

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE ALASKA HOUSING FINANCE CORPORATION
AND
THE ALASKA DEPARTMENT OF NATURAL RESOURCES, DIVISION OF PARKS AND
OUTDOOR RECREATION, OFFICE OF HISTORY AND ARCHAEOLOGY
REGARDING
CULTURAL RESOURCE REVIEWS OF STATE FUNDED CONSTRUCTION PROJECTS**

WHEREAS, the State of Alaska (State) may designate state agencies or public corporations owned by the State to administer various formula grant programs on its behalf (a state Designee); and

WHEREAS, the State has designated Alaska Housing Finance Corporation (AHFC) as administrators of state funds; and

WHEREAS, the DNR Commissioner has responsibility for the protection of historical and archaeological resources (i.e., "Cultural Resources") under the Alaska Historic Preservation Act (AS 41.35), and this has been delegated to the Division of Parks and Outdoor Recreation, administered by the Office of History and Archaeology (OHA); and

WHEREAS, AS 41.35.010 states "It's the policy of the State to preserve and protect the historic, prehistoric, and archaeological resources of Alaska from loss, desecration, and destruction so that the scientific, historic, and cultural heritage embodied in these resources may pass undiminished to future generations. To this end, the legislature finds and declares that the historic, prehistoric, and archaeological resources of the state are properly the subject of concerted and coordinated efforts exercised on behalf of the general welfare of the public in order that these resources may be located, preserved, studied, exhibited, and evaluated;"; and

WHEREAS, AHFC has determined that certain state funded activities have limited potential to affect Historic Properties, Historic Districts and/or Archaeological Districts; and have consulted with OHA;

NOW THEREFORE, AHFC and OHA adopt the following guidelines for streamlining project reviews and will ensure that the provisions of the MOU apply to AHFC and its sub-grantees.

Undertakings exempt from review:

All undertakings will be done in accordance with applicable local buildings codes or the International Building Code, where applicable. The following undertakings have been determined to have limited potential to cause effects on historic properties and may be approved by AHFC or their sub grantees without further consultation with OHA:

I. EXEMPT ACTIVITIES

A. Non-invasive/Non-destructive Activities:

- a. Energy audits and feasibility studies.

B. Properties that are Less than 45 years old:

- a. Activities on residential or non-residential buildings, structures or facilities, including manufactured housing or mobile homes, (collectively called "Property" or "Properties" herein) less than forty five years old when not adding square footage.

C. Work on properties Older than 45 years old or involving ground disturbance as follows:

Building Shell Measures

The measures should not alter or detract from those qualities that make the Property eligible for the National Register of Historic Places or Alaska Historic Landmarks.

1. Air sealing of the building shell, including caulking, weather-stripping, door sweeps, and other air infiltration control measures on windows and doors, and installing thresholds in a manner that does not harm or obscure historic windows or trim.
2. Sealing major air leaks associated with bypasses, ducts, air conditioning units, when consistent with appearance of the building
3. Thermal insulation, such as non-toxic fiberglass and foil wrapped, in walls, floors, roofs, crawl spaces, ceilings, attics, and foundations in a manner that does not harm or damage historic fabric and as long as these measures do not induce, retain, or introduce moisture into the building.
4. Blown in wall insulation where no holes are drilled through exterior siding.
5. Removable film on windows (if the film is transparent), solar screens, or window louvers, in a manner that does not harm or obscure historic windows or trim.
6. Reflective roof coating in a manner that closely resembles the historic materials and form, or with materials that restore the original feature based on historic evidence, and in a manner that does not alter the roofline, or where not on a primary roof elevation or visible from the public right-of-way.
7. Repair of minor roof and wall leaks prior to insulating attics or walls, provided repairs closely resemble existing surface composite.
8. Repair of existing window, door, and porch screens and storm windows or doors.
9. Removing deteriorated or damaged paint or coatings down to the next sound layer by hand scraping or sanding. All abrasive methods, sandblasting and water blasting are specifically prohibited. Encapsulation of lead-based paint is acceptable.
10. Repair and/or replacement in kind of existing roofing material provided the color meets the standard of the Tribe/City/Borough/State or is the existing color.
11. Installation of temporary construction related structures such as scaffolding, screening, fences or protective walkways.
12. Weatherization of mobile homes and trailers.

Ground Disturbance Activities

1. Repairing or replacing in kind existing driveways, parking areas, and walkways with materials of similar appearance.
2. Excavating to gain access to existing underground utilities to repair or replace them, provided that the work is performed consistent with previous conditions **within the building footprint.**
3. Excavation to install exterior, below-grade insulation, to a depth not greater than 6-inches below the bottom of the footing or foundation, and limited to the area within 6-feet of the perimeter of the building.

Electric Base Load & Lighting measures

If located within a Historic District:

1. Upgrade exterior lighting (replacement with metal halide bulbs, LEDs, or others) along with ballasts, sensors and energy storage devices **not visible** from any public right of way.
2. Upgrades or improvements to exterior bulbs **only** (e.g., incandescent to LED conversions) that do not alter the visible aspects of the lighting housing.
3. Historic features such as decorative or distinctive light fixtures shall be retained.

If **not** located within a Historic District:

1. Upgrades or improvements to exterior lighting, including bulbs, fixtures, and/or housings (e.g., incandescent to LED conversions) that **are not** located in a historic district.

Building Shell Measures

1. Insulation of roofs, crawl spaces, ceilings, attics, floors and around pipes/ducts as long as these measures do not induce, retain, or introduce moisture into the building.
2. Blown in wall insulation where no decorative plaster is damaged.
3. Sealing air leaks using weather stripping, door sweeps, and caulk and sealing major air leaks associated with bypasses, ducts, air conditioning units, etc.
4. Thermal insulation installation in walls, floors and ceilings. Duct sealing, insulation, repair or replacement in unoccupied areas.
5. Attic insulation with proper ventilation; if under an effective R8 - add additional R-19 up to R-38.
6. Band joist insulation - R-11 to R19 as applicable.
7. Ventilating crawl spaces.
8. Repair, refinishing and/or replacement in kind of historic flooring and floor coverings to include vinyl, tile and/or carpet.
9. Repair and replacement in kind of only those portions of historic wood flooring that are extensively deteriorated.

HVAC, Domestic Hot Water, and Control Measures

1. Clean, tune, repair or replace heating systems, including furnaces, oilers, heat pumps, vented space heaters, and wood stoves.
2. Clean, tune repair or replace cooling systems, including central air conditioners, window air conditioners, heat pumps, and evaporative coolers.
3. Install insulation on ducts and heating pipes (when historic features such as decorative cast iron radiators or other distinctive features are retained).
4. Install or replace existing building controls systems including HVAC control systems, conversion of building-wide pneumatic controls with digital controls, programmable thermostats, outdoor reset controls, dampers, UL listed energy management systems, building automation systems, and other individual sensors like smoke detectors and carbon monoxide detectors (wired or non-wired).
5. Replacement of existing HVAC equipment including pumps, motors, boilers, chillers, cooling towers, air handling units, package units, condensers, compressors, heat exchangers that do not require a change to existing ducting, plumbing, electrical, controls or a new location, or if ducting, plumbing, electrical and controls are on the rear of the structure or not visible from any public right of way.
6. Install, repair, or replace existing controls and adjustable speed drives and/or variable speed motors such as fans on air handling units, cooling tower fans, electric motors and motor controls, and other HVAC, pump, motor, or domestic hot water system controls.
7. Plumbing work, including installation, repair, or replacement of water heaters (when historic features such as hand pumps or plumbing fixtures are retained).

8. Conduct other efficiency improvements on heating and cooling systems, including replacing standing pilot lights with electronic ignition devices and installing vent dampers.
9. Modify duct and pipe systems so heating and cooling systems operate efficiently and effectively, including adding return ducts, replace diffusers and registers, replace air filters, install thermostatic radiator controls on steam and hot water heating systems.
10. Install insulation on water heater tanks and water heating pipes.
11. Install waste heat recovery devices, including 'desuperheater' water heaters, condensing heat exchangers, heat pump and water heating heat recovery systems, and other energy recovery equipment.

Water Conservation Measures

1. Install, repair, or replace low flow faucets, toilets, shower heads, urinals, and other water use systems.
2. Install, repair, or replace water distribution device controls.
3. Replacement of kitchen and bathroom appliances, fixtures, fittings and accessories.

Electric Base Load & Lighting Measures

1. Electrical work, including improving lamp efficiency and converting incandescent lighting to fluorescent or other higher efficiency lighting.
2. Repair or replace electrical wiring.
3. Add reflectors, LED exist signs, efficient HID fixtures, and occupancy (motion) sensors.
4. Replace refrigerators and other appliances (upgrade to Energy Star appliances).
5. Replacement of kitchen and bathroom appliances, fixtures, fittings and accessories.
6. Incorporate other lighting technologies such as dimmable ballasts, day lighting controls, and occupant controlled dimming.
7. Incorporate other lighting technologies such as dimmable ballasts, day lighting controls, and occupant controlled dimming.
8. Compact fluorescent light bulbs.
9. Replacement of existing with energy efficient light fixtures, including ballasts when historic features such as decorative or distinctive light fixtures are retained.
10. Replace LED light fixtures and exit signs.

Health and Safety Measures

1. Installing fire, smoke or carbon dioxide detectors and security alarms provided any potential affects are reversible.
2. New installation of non-hard wired devices including photo-controls, occupancy sensors, carbon dioxide, thermostats, humidity, light meters and other building control sensors, provided the work conforms to applicable state and local permitting requirements.
3. Repair or replace vent systems on fossil-fuel-fired heating systems and water heaters to ensure that combustion gasses draft safely to outside.
4. Install mechanical ventilation, in a manner not visible from the public right of way, to ensure adequate indoor air quality if house is air-sealed to building tightness limit.
5. Installation of hardware to include: dead bolts, door hinges, latches and locks, window latches, locks and hinges and door peep holes. New hardware shall be of contemporary design and made of the same material as existing hardware.

Infrastructure and Site Public Improvement Work

1. In-kind repair or replacement of site improvements, including, but not limited to fences, retaining walls, streetlights and landscaping.
2. Upgrades or improvements to streetlights bulbs, fixtures, and/or housings (e.g., sodium vapor to LED conversions) that are not located in an **Historic District**.

3. Installation of above-ground waste heat recovery loops that do not connect historic properties and that are not located in a historic district.
4. Excavation in previously disturbed ground to a depth not to exceed 6-inches shallower than the maximum depth of the previous disturbance, to install heat recovery pipe loops or other energy efficiency measures.
5. In the event of unanticipated archeological discoveries all work shall stop and the Office of History and Archaeology shall be contacted.

Archeological Investigations

Archeological investigations will not be required for ground disturbing activities when excavation is non-intrusive, including:

- a. Excavation to install exterior, below-grade insulation, to a depth not greater than 6-inches below the bottom of the footing or foundation, and limited to the area within 6-feet of the perimeter of the building;
- b. Excavation activities described in Section, "Infrastructure and Site Public Improvement Work."

II. CONDITIONS OF THE MOU

Discoveries and Unforeseen Effects

Should any of the participating parties or sub-grantees, in the process of carrying out any action listed above, find that such action has the potential to affect a previously unknown property that may be eligible for the National Register of Historic Properties or that the action will affect a known Historic Property in an unanticipated manner shall cease such action and contact the Office of History and Archaeology (OHA) and develop treatment plan in conjunction with OHA.

Review

AHFC and OHA shall provide for review of the MOU biennially. Any amendments to this MOU recommended during the review shall be considered in accordance with the stipulation below.

Amendment

If any signatory to this MOU believes an amendment is necessary, that party shall immediately request all parties to consider an amendment to the MOU. No amendment to the MOU will go into effect without concurrence of all signatories.

Duration

This MOU shall become effective upon execution by the signatories to this MOU and shall remain in effect until terminated or 10 years after it becomes effective.

Principal Points of Contacts

Parties will be notified in writing of changes in points of contact:

OHA Contact:

Name: Judy Bittner, Chief, Office of History and Archaeology
Address: 550 W. 7th Ave., Ste. 1310
Anchorage, AK 99501-3565
Phone: (907) 269-8715

AHFC Contact:

Name: Bob Brean, Director, Research and Development
Address: A4300 Boniface Parkway
P.O. Box 101020
Anchorage, AK 99510-1020
Phone: (907) 330-8115

Signatures

CHIEF, OFFICE OF HISTORY AND ARCHAEOLOGY

By Judith E Bittner Date 3-14-2011
Printed Name: JUDITH E BITTNER Title: Chief History & Archaeology

ALAKSA HOUSING FINANCE CORPORATION

By Robert L. Brean Date 3/14/2011
Printed Name: Robert L. Brean Title: Director