessibility of the place of work, the quality of the roads, customarily available public transportation, and the usual travel time.

Reasonable Value

The net rental charge (net rent) resulting after charges are added for related facilities, and after administratively adjusting the Consumer Price Index Adjusted Base Rental Rate (CPI-MBRR). The authorized administrative adjustments are intended to account for many of the differences in conditions between the established communities from which rental data is gathered, and the sites at which Government furnished quarters are located.

Rehabilitation Cost Model

Used to generate estimates for housing rehabilitation projects that can help ensure the need for rehabilitation, as opposed to replacement. Based on the concept of the NPS Housing Construction Cost Model. Utilizes Area Cost Factor (ACF) based on established NPS construction costs (DSC Location Factor); CRV, FCI, API and QMIS Condition Rating (interior and exterior).

Related Facilities/Services Charges

Items and services provided to tenants (e.g., snow removal, firewood, and trash collection) that are made available in connection with housing occupancy. See QMIS program.

Remoteness

A situation in which adequate private housing is not available within a reasonable commuting distance (greater than 60 minutes) of an employee's duty station, using conventional private or public transportation. (See OMB Circular A-11.)

Rent Class

Refers to housing classifications in QMIS, such as: house, mobile home, trailer, apartments, dormitory/bunkhouse. The design of a structure, rather than its current use, determines its rent class.

Required Occupant (RO)

Exists as a designated position when it is determined that necessary services cannot be rendered or that property of the Government cannot be adequately protected unless such a position is established. Required occupancy is based upon a needs assessment, which involves a determination

of necessary and protection response time. The position is approved on Form 10-383, Certification of Required Occupancy, and identified in the Housing Management Plan. Personnel records should reflect occupancy as a condition of employment.

Required Occupancy Plan

Identifies all required occupancy positions within a park with a justification and approved Form 10-383, Certification of Required Occupancy. This plan is part of the Housing Management Plan and provides information on the duties, location, and position number.

Response time

The time necessary for employees to prepare, travel and arrive at a predetermined location, prepared to perform the duties of their positions. For multiple-resource responses, it is the elapsed time from first notification to the arrival of the required, full complement of responders needed to carry out necessary actions.

Response Zone

The zone and market area where park employees may live in order to respond to park emergency and satisfy their required position duties. Employees living within the response zone are not considered required occupants as their residence is not on Government premises.

Roads

For purposes of computing the Isolation Adjustment, the following definitions apply:

- Paved road — Twenty feet or more in width. Pavement may be concrete, asphalt or macadam. Curbs and gutters are not required.
- Unpaved but improved road — Graded, drained, and has a surface other than pavement (e.g., stone, gravel) of any width. Capable of accommodating at least one full-size passenger car. If less than twenty feet in width, go to next category.
- Unimproved road — A road that is not graded, has no surface material, and is of any width.

Room

Finished space, excluding any halls, alcoves, pantries, bathrooms, or other area so small that it can only be used as a storage area. A dining room qualifies as a separate room, not just an extension of a kitchen or living room, if it is at least partially separated from the kitchen or living room by a wall, no matter how minimal. Unfinished space is not considered to be a room.

Student Conservation Association (SCA)

A nonprofit organization committed to conservation, resource management, and volunteer service for conducting resource management and conservation programs in accordance with the signed SCA agreement with NPS. Housing maybe provided to SCA volunteers if it is available and not needed for paid NPS employees.

Standard

An acceptable measure of comparison for a quantitative or qualitative value.

Structural Fire Protection

The protection of people, content, structures, resources, and the landscape surrounding the structure from the effects of fire. At the park level, a fully implemented and documents structural fire prevention program is the most effective way to achieve this protection.

Support Building

A building that directly supports a park's housing program. Examples include: central laundry facilities, storage facilities, detached garages, and central bath houses. Refer to the NPS Housing Business Practices for further information.

Temporary Work Force

Includes seasonal employees and essential cooperators (e.g., Volunteers-in-Park (VIP), Young Adult Conservation Corps (YACC), Youth Conservation Corps (YCC), Student Conservation Association (SCA), interns, and researchers) and refers to the need for short-term rentals that are not available within the local commuting area of the park, where temporary employment status would not enable the temporary work force to lease a unit due to lease term restrictions (i.e., cannot rent for term of their temporary assignment, less than one year, etc.), limited available housing in the private sector.

Tent

A structure with frame floors and side walls of wood, with a tent top or tin or plywood roof. Tenthouses have few conveniences, are used only seasonally, and share a community bath. If Tent occupants are using common bathrooms or kitchen areas, then utility charges may be applied. If not, there is no charge for the use of tents. Tents will be captured in FMSS but not in QMIS. Refer to the NPS Housing Business Practices for further information.

Trailer Pad

Designated space where a trailer is parked for a specific time. Rental rate is determined per QMIS program unless there is an NPS-owned trailer on trailer pad, then the rental rate of the trailer unit only is used.

Travel Trailer

Travel trailers are movable living units, of any size, length and width, which have wheels and axles in place, the units do not have skirting installed around them, they have temporary utility connections and can be rapidly removed to another site.

Unit Rating Index (URI)

Housing Information Portal (HIP) rating for interior condition, utilizing a combination of FMSS data and habitability criteria.

Utilities

Generally, refers to refuse service, electricity, water, sewer, fuel, and other such services. Refer to QMIS for further information.

Value Analysis

An organized team of interested parties and impartial participants that evaluates facilities, processes, systems, equipment, services, and supplies in order to ensure the lowest life-cycle cost consistent with required performance, reliability, quality and safety, including all the alternatives. Value methods can be applied at any stage of a project. Refer to Director's Orders 90, Value Analysis.

Volunteer-in-Park (VIP)

Any person who performs duties as an incidental service in support of a park program, on a non-pay basis, and who may be provided housing as a part of the agreement if available. Housing of VIPs shall not be at the expense of needed housing for paid NPS employees/staff.