

Alternative Manufactured Housing Units (AMHUs) U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) Statement of Work (SOW)

Background:

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended and related authorities, as of June 12, 2019, authorizes the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) to provide temporary housing units, acquired by purchase or lease, directly to individuals or households who, because a lack of available housing would be unable to make use of financial assistance. The Stafford Act also describes the decision criteria for determining which types of assistance will be provided; Stafford Act, Section (408) (b)(2)(B). Considerations include cost effectiveness, convenience to the individuals and households, and other factors the President may deem appropriate.

Contract Objectives:

As part of the Housing Reimagined initiative, the Federal Emergency Management Agency's (FEMA) Direct Housing Team has been asked to identify 25 manufactured/prefabricated cottages/shotgun style homes (i.e., 1-3 bedroom single-wide units not to exceed 16 x 80) serve as an alternative housing solution for Eastern Kentucky survivors. The units shall be placed on multiple community sites, in declared counties, on land that will be provided by the Commonwealth of Kentucky.

FEMA Headquarters (HQ) has directed that units will be purchased in the Commonwealth of Kentucky and/or contiguous states, to support the economic recovery of the area subject to the disaster identified as FEMA DR-4663-KY resulting from flooding. Alternative Manufactured Housing Units (AMHUs) must be delivered as a turnkey home which must include the Furniture, Fixtures, and Equipment (FF&E) identified in Appendix A, and flooring must not be carpeting. Available unit inventory must be able to accommodate delivery time of no less than four (4) weeks from contract award, and all units must be Uniform Federal Accessibility Standards (UFAS) compliant.

Scope:

The Contractor shall provide all personnel, facilities, equipment, material, supplies, and services and otherwise do all things necessary to, or incident to, performing and providing the items as required by the contract to include this Statement of Work (SOW), and the Alternative Manufactured Housing Unit (AMHU) Design Package provided by the Contractor.

The AMHUs shall be constructed/built as Universal units to provide housing for those disaster survivors with access and functional needs. During the manufacturing process the Contractor shall ensure that manufacturing variation does not interfere with UFAS accessibility for any

of the homes manufactured. The contractor is responsible for ensuring:

- A. All AMHUs shall be delivered to FEMA in a condition that is safe, free from defects as well as free from hazards, including sharp edges.
- B. The Contractor shall ensure that all AMHUs are built to meet the definition of Fit and Finish below:

Fit

Fit is defined as how well the workmanship is, and how the workmanship affects the functionality of a product or its components. Fit deficiencies include defects in materials or workmanship that materially or visually affect the functionality or appearance of a feature, product, or component of a dwelling, in whole, or in part. A bad fit includes: a fit is either too loose (e.g., gap, play, flex, rattle, etc.) or too tight (e.g., hard to operate, scratches caused by rubbing, etc.)

Finish

Finish is defined as the completeness of the work in the intended manner. Finish deficiencies include visible scuffs, scratches, smudges, chips, stained surfaces, or finishes, but does not include minor imperfections of finishes (natural or synthetic) that do not materially detract from the appearance of the finish as a whole, or whose existence remains a matter of subjective judgment only. Poor finish includes visible surface imperfections, burrs, spots, etc.

Fit and Finish Inspection

FEMA will utilize “*The Residential Construction Performance Guidelines, version 5,*” which is published by the National Association of Home Builders (Available for purchase from National Association of Home Builders) as the basis for the parameters to conduct evaluations for Fit and Finish inspections. Performance standards, tolerances, or guidelines, including those applicable to the “fit and finish” of cabinets, flooring, interior and exterior walls, countertops, paint finishes, and trim will be used. If no specific standard, tolerance, or guideline is contained in any of the contract documents, generally accepted building practices and industry standards *shall* apply.

Quality “Fit and Finish” applies to both the exterior and interior.

- A. Where there is a conflict, the Contractor shall use the most stringent requirements when building AMHUs for FEMA. This shall include voluntary standards developed by industry, Contractor’s instructions, and regulations.
- B. All materials and components used in the production of the AMHUs under this contract shall be new.
- C. Provide all materials, labor, tools, equipment, and services necessary for the work performed pursuant to this SOW.
- D. Obtain and provide appropriately licensed staff and/or subcontractors, where

required, to perform the work provided for in this SOW. This includes, for example, haulers, drivers, installation laborers, carpenters, electricians, plumbers, pest control specialists, construction workers, engineers, fence installers, pavers and/or appliance technicians (and other disciplines not listed here), as needed, for the performance of the work outlined herein. Work is to be performed in accordance with all Federal, state, and local laws, rules and regulations or of any other legitimate political subdivision or authority having jurisdiction where the work is being performed.

- E. Prepare and submit a subcontracting plan providing, at a minimum, company name, role within the contractor's work plan. Full and Open Offerors shall include small business type and estimated dollar value of the work allocated to each small business type. Contractors are encouraged to use local subcontractors to the maximum extent possible. This subcontracting plan is required to be provided to the Contracting Officer within the timeframe specified in the SOW.
- F. Actively coordinate with the FEMA COR or designee and notify COR or designee immediately of any potential constraints regarding any of the work provided for in this SOW.
- G. Ensure that contractor staff always display appropriate identification while in the field and during interactions with applicants.
- H. Perform work and call order activities on time. Ensure contractor performance meets the requirements outlined in this SOW and Section: Deliveries or Performance
- I. Dispose of all waste associated with any work performed pursuant to this SOW in compliance with all Federal, State, and local laws, regulations, and rules. This includes, but is not limited to, construction debris, any AMHU contents designated for disposal, as well as spent fuels, batteries, refrigerants, tires, etc. Under no circumstances will tires and other hazardous materials be stored on FEMA group sites or other sites occupied by disaster survivors. The contractor shall pay any fees associated with the removal and disposal of any waste, including hazardous or special waste, generated by the contractor.
- J. Contractor Safety
 - 1. The contractor shall furnish all required safety equipment and/or clothing, which may be required for personnel as mandated by Federal, State, and local code, whichever is more stringent. This shall include maintaining a safe working environment for the contractor's employees, unit occupants, FEMA staff, other contractors and the general public. At no time shall the contractor leave unattended or otherwise unprotected, any excavation or safety hazard that might cause injury to persons.
 - 2. The contractor shall comply with the Department of Labor and the Occupational Safety and Health Administration (OSHA) safety

regulations, U.S. Army Corps of Engineers Safety Manual EM 385-1-1 rules and requirements, as well as any other Federal, state, county and local laws, codes and ordinances, whichever is more stringent. OSHA regulations can be found on the internet at <https://www.osha.gov/law-regs.html>. The current U.S. Army Corps of manual can be found on the internet at <http://publications.usace.army.mil/publications/eng-manuals>.

3. The contractor is responsible for keeping their employees safe and for developing policies and procedures for notifying FEMA of a potential security or safety issue. The contractor shall contact the COR if there are security or safety issues. FEMA will notify the contractor if/when the contractor can return to the location at issue.

Scope and Description of Work:

The contractor shall provide FEMA with the following.

Item #	Description
0001	Five (5) one (1) bedroom Uniform Federal Accessibility Standards (UFAS) compliant units. Units must be a minimum of 448 Sq. Ft and not exceed 16 Ft. x 80 Ft. Units must have a covered front porch.
0002	Ten (10) two (2) bedroom Uniform Federal Accessibility Standards (UFAS) compliant units. Units must be a minimum of 832 Sq. Ft and not exceed 16 Ft. x 80 Ft. Units must have a covered front porch.
0003	Ten (10) three (3) bedroom Uniform Federal Accessibility Standards (UFAS) compliant units. Units must be a minimum of 1,248 Sq. Ft and not exceed 16 Ft. x 80 Ft. Units must have a covered front porch.
0004	All Furniture, Fixtures, and Equipment (FF&E) requirements outlined in Appendix A
0005	Contractor is responsible for ensuring that all units are compliant with Uniform Federal Accessibility Standards (UFAS) as outlined in Appendix B
0006	Contractor is responsible for transportation of units, including required permits, to multiple group sites located in any of the following counties: Breathitt, Floyd, Knott, Letcher, Perry, Pike.
0007	Contractor is responsible for set-up and installation of units, including water, sewer, and electrical hook-up, placing units on standard double cinder block piers with a cap block, and build of Uniform Federal Accessibility Standards (UFAS) ramps and/or platform steps, if needed. See below requirements on building of stairs, platform steps and ramps.
0008	Contractor is responsible for providing a minimum of a 12-month transferable warranty.
0009	Contractor is responsible for pulling all required permits for unit and foundation and/or blocking.
0010	Contractor is responsible for providing all personnel, facilities, equipment, heavy equipment, material, supplies, and services (except as may be expressly set forth in this contract and delivery orders as furnished by the Government) and otherwise do all things necessary to, or incident to, performing and providing the items as required by the contract to include this Statement of Work, and the Alternative Manufactured Housing Unit Design Package.

Standard Stairs, Platform Steps, and Ramps:

Stairs, platform steps and ramps are to provide access/egress to the AMHU. All stairs, platform steps and ramps shall have appropriate railings. In addition, the stairs, platform steps and ramps shall have a platform at the access/egress door to the housing unit that is five feet by five feet (5'x5'). All stairs, platform steps or ramps shall be built and attached to the unit.

A. **Standard Stairs:** The contractor shall install standard stairs at each entrance to the AMHU. All standard stairs shall be constructed so that they meet the applicable state and local code. If no local code exists, the contractor shall notify the COR in writing and use the most recent version of the International Residential Code (IRC) as of the date the work order is executed. The following specifications apply to all standard stairs:

1. All standard stairs shall be built to require no maintenance, all wood material shall be exterior grade lumber or treated construction grade lumber.
2. Standard stairs shall have a stable, anchored foundation and shall be level in both directions.
3. Alternate materials for step construction, approved by State or local code enforcement, may be substituted with the COR's approval.
 - a. The contractor is responsible for providing approval from the State of local approval authority to use substitute material.
 - b. Approval does not waive any safety requirements. If the standard stairs present a safety hazard, the contractor shall build standard stairs and platforms appropriately as determined by the COR with authorization from the CO.
4. As a standard, standard stairs shall have:
 - a. Decking screws shall be used instead of nails or drywall screws.
 - b. No less than a ten-inch (10") tread depth.
 - c. Step width shall be forty-eight inches (48").
 - d. Stair risers with a minimum of six inches (6") and a maximum of seven and one-half inches (7½").
 - e. Top platform shall be sixty inches by sixty inches (60"x60") framed with two inches by six inch (2"x 6") treated lumber, with joist spacing of sixteen inches (16") on center.
 1. The platform shall be constructed so the finished surface will be level with the entry door threshold.
 2. Top surface of all standard stairs and platform shall be painted with a skid resistant paint material. Stick on adhesives and sand added to paint are NOT permissible.
 - f. Standard stairs shall be constructed so that water will NOT accumulate on the walking surface.
 - g. All stairs shall have two (2) handrails and shall include vertical balusters or pickets spaced in such a way that a four-inch (4") diameter sphere may not pass through them. This includes all stairs unless specifically prohibited by Federal, state, and local codes and regulations.

B. Platform Stairs: Platform stairs provide a shorter rise and longer run than a standard stair. They are designed to allow someone who has trouble with movement (e.g., has a walker or uses crutches) with easier access to the AMHU. The contractor may be tasked to install platform steps as an alternative to standard stairs. All platform stairs shall be constructed so that they meet the applicable state and local code. If no state or local code exists, the contractor shall notify the COR in writing and use the most recent version of the IBC as of the date the work order is executed. The following specifications apply to all platform steps:

1. All Platform stairs shall be built to require no maintenance, all wood material shall be exterior grade lumber or treated construction grade lumber.
2. Standard stairs shall have a stable, anchored foundation and shall be level in both directions.
3. Alternate materials for step construction, approved by State or local code enforcement, may be substituted with the COR's approval.
 - a. The contractor is responsible for providing approval from the State of local approval authority to use substitute material.
 - b. Approval does not waive any safety requirements. If the standard stairs present a safety hazard, the contractor shall build standard stairs and platforms appropriately as determined by the COR with authorization from the CO.
4. As a standard, platform stairs will have:
 - a. A thirty-six-inch (36") tread depth.
 - b. A forty-eight-inch (48") tread width.
 - c. A maximum rise of six inches (6").
 - d. Sideboards are required along the outer edges of the steps at a four-inch (4") height.
 - e. Top platform shall be sixty inches by sixty inches (60"x60") framed with two inches by six inch (2"x6") treated lumber, with joist spacing of sixteen inches (16") on center. The platform shall be constructed so the finished surface will be level with the entry door threshold.
 - f. All stairs shall have two (2) handrails and shall include vertical balusters or pickets spaced in such a way that a four-inch (4") diameter sphere may not pass through them. This includes stairs less than thirty inches (30") in height whether or not required by applicable codes unless specifically prohibited by Federal, State, and local codes and regulations. a. Handrails shall be painted with a minimum of one coat of white exterior grade paint.
 - g. Each set of stairs shall have two (2) grab rails.
 1. Grab rails shall be between one and one-quarter inch (1¼") or thirty-two millimeters (32mm) and one and one-half inch (1½") or thirty-eight millimeters (38mm), or the shape shall provide an equivalent gripping surface.
 2. If grab rails are mounted adjacent to a wall, the space between the wall and the grab rail shall be one and one-half inch (1½") or thirty-eight millimeters (38 mm).

C. Uniform Federal Accessibility Standards (UFAS) Ramp Construction: UFAS ramps are designed to provide ease of access to an AMHU for an occupant who needs a wheeled mobility device (e.g., wheelchair or scooter).

1. The contractor shall ensure that ramps are built and installed in accordance with the current UFAS requirement, at the time of work order execution, unless UFAS conflicts with State or local regulations in which case the more stringent regulations are applicable.
2. The contractor shall install a wooden ramp with a platform, at the unit entry. The platform provides an area that allows the occupant to easily access or egress the AMHU. Thresholds at accessible doorways shall not exceed 1/2 in (13 mm) for entry doors. Raised thresholds and floor level changes at accessible doorways shall be beveled with a slope no greater than 1:2 (e.g., One inch (1") transition should have at least a two inch (2") slope). All wood material shall be exterior grade lumber or treated construction grade lumber. Platforms shall be sixty inch by sixty inch (60"x60") square.
3. The overall length of the ramp shall be dependent on the height above the grade of the unit door sill and the distance to a suitable, firm surface for the approach to the ramp. To ensure consistent measurement of ramps for invoicing and authorization purposes the contractor shall measure the ramp starting where the ramp slopes away from the upper platform which provides access to the AMHU.
4. The upper platform shall not be included in the measurement of the ramp. If the ramp has one or more switchback platforms, then the contractor shall measure the switchback along its longest length of the platform.
5. The UFAS required transition (access pad) at the bottom of the ramp is not included in the ramp measurement. Suitable surface materials are asphalt, concrete, or engineered boardwalks.
6. The ramp pitch shall be one to twelve (1:12) maximum, which represents one inch (1") of height maximum for each twelve inches (12") in length and shall have landings at the top, bottom, and every thirty feet (30') in length. Intermediate platforms shall be appropriately sized for their intended purpose (e.g. for a 90 degree turn an area of 60" x 60" is required, switchbacks would be sized differently, as would platforms intended as a rest point for ramps greater than 30').
7. Ramp surfaces shall be firm, stable, and slip resistant. The ramp shall be firmly supported on grade, with mud seals added where necessitated by soil conditions. The ramp and the platform shall have a non-skid surface using materials that are approved by industry. Note: Sand added to paint for traction is unacceptable.
8. The contractor may supply modular aluminum ramps that are compliant with UFAS in lieu of wood ramps. These ramps shall be acceptable by State and local authorities, shall comply with the foregoing requirements, and shall be approved by the COR.

Clean and Make Unit Ready:

Upon completion of unit installation, the contractor shall assemble all furniture and clean the unit to include dusting or wiping down all flat surfaces of the counters, cabinets (interior and exterior) and furniture; sweeping and/or mopping floors as is needed to ensure that the floors are clean and dirt free; cleaning all bathroom fixtures; clean windows (interior and exterior) so that they are dirt and streak free; all appliances, cabinets, shelves, kitchen, and bathrooms. All appliances and components associated with the unit shall be tested, to include but not limited to plumbing, including hot and cold water (ensure that the hot water tank is filled with water prior to switching circuit on for the hot water tank), electrical, HVAC, exhaust fans, etc.

Place of Performance:

The Contractor shall deliver the AMHUs to property acquired by FEMA within the declared Counties in Kentucky (Breathitt, Perry, Letcher, Knott, Floyd, and/or Pike) as authorized by Section 408 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, or “Stafford Act,” as implemented in 44 C.F.R. Part 206.117 authorizes FEMA to provide Direct Assistance for temporary housing when eligible applicants are unable to obtain temporary housing with financial assistance due to a lack of available housing resources.

The Contractor shall follow the requirements of the 2018 Kentucky Residential Code, which adopted the International Residential Code (IRC 2015), for each specific County where an AMHU may be placed, based on the need and assessment of the community.

A copy of the KY Residential Code can be acquired at this web link: [2018 Kentucky Residential Code based on the International Residential Code 2015 \(IRC 2015\) \(up.codes\)](#)

Specification Requirements:

Delivery

First ten (10) units, (three 1-bedroom units, three 2-bedroom units and four 3-bedroom) units to be delivered within four (4) weeks of contract award. All units to be delivered within six (6) months of contract award.

All items are to be delivered to Point of Contact

Name: TBD _____

Address: TBD _____

Email: TBD _____

Phone: TBD _____

Installation

Item #	Service Provided by Contractor
0001	Provide all personnel, facilities, equipment, heavy equipment, material, supplies, and services required to complete installation.
0002	Construct double cinder block piers with cap blocks. Piers to be constructed of 8 x 8 x 16 solid concrete block with solid concrete cap blocks.
0003	Place and level unit.
0004	Build Uniform Federal Accessibility Standards (UFAS) ramps and/or platform steps, as required.
0005	Hook up water, sewer, and electric.
0006	Test water, sewer, and electric.

Contractor(s) Personnel:

The Contractor(s) must provide qualified personnel that meet Federal, State, Tribal, Territorial, and Local regulations to perform all requirements specified in this SOW. The contractor shall furnish all management, supervision, personnel, equipment, materials, transportation, and supplies necessary to perform services within the Contiguous United States (CONUS) as defined by this SOW for the Federal Emergency Management Agency (FEMA). In addition to FEMA's Stafford Act authorities.

Licensing in good standing is part of the guaranteed minimum for this SOW. In addition to the identification of licenses and other business operations requirements, contractors may need to have licenses for specific states. FEMA will fund contractors to obtain required licenses. Funding may include labor and travel if needed. Contractors shall prepare fixed budgets for this task. If a contractor, or contractor's employee, is not able to meet the licensure requirements initially, FEMA will not reimburse contractors for a repeated license process.

A. Project Manager:

1. The Contractor shall provide a Project Manager who shall be responsible for all Contractor work performed under this SOW. The Project Manager shall be a single point of contact for the Contracting Officer and the COR. The name of the Project Manager, and the name(s) of any alternate(s) who shall act for the Contractor in the absence of the Project Manager, shall be provided to the Government as part of the Contractor's proposal. The Project Manager is further designated as Key by the Government. During any absence of the Project Manager, only one alternate shall have full authority to act for the Contractor on all matters relating to work performed under this contract. The Project Manager and all designated alternates shall be

able to read, write, speak and understand English. Additionally, the Contractor shall not replace the Project Manager without prior approval from the Contracting Officer.

2. The Project Manager shall be available to the COR via telephone between the hours of 7:00am and 5:00pm EST, Monday through Friday, and shall respond to a request for discussion or resolution of technical problems within 24 hours of notification.

B. Employee Identification:

1. Contractor employees visiting Government facilities shall wear an identification badge that, at a minimum, displays the Contractor name, the employee's photo, name, clearance-level and badge expiration date. Visiting Contractor employees shall comply with all Government escort rules and requirements. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent and display all identification and visitor badges in plain view above the waist at all times.
2. Contractor employees working on-site at Government facilities shall wear a Government issued identification badge. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent (in meetings, when answering Government telephones, in e-mail messages, etc.) and display the Government issued badge in plain view above the waist at all times.

C. Employee Conduct:

1. Contractor's employees shall comply with all applicable Government regulations, policies and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, wearing of parts of DHS uniforms, and possession of weapons) when visiting or working at Government facilities. The Contractor shall ensure Contractor employees present a professional appearance at all times and that their conduct shall not reflect discredit on the United States or the Department of Homeland Security. The Project Manager shall ensure Contractor employees understand and abide by Department of Homeland Security established rules, regulations and policies concerning safety and security.

D. Removing Employees for Misconduct or Security Reasons:

1. The Government may, at its sole discretion (via the Contracting Officer*), direct the Contractor to remove any Contractor employee from DHS facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.

E. Security

All personnel require access to information up to the sensitive but unclassified, for official use only (FOUO) levels. Contractor must ensure contractor employees receive a favorably adjudicated public trust suitability prior to entry on duty (EOD). All individuals will be U.S. citizens. The contractor shall follow the standards established within DHS and FEMA policy.

1. **Unauthorized Disclosure of Classified or Unclassified Information:**
Contractors and Subcontractors who are working on this contract shall receive Unauthorized Disclosure of Classified or Unclassified Information training.

Access to the training can be obtained at: [Unauthorized Disclosure of Classified Information and Controlled Unclassified Information \(usalearning.gov\)](#)

Send the certificate of completion to the FEMA Contracting Officer Representative no later than 30 calendar days after awarded contract. New employees entering the contract must receive the briefing within ten (10) business days of joining the contract.

2. **OPSEC Training:**
Contractors and Subcontractors who are working on this contract shall receive the OPSEC Awareness Brief.

Access to the briefing can be obtained at [OPSEC Awareness for Military Members, DOD Employees and Contractors \(usalearning.gov\)](#)

Send the certificate of completion to the FEMA Contracting Officer Representative no later than 30 calendar days after awarded contract. New employees entering the contract must receive the briefing within ten (10) business days of joining the contract.

3. **Insider Threat Training:**
Insider Threat training for Contractors can be found at:

[Insider Threat Awareness \(usalearning.gov\)](#)

Certificate of training is required for all cleared contractor employees who are working with classified or unclassified information. All certificates must be sent to the assigned FEMA Contracting Officer Representative, before the Contractor or Subcontractor is granted access to classified or unclassified information but no later than 30 calendar days after awarded contract. All cleared contractor personnel are required to recertify Insider Threat training annually thereafter. New employees entering the contract must receive the briefing within ten (10) business days of joining the contract.

4. For Official Use Only (FOUO) Information:

In accordance with DHS Management Directive 11042.1 contractors, consultants, and others to whom access is granted will abide by 11042.1; DHS policy regarding the identification and safeguarding of sensitive but unclassified information originated within DHS. It also applies to other sensitive but unclassified information received by DHS from other government and non-governmental activities.

The contractor will:

1. Be aware of and comply with the safeguarding requirements for “For Official Use Only” (FOUO) information as outlined in this directive.
2. Participate in formal classroom or computer-based training sessions presented to communicate the requirements for safeguarding FOUO and other sensitive but unclassified information.
3. Be aware that divulging information without proper authority could result in administrative or disciplinary action.

Contractors and Consultants shall execute a DHS Form 11000-6, *Sensitive but Unclassified Information Non Disclosure Agreement* (NDA), as a condition of access to such information. Other individuals not assigned to or contractually obligated to DHS, but to whom access to information will be granted, may be requested to execute an NDA as determined by the applicable program manager. Execution of the NDA shall be effective upon date of the DHS Policy and not applied retroactively.

5. Foreign Travel and Government-Issued Equipment:

Per DHS and FEMA IT policy, FEMA employees and contractors are not authorized to take government-issued equipment, including cell phones, computers, or tablets such as iPads, outside of the United States regardless of the reason for travel. If government-issued equipment is required for official foreign travel, FEMA government employees may request a temporary loaner device through the [Mobility Service Center.Office of the Chief Information Officer, Service Center](#) for the duration of their trip. FEMA contractors must contact their contracting officer’s representative (COR) for further guidance.

If your device is detected as operating outside of the United States and its territories it will be disabled, and your information will be forwarded to the Office of Professional Responsibility for review.

6. Background Investigations:

All contractor personnel who require access to DHS or FEMA information systems, routine access to DHS or FEMA facilities, or access to sensitive information, including but not limited to Personally Identifiable Information (PII), shall be subject to a full background investigation commensurate with the level of the risk associated with the job function or work being performed. FEMA's Personnel Security Division (PSD) will determine the risk designation for each contractor position by comparing the functions and duties of the position against those of a same or similar federal position, applying the same standard for evaluating the associated potential for impact on the integrity and efficiency of federal service.

7. Low Risk without Information System Access:

Contractor personnel occupying positions or performing functions with a Low-Risk designation and who do not require access to DHS or FEMA information systems may undergo a Tier 1 investigation with a credit check and must receive a favorable adjudication thereof from FEMA PSD prior to performing work under this contract. (also reference Facility Access).

8. Low Risk with Information System Access:

Contractor personnel occupying positions or performing functions with a Low-Risk designation and who require access to DHS or FEMA information systems shall undergo a Tier 2 Suitability Background Investigation (T2) and must receive a favorable adjudication thereof from FEMA PSD prior to performing work under this contract.

9. Moderate Risk:

Contractor personnel occupying positions or performing functions with a Moderate Risk designation shall undergo a Tier 2 Suitability Background Investigation (T2) and must receive a favorable adjudication thereof from FEMA PSD prior to performing work under this contract.

10. High Risk:

Contractor personnel occupying positions or performing functions with a High-Risk designation shall undergo a Tier 4 Suitability Background Investigation (T4) and must receive a favorable adjudication thereof from FEMA PSD prior to performing work under this contract.

11. Background Investigation Process:

To initiate the request to process contractor personnel, the Contractor shall provide the FEMA Contracting Officer's Representative (COR) with all required information and comply with all necessary instructions to complete Section II of the FEMA Form 121-3-1-6, "Contract Fitness/Security Screening Request." The FEMA COR shall ensure that all other applicable sections of the FEMA Form 121-3-1-6 are complete prior to submitting the form to FEMA PSD for processing. The Contractor shall also provide the FEMA COR with completed OF 306, "Declaration for Federal Employment," forms for all contractor personnel.

Contractor personnel who already have a favorably adjudicated background investigation, may be eligible to perform work under this contract without further processing by FEMA PSD if:

- the investigation was completed within the last five years,
- it meets or exceeds the minimum requirement for the position they will occupy or functions they will perform on this contract,
- the contractor personnel have not had a break in employment since the prior favorable adjudication, and,
- FEMA PSD has verified the investigation and confirmed that no new derogatory information has been disclosed which may require a reinvestigation.

FEMA PSD will notify the COR of the names of the contractor personnel eligible to work based on prior, favorable adjudication. The COR will, in turn, notify the Contractor of the names of the favorably adjudicated contractor personnel, at which time the favorably adjudicated contractor personnel will be eligible to begin work under this contract.

For those contractor personnel who do not have an acceptable, prior, favorable adjudication or who otherwise require reinvestigation, FEMA PSD will issue an electronic notification via email directly to the contractor applicant/personnel that contains the following documents, which are incorporated into this contract by reference, along with a link to the Office of Personnel Management's (OPM) Electronic Questionnaires for Investigation Processing (e-QIP) system and instructions for submitting the necessary information:

- Standard Form 85P, "Questionnaire for Public Trust Positions"
- Optional Form 306, "Declaration for Federal Employment"
- SF 87, "Fingerprint Card" (2 copies)
- DHS Form 11000-6, "Non-Disclosure Agreement"
- DHS Form 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"

FEMA PSD will only accept complete packages consisting of all of the above document and Standard Form 85P, which must be completed electronically through the Office of Personnel Management's e-QIP system. The Contractor is responsible for ensuring that all contractor personnel timely and properly submit all required background information.

Once contractor personnel have properly submitted the complete package of all required background information, FEMA's Personnel Security Division, at its sole discretion, may grant contractor personnel temporary eligibility to perform work under this contract prior to completion of the full background investigation if the Personnel Security Division's initial review of the contractor personnel's background information reveals no issues of concern. In such cases, FEMA's Personnel Security Division will provide notice of such temporary eligibility to the COR who will then notify the Prime Contractor, at which time the identified contractor personnel will be temporarily eligible to begin work under this contract. Neither the Prime Contractor nor the contractor personnel has any right to such a grant of temporary eligibility. The grant of such temporary eligibility shall not be considered as assurance that the contractor personnel will remain eligible to

perform work under this contract upon completion of and final adjudication of the full background investigation.

Upon favorable adjudication of the full background investigation, FEMA's Personnel Security Division will update the contractor personnel's security file and take no further action. In any instance where the final adjudication results in an unfavorable determination FEMA's Personnel Security Division will notify the contractor personnel directly, in writing, of the decision and will provide the COR with the name(s) of the contractor personnel whose adjudication was unfavorable. The COR will then forward that information to the Contractor. Contractor personnel who receive an unfavorable adjudication shall be ineligible to perform work under this contract. Unfavorable adjudications are final and not subject to review or appeal.

12. Continued Eligibility and Reinvestigation:

Eligibility determinations based on a Low Risk T1, Moderate Risk T2S or High Risk T4 are valid for five years from the date that the investigation was completed and closed. Contractor personnel required to undergo a background investigation to perform work under this contract shall be ineligible to perform work under this contract upon the expiration the background investigation unless and until the contractor personnel have undergone a reinvestigation and FEMA's Personnel Security Division has renewed their eligibility to perform work under this contract.

13. Exclusion by Contracting Officer:

The Contracting Officer, independent of FEMA's Personnel Security Division, may direct the Contractor be excluded from working on this contract. Any contractor found or deemed to be unfit or whose continued employment on the contract is deemed contrary to the public interest or inconsistent with the best interest of the agency may be removed.

14. Facility Access:

The Contractor shall comply with FEMA Directive 121-1 "FEMA Personal Identity Verification Guidance," FEMA Directive 121-3 "Facility Access," and FEMA Manual 121-3-1 "FEMA Credentialing Access Manual," to arrange for contractor personnel's access to FEMA facilities, which includes, but is not limited to, arrangements to obtain any necessary identity badges for contractor personnel.

Contractor personnel working within any FEMA facility who do not require access to DHS or FEMA IT systems and do not qualify for a PIV Card may be issued a Facility Access Card (FAC). FACs cannot exceed 180 days; all contractors requiring access greater than 180 days will need to qualify for and receive a PIV card before being allowed facility access beyond 180 days.

Contractor personnel shall not receive a FAC until they have submitted a SF 87, "Fingerprint Card," and an OF306, Declaration for Federal Employment, and receive approval from FEMA PSD. Contractor personnel using a FAC for access to FEMA facilities must be escorted in Critical Infrastructure areas (i.e., server rooms, weapons rooms, mechanical rooms, etc.) at all times.

FEMA may deny facility access to any contractor personnel whom FEMA's Office of the Chief Security Officer has determined to be a potential security threat.

15. Separation From Contract

The Contractor shall notify the FEMA COR of all terminations/resignations within five calendar days of occurrence. The Contractor must account for all forms of Government-provided identification issued to contractor employees under a contract (i.e., the PIV cards or other similar badges) must return such identification to FEMA as soon as any of the following occurs:

When no longer needed for contract performance.

Upon completion of a contractor employee's employment. Upon contract completion or termination.

If an identification card or building pass is not available to be returned, the Contractor shall submit a report to the FEMA COR, referencing the pass or card number, name of the individual to whom it was issued, and the last known location and disposition of the pass or card.

The Contractor or contractor personnel's failure to return all DHS- or FEMA-issued identification cards and building passes upon expiration, upon the contractor personnel's removal from the contract, or upon demand by DHS or FEMA may subject the contractor personnel and the Contractor to civil and criminal liability.

Period of Performance

The period of performance for the Blanket Purchase Agreement (BPA) will have a base period of six (6) months with two (2) three (3) month option periods.

Contractor Minimum Qualifications:

The contractor shall provide professional, courteous, and timely services, activities, and management to ensure that all work identified in this SOW is completed. This includes incorporating customer service into operations, where appropriate, as well as employing a flexible and transparent performance management system that includes performance measures of contractor staff, subcontractors, and other representatives. The contractor is responsible for providing personnel who can pass a background investigation, in accordance with Homeland Security Presidential Directive 12 (HSPD 12), for activities that require FEMA badges and/or access to FEMA facilities.

The Government will/will not furnish any resources to the Contractor in support of this Contract.

Contractor(s) Furnished Property:

The contractor shall be responsible for providing all facilities, office equipment, and materials which are not provided as Government Furnished Equipment (GFE), as necessary to fulfill the requirements of the contract. This includes any collateral equipment, such as calculators, computers not connected to the FEMA network server, copy machines, and consumable and general office supplies.

Government Acceptance Period:

The COR will review deliverables prior to acceptance and provide the contractor with an e-mail that provides documented reasons for non-acceptance. If the deliverable is acceptable, the COR will send an e-mail to the Contractor notifying it that the deliverable has been accepted.

- A. The COR will have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the Contractor's accepted proposal. In the event of a rejected deliverable, the Contractor will be notified in writing by the COR of the specific reasons for rejection. The Contractor may have an opportunity to correct the rejected deliverable and return it per delivery instructions.
- B. The COR will have two (2) business days to review deliverables and make comments. The Contractor shall have two (2) business days to make corrections and redeliver.
- C. All other review times and schedules for deliverables shall be agreed upon by the parties based on the final approved Project Plan. The Contractor shall be responsible for timely delivery to Government personnel in the agreed upon review chain, at each stage of the review. The Contractor shall work with personnel reviewing the deliverables to assure that the established schedule is maintained.

Deliverables:

The Contractor shall consider items in **BOLD** as having mandatory due dates. Items in *italics* are deliverables or events that must be reviewed and/or approved by the COR prior to proceeding to next deliverable or event in this SOW. Deliverables will be identified at the call order level.

Contractor(s) shall provide written confirmation of shipment and delivery signed by the Contractor(s).

Appendix A: Furniture, Fixtures, and Equipment (FF&E) Requirements

Item #	Furniture, Fixtures, and Equipment (FFE)
1.0 - Furniture	<ul style="list-style-type: none"> • One (1) sofa • One (1) armchair • One (1) coffee table • One (1) end table • One (1) dining set with one (1) table and six (6) chairs • Two (2) full size bed frames • Three quarters (0.75) of a bunk bed frame needed per AMHU • Two (2) full size bed mattress and box spring sets • One and a half (1.5) twin XL size bed mattress needed per AMHU • Two and three quarters (2.75) five-drawer dresser needed per AMHU • Two and three quarters (2.75) nightstands needed per AMHU <p><u>Sofa</u></p> <ul style="list-style-type: none"> • Neutral color • Has arm rests • Non-sleeper sofa • Not a sectional sofa • Does not have a footrest • New condition • Free of sharp, abrasive surfaces and edges • Durable for eighteen (18) months of use • No assembly required • Free of defects • Meets federal flammability standards <p>Sofa dimensions:</p> <ul style="list-style-type: none"> • 72" W to 80" W • 32" D to 37" D • 33" H to 35" H • 55" seat width to 65" seat width • 20" seat depth to 24" seat depth • 17" seat height to 18" seat height <p><u>Armchair</u></p> <ul style="list-style-type: none"> • Neutral color • Has arm rests • Does not have a footrest • Non-rocking chair • Does not recline • New condition • Free of sharp, abrasive surfaces and edges • Durable for eighteen (18) months of use • No assembly required • Free of defects • Meets federal flammability standards <p>Armchair dimensions:</p> <ul style="list-style-type: none"> • 28" W to 44" W • 31" D to 35" D • 33" H to 35" H • 21" seat width to 23" seat width • 19" seat depth to 21" seat depth • 17" seat width to 18" seat height

Coffee table

- Constructed from wood
- Neutral color
- Rectangle shape
- Four legs
- New condition
- Free of sharp, abrasive surfaces and edges
- Durable for eighteen (18) months of use
- No assembly required
- Free of defects
- Meets federal flammability standards

Coffee table dimensions:

- 42" W to 48" W
- 18" D to 24" D
- 15" H to 20" H

End table

- Square or rectangle shape
- Constructed from wood
- Neutral color
- Four legs
- New condition
- Free of sharp, abrasive surfaces and edges
- Durable for eighteen (18) months of use
- No assembly required
- Free of defects
- Meets federal flammability standards

End table dimensions:

- 18" W to 24" W
- 18" D to 24" D
- 21" H to 24" H

Dining set with one (1) table and six (6) chairs

- Table and chairs Constructed from wood
- Table is rectangle shape
- Table accommodates six chairs
- Table is not extendable

Table Dimensions:

- 72" W to 84" W
- 36" D to 42" D
- 30" H

Six (6) chairs to accommodate six (6) adults

- All chairs are the same size and matched
- Chairs have four legs
- Chairs have fabric upholstery or no upholstery
- New condition
- Free of sharp, abrasive surfaces and edges
- Durable for eighteen (18) months of use
- No assembly required
- Free of defects
- Meets federal flammability standards

Each chair dimensions:

- 18" W to 21" W
- 18" D to 21" D
- 32" H to 36" H

Full size bed frame

- Constructed from rust-resistant metal
- No headboard is required
- Accommodates one (1) full size mattress (54" W x 75" L) and box spring (54" W x 75" L)
- No storage drawers or shelves
- Not a wall-bed
- New condition
- Free of sharp, abrasive surfaces and edges
- Durable for eighteen (18) months of use
- Free of defects
- Meets federal flammability standards

Bunkbed frame

- Constructed from solid, finished wood and/or rust-resistant metal
- Freestanding
- Accommodates two (2) XL twin size mattresses (each 39" W x 80" L) without box springs
- Has attached ladder
- Upper bed bunk has a guardrail without any gaps between the rail and the upper bed bunk frame
- No storage drawers or shelves
- Free of sharp, abrasive surfaces and edges
- New condition
- Durable for eighteen (18) months of use
- Free of defects
- Meets federal flammability standards

Bunkbed frame dimensions:

- 60" H to 72" H

Full size mattress and box spring set

- Innerspring mattress
- Non-latex
- Medium firmness
- Polyester, cotton, or blend ticking and wadding
- New condition
- Durable for eighteen (18) months of use
- Free of defects
- Meets federal flammability standards

Mattress dimensions:

- 54" W
- 75" L
- 9" H to 11" H

Box spring dimensions:

- 54" W
- 75" L
- 9" H

XL twin size mattress

- Innerspring mattress
- Non-latex
- Medium firmness
- Polyester, cotton, or blend ticking and wadding
- New condition
- Durable for eighteen (18) months of use
- Free of defects

	<ul style="list-style-type: none"> • Meets federal flammability standards <p>XL twin size mattress dimensions:</p> <ul style="list-style-type: none"> • 39" W • 80" L • 9" H to 11" H <p><u>Five-drawer dresser</u></p> <ul style="list-style-type: none"> • Constructed from wood • Rectangle Shape • Neutral color • Hardware included • New condition • Free of sharp, abrasive surfaces and edges • Durable for eighteen (18) months of use • No assembly required • Free of defects • Meets federal flammability standards <p>Within the dimensions:</p> <ul style="list-style-type: none"> • 33" W to 36" W • 18" D to 24" D • 48" H to 48" H <p><u>Nightstand</u></p> <ul style="list-style-type: none"> • Constructed from wood • Rectangle Shape • Neutral color • Two-drawers • Hardware included • New condition • Free of sharp, abrasive surfaces and edges • Durable for up to eighteen (18) months during occupancy • No assembly required • Free of defects • Meets federal flammability standards <p>With the dimensions:</p> <ul style="list-style-type: none"> • 16" W to 24" W • 16" D to 24" D • 18" H to 25" H
1.1 - Furnishings	<p>Two (2) shower curtains Two (2) twelve-packs of shower curtain hooks</p> <p><u>Shower curtain</u></p> <ul style="list-style-type: none"> • Constructed from polyester • Includes twelve (12) shower curtain rings • Includes twelve (12) shower curtain hooks • Neutral color • New condition • Free of sharp, abrasive surfaces and edges • Durable for up to eighteen (18) months during occupancy • Free of defects • Meets federal flammability standards <ul style="list-style-type: none"> • Shower curtain dimensions: • 71" L • 71" H <p>Twelve-pack of shower curtain hooks</p>

	<ul style="list-style-type: none"> • Constructed from silicone rubber, plated metal (rust resistant) or plastic • C-Shaped • Non-latching
1.2 - Fixtures	<p>M mini-blinds for each window Twelve (12) light bulbs Two (2) medicine cabinets Two (2) towel bars Two (2) toilet paper holders Two (2) shower rods</p> <p><u>30" W by 54" L mini-blinds</u></p> <ul style="list-style-type: none"> • Vinyl slats • Horizontal orientation slats • Washable slats • Smooth surface slats • Stain resistant slats • Fade resistant slats • Bottom up opening type • Light filtering • Mountable • Outside mount type • With installation brackets and mounting hardware included • White in color • Matching white vinyl headrail • Cordless • Includes wand tilt • Made with non-lead formula • No assembly required • New condition • Free of defects • All materials meet federal flammability standards • ANSI certified <p>Mini-blinds dimensions:</p> <ul style="list-style-type: none"> • 30" W to 54" H • 1" D <p><u>36" W x 54" L mini blinds</u></p> <ul style="list-style-type: none"> • for all windows that meet required industry safety standards and Consumer Product Safety Commission recommendations • Vinyl slats • Horizontal orientation slats • Washable slats • Smooth surface slats • Stain resistant slats • Fade resistant slats • Bottom up opening type • Light filtering • Mountable • Outside mount type • With installation brackets and mounting hardware included • White in color • Matching white vinyl headrail • Cordless • Includes wand tilt • Made with non-lead formula • No assembly required • Free of sharp, abrasive surfaces and edges • Durable for eighteen (18) months of use

	<ul style="list-style-type: none"> • New Condition • Free of defects • All materials meet federal flammability standards • ANSI certified <p>Mini-blind dimensions:</p> <ul style="list-style-type: none"> • 32" W X 54" H • 1" D <p>LED Light bulb equivalent to sixty (60) watt bulb</p> <ul style="list-style-type: none"> • medium screw base • Soft white light color • Spiral bulb shape • 900 lumens light output • Mercury free • New condition • Free of defects <p>Medicine cabinet with mirrored door</p> <ul style="list-style-type: none"> • Surface mount • No assembly required • Rectangle shape • Contains two (2) interior shelves • Reversible door able to be installed to open to either the left or the right • Cabinet hardware included • Mounting hardware included • No light fixture • Mirror on door • Neutral colored cabinet and door frame • Cabinet and shelves constructed of wood or aluminum • Free of sharp, abrasive surfaces and edges • Durable for eighteen (18) months of use • New condition • Free of defects • All materials meet federal flammability standards <p>Medicine cabinet dimensions:</p> <ul style="list-style-type: none"> • 20" W to 24" W • 24" H to 36" H <p><u>Towel bar</u></p> <ul style="list-style-type: none"> • Metal with chrome finish • Wall-mountable • Includes mounting hardware • Single towel bar • Rust resistant • Free of sharp, abrasive surfaces and edges • Durable for eighteen (18) months of use • New condition • Free of defects • No assembly required <p>Towel bar dimensions:</p> <ul style="list-style-type: none"> • 24" L • 2" H to 3" H • 3" D to 5" D <p><u>Toilet paper holder</u></p> <ul style="list-style-type: none"> • Metal with chrome finish • Wall-mountable • Includes mounting hardware • Rust resistant
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	<ul style="list-style-type: none"> • Single toilet paper roll capacity • New condition • Free of sharp, abrasive surfaces and edges • Durable for eighteen (18) months of use • Free of defects • No assembly required • Within the dimension range: • 4" W to 8" W • 2" H x 4" H • 2" D x 4" D <p><u>Shower curtain rod</u></p> <ul style="list-style-type: none"> • Metal with chrome finish • Single rod • Straight rod • Rust resistant • Free of defects • New condition • Free of sharp, abrasive surfaces and edges • Durable for eighteen (18) months of use • No assembly required <p>With the dimensions:</p> <ul style="list-style-type: none"> • 60" L • 1" Diameter
1.3 - Appliances	<p>One (1) microwave One (1) 30 in. 5.0 cu. ft. Electric Range One (1) 18-cu ft Top-Freezer Refrigerator</p> <p><u>Microwave oven</u></p> <ul style="list-style-type: none"> • Countertop • Neutral color • Contains turntable • Push to open door • Right to left swing door • Touch-control panel • LED digital display • Scratch-resistant glass door • Door with child safety lock • Wattage: 950W to 1100 W • Meets UL safety listing • New condition • Free of sharp, abrasive surfaces and edges • Durable for eighteen (18) months of use • No assembly required • Free of defects • Within the capacity range: 1.2 cu. ft. to 1.5 cu. ft. • Less than 12" H <p>Appliances must be energy-efficient</p>
1.4 - Equipment	<p>One (1) fire extinguisher One (1) NOAA radio One (1) strobe light compatible with a NOAA radio Four (4) AA batteries</p> <p><u>Five pound (5 lb.) A-B-C type fire extinguisher and a mounting bracket</u></p> <ul style="list-style-type: none"> • ABC- Multiple Use Class • Capacity: 5 lbs. • Dry powder type • Mounting bracket included • Mounting hardware included

	<ul style="list-style-type: none"> • Made of rust-resistant metal • Includes pressure gauge • Free of sharp, abrasive surfaces and edges • Durable for eighteen (18) months • New condition • Discharge range: 10' to 15' • Operating pressure: 100 psi • Meets UL safety listing • No assembly required • Free of defects <p>Fire extinguisher dimensions:</p> <ul style="list-style-type: none"> • 15" H to 21" H • 4" to 8" Diameter <p><u>NOAA weather radio</u></p> <ul style="list-style-type: none"> • Tunable to NOAA's 24/7 National Weather Service broadcast • S.A.M.E. Digital Weather/Hazard alert feature that provides constant monitoring of local National Weather Service broadcast • Approved by Federal Communications Commission (FCC) and the National Oceanic and Atmospheric Administration (NOAA) • Works with electrical power and battery backup • Compatible with an external, connectable strobe light • Uses AA batteries • New condition • Free of sharp, abrasive surfaces and edges • Durable for eighteen (18) months of use • No assembly required • Free of defects <p><u>Strobe light compatible with NOAA weather radio</u></p> <ul style="list-style-type: none"> • Compatible with NOAA weather radio • Bright LED lights • Flashes during emergency weather alerts • New condition • No assembly required • Free of defects <p><u>AA battery</u></p> <ul style="list-style-type: none"> • New condition • Disposable • Not rechargeable • 1.5 Volts • Mercury free • Free of defects
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Appendix B

The Contractor shall provide the following accessible features for all FEMA modular/manufactured homes:

- **Accessible Path** – The accessible route connects all spaces. This route is least 36 inches wide and have a clear headroom of at least 80 inches above the floor.
- **Turning space** – Each room has a turning space having one of two configurations. These configurations are either a circular turning space, which requires a floor area of 60 inches diameter or a T-shaped turning space that allows a user to execute a three-point turn.
- **Clear floor space** – Space is provided for residents in a wheelchair to use appliances, fixtures, and equipment. It is a level, rectangular shaped space 30 inches x 48 inches minimum that is directly adjacent to the accessible route.
- **Knee and toe clearance** –The area under a horizontal element that can be part of the clear floor space if it meets specific clearances. These clearances are required at accessible lavatories, workspaces, sinks and tables.
- **Reach ranges** – The critical limits for reaching operable parts (light switches and outlets) and accessing storage. They are generally determined by two important factors: the approach or position of the person using a wheelchair, and whether the person must reach over an obstruction such as a countertop. Reach ranges have both high (48”) and low (18”) limits.
- **Kitchens** – Kitchens have accessible countertops mounted at a maximum height of 34 inches above the floor at both the sink and at a 30-inch-wide kitchen work surface adjacent to the range. Kitchen cabinets and appliances designed to incorporate reach range. Sinks have a 30” min. x 48” min. clear floor space with a forward approach.
- **Appliances** – Appliances meet accessibility requirements in accordance to FAR 52.223-15.
- **Bedrooms** – Provide an accessible route that allows the resident to approach each piece of furniture and to turnaround in the room. The accessible route should also provide access to windows which will allow the resident to operate the window for natural ventilation and for an assisted emergency escape.
- **Bathrooms** – Bathrooms provide a turning space, and specific approaches with clear floor space for maneuvering at each individual fixture. Clear floor spaces may overlap, but doors do not swing into the clear floor space unless there is a 30-inch x 48-inch clear floor space outside of the swing of the door does not allow the door to swing into the clear floor space at any fixture. A 30-inch minimum x 48-inch minimum clear floor space with a forward approach and knee and toe clearance is provided below the lavatory. The standard bathing arrangements provided for residents needing accessible fixtures is a tub with a seat. Roll-in showers are provided by retrofit. The retrofit does not slow down FEMA’s ability to make a manufactured home Ready-for-Occupancy (RFO).
- **Door/Lever hardware** – Door hardware operates with the use of only one hand, it must not require tight grasping, pinching, or twisting of the wrist and it must operate with a maximum force of 5 pounds.

- **Exterior entry doors and Thresholds** – Thresholds do not exceed 1/2-inch in height and have the required specific profile.
- **Floor surfaces** – Floor surfaces have finishes that are level, firm and slip-resistant. Surfaces are linoleum.
- **Operable parts of windows** – Operable parts of windows are within accessible reach ranges.
- **Blocking and Grab bars** – Blocking and Grab bars are included in bathrooms at specific heights. Grab bars are located specific to each fixture.
- **Pipe Protection** – Pipe Protection on is provided to protect residents who use wheelchairs from contact with hot water pipes and abrasive or sharp surfaces under all sinks and lavatories.
- **Visual and/or hearing impairments** – Visual and/or hearing impairments functional features include visual alarms or for smoke detectors (with vibration alarms available when needed). NOAA Weather Radio (NWR) configured to set off an alarm for weather events with special output devices provided when needed by individuals with hearing or vision impairments (e.g., bed shakers, pillow vibrators, sirens, or strobe lights).
- **Other** – Retrofit availability for furniture if needed (e.g., Lower dresser).