



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

MICHAEL R. DEVOS  
EXECUTIVE DIRECTOR

May 6, 2008

## MEMORANDUM

**To: All OCD Grantees Funded for Rehabilitation**

**From: Bill Parker, Interim Director, Housing Resource Fund**

**RE: Residential Rehabilitation Construction and Spec. Writing Training**

MSHDA is strongly encouraging all Grantees to attend a three day training on Residential Rehabilitation Construction and Specification Writing. The training will be offered in Lansing at the Holiday Inn West June 3-5, 2008 and in Novi at the Sheraton Hotel July 15-17, 2008.

MSHDA has contracted with Gerry Diaz, owner of Community Revitalization Training Center ([www.crtc.com](http://www.crtc.com)) of Columbus, Ohio. **The Community Revitalization Training Center (CRTC)** is a national training and technical assistance center for community development practitioners. Its primary function is to provide practical training and technical assistance opportunities for housing rehab and community development professionals. Mr. Diaz is a HUD approved trainer with over thirty years of experience. He comes highly recommended from the Wisconsin Housing offices, where he provided similar training.

The ultimate goals of the training are to impact efficiency and capacity, and improve compliance in the operation of housing rehabilitation programs. Issues upon which emphasis will be placed during the training sessions include:

- Rehabilitation specification writing and cost estimating, and the employment of automated systems
- Do's and don'ts in using automated systems
- Lead hazard compliance (24 CFR Part 35) and productivity
- Construction management
- Release of liens
- HUD's emerging focus with regard to:
  - Energy conservation and use of the cost effective Rehab Advisor Program
  - Current rulemaking concerning rehabilitation standards
  - Concern for healthy homes and green building

The cost to register is \$35.00 per person and covers breakfast and lunch each day. You can register online at [www.mittac.org](http://www.mittac.org) . A draft course outline is attached. **Attendance is mandatory for all three days of this workshop.**

Please contact your CD Specialist or myself at 517.373.1462 if you have any questions. Registration information can be directed to Kerri Nobach at 517.373.9015.



**RESIDENTIAL REHABILITATION CONSTRUCTION SPECIFICATION WRITING**  
Lansing, MI and Novi, MI • June/July 2008

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**DRAFT COURSE SCHEDULE**

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**Day One**

Morning Session:

**Registration and Welcome**

Introduction, Expectations  
Course Overview, Goals, Norms, Schedule  
Aligning Mission, Objectives & Programs  
Definitions of housing rehab terms (Exercise)  
*-Break-*  
Codes and Standards, Deficiencies and Scopes  
Accessibility Considerations  
Initial Inspection and Scope Determination  
(Exercise and Slides)  
*-Lunch-*

Afternoon Session:

**Initial Inspection (cont)**

The Homeowner's Request (Exercise)  
*-Break-*  
Introduction to Spec Writing  
Judging Specification Quality  
    The Seven C's  
    Spec Writer's Checklist  
Language of Specifications  
Evaluation  
*-End-*

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**Day Two**

Morning Session:

**Welcome and Review**

Language and Terms of Specifications  
Spec Writing Practice (Exercise and Slides)  
*-Break-*  
Debrief spec writing with emphasis on  
    Evaluation of spec quality (Exercise)  
*-Lunch-*

Afternoon Session:

Overview of Requirements for Lead Hazard  
    Control in Rehab  
Level of Assistance  
Including Lead in the Scope of Work  
Lead-related documents and spec databases  
*-Break-*

**HUD/EPA Abatement Letter**

Factors in Cost Allocation (Exercise)  
Cost Estimating:  
    Purpose, Methods, Contractor's Method  
Evaluation  
*-End-*

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**Day Three**

Morning Session:

Welcome and Review  
Cost Estimating Manuals (Exercise)  
Program Cost Database  
Evaluating Cost Estimates (Exercise)  
*-Break-*  
Procurement – Who selects the contractor?

**Responsibilities and Program Design**

Goals of the Participants:  
    Owners, Contractors, Program  
    Contractor, Qualifications (lead-related)  
(Exercise)  
Working with Contractors  
*-Lunch-*

Afternoon Session:

Quality Control – HOME and CDBG Grantee  
    Responsibilities

**Quality Control and Inspections (Exercise)**

*-Break-*  
Contractor Simulation (Exercise)  
Summary and Back Home Actions  
Evaluation  
*-End-*