

SUBMISSION GUIDE FOR ARCHITECTS

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**TAB 6 - SUBMISSION REQUIREMENTS FOR LIHTC DEVELOPMENTS
NOT RECEIVING OR ASSUMING A PHFA LOAN**

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SECTION 6.01
SUBMISSION REQUIREMENTS FOR LIHTC DEVELOPMENTS
NOT RECEIVING AN AGENCY LOAN

6.01.1 Submission Process

At least 60 days prior to the construction closing, all LIHTC developments that are not receiving PHFA loan funds shall submit 2 sets of drawings and specifications for review by the Technical Services Division of PHFA (Exception - only one copy of the Phase I Environmental Site Assessment is required). Civil engineering, architectural, structural, HVAC, plumbing, and electrical drawings and specifications shall be submitted, as applicable. Hard copies of all documents shall be submitted, except for the Phase I Environmental Site Assessment, which *must* be submitted *in PDF format on a CD*. Drawings shall be *to scale and* a minimum *size* of 24" x 36" and a maximum of 30" x 42". Dwelling unit plans should include room dimensions for all spaces *and shall include* furniture layouts.

All submissions shall be sent to the Development Officer or Tax Credit Officer assigned to the project at least 2 months prior to the construction closing. If PHFA's review of the submitted documents finds conditions that are not in compliance with these requirements, written comments will be forwarded to the sponsor identifying the deficiencies. Revised documents addressing these comments along with written responses to the comments must be submitted to PHFA. When all of the documents are found to be in compliance, an approval letter from the Technical Services Division of PHFA will be issued. When submitting documents for 10% Test for the Carryover Agreement, a copy of the approval letter must be included.

6.01.2 Criteria Requiring Review

The documents submitted should be approximately 90% complete, and of sufficient completeness that the following Items can be reviewed, as applicable:

- A. *All Threshold Criteria certified in the application;*
- B. *All Selection Criteria certified in the application;*
- C. Accessibility, Adaptability & Visitability features and clearances (clearances at doors, fixtures and appliances shall be indicated on the drawings)
- D. Required dwelling unit and community room areas (provide dimensions)
- E. Energy Efficiency Requirements: Insulation levels, Energy Star labeled equipment and products, Preliminary HERS index, REScheck/COMcheck certificates, Window efficiency, Air sealing requirements
- F. Renewable energy documentation to verify percentages certified in the application (the submitted drawings must show locations and layout of all components)
- G. Green building/sustainability documentation to verify materials, products, and percentages certified in the application

- H. Mechanical equipment and systems (locations of ductwork and piping must be clearly identified)
- I. Availability of utilities
- J. Full Phase I Environmental Site Assessment report
- K. Minimum development standards checklist (Section 6.02)
- L. *All certifications included in the application.*

SECTION 6.02
MINIMUM DESIGN STANDARDS CHECKLIST

Development Name: _____ **PHFA No.:** _____

The undersigned certifies that all items checked have been provided in the drawings and/or the specifications.

Design Architect (Print or type): _____

Design Architect (Signature): _____

Date: _____

Check the appropriate line if the development conforms to the requirement. Note N/A if it is not applicable. The Architect must submit a written request to PHFA for any waiver of the PHFA Design Requirements or for any items that are neither checked nor indicated as not applicable. This checklist must be submitted with the drawing/specification submission.

6.02.1 Minimum Development Standards

Minimum Development Standards are applicable to New Construction and Rehabilitation Developments (Preservation developments shall comply to the extent possible):

A. Minimum room areas and dimensions:

- ___ 1. Living Room: 150 sq. ft., minimum dimension 11'-0" (dining area shall be in addition to this area if a combination living/dining room is proposed)
- ___ 2. Primary bedroom: 120 sq. ft., minimum dimension 10'-0"
- ___ 3. Additional Bedrooms: 90 sq. ft., minimum dimension 9'-0"
- ___ 4. Ceiling Height: 7'-6" minimum, except that 7'-0" ceiling height is allowable in bathroom, storage rooms, mechanical room, corridors and closets. A maximum of 15% of any other room may have a ceiling height of 7'-0" to allow for soffits and bulkheads.

Note: Minimum room areas do not include unusable alcove space at doors. Accessible rooms may require additional area in order to provide an accessible route and maneuverability clearances. Waivers may be granted for room sizes and minimum dimensions in rehabilitation developments based on the submission of acceptable furnishability plans.

B. Minimum closet sizes:

- ___ 1. Primary bedroom: 5 linear feet minimum x 24" minimum depth
- ___ 2. Additional bedrooms: 3 linear feet minimum x 24" minimum depth

- ___ 3. Coat closet: 2 linear feet minimum x 24" minimum depth
- ___ 4. Miscellaneous: 6 sq. ft. minimum
- ___ 5. *Closet door widths shall be sized to offer maximum access to the closet interior. Closet interior shall not extend more than 12" on each side of door opening.*

C. Bathrooms:

- ___ 1. *Efficiencies, one-bedroom, and two-bedroom units shall have a minimum of 1 bathroom; three-bedroom units shall have a minimum of 1½ baths; and four-bedroom and larger units shall have a minimum of 2 baths.*
- ___ 2. *Floor finish in bathrooms shall be sheet vinyl or ceramic tile.*
- ___ 3. *Accessories: Vanity bases must be provided in all bathrooms and powder rooms. Removable fronts are recommended in adaptable units. All bathrooms shall have a minimum of (2) 24" towel bars, a toilet paper holder, shower rod, and medicine cabinet and mirror. A light fixture shall be provided above the vanity sink.*
- ___ 4. *Blocking: Solid blocking must be provided behind all wall mounted accessories.*

___ **D. Natural light and ventilation:** Must be provided in all living rooms and bedrooms. Skylights will not be accepted as meeting this requirement.

___ **E. Sound Transmission:** Dwelling unit separation assemblies must meet the following minimums.

Location	Normal		High Noise		STC: Sound Transmission Class
	STC	IIC	STC	IIC	
Walls	50	N/A	55	N/A	IIC: Impact Insulation Class
Floor/Ceiling	50	50	55	55	N/A – Not Applicable

Normal – Assemblies separating living units from other living units or common areas

High Noise –Assemblies separating living units from high noise areas (mechanical, emergency generator, trash compactor, elevator equipment and laundry rooms, trash chutes, elevators, maintenance areas, garages, etc.)

F. Energy efficiency:

- ___ 1. All roof trusses with insulation located along the bottom chord shall be “energy” or “raised heel” trusses which allow for full depth (uncompressed) insulation to extend to the exterior face of the wall insulation.
- ___ 2. Interior wall insulation at all below grade walls shall be foil-faced rigid foam insulation board rated for an exposed installation (in storage or mechanical rooms) or rigid foam insulation board covered with a code approved material (in all finished areas). All joints in the insulation board shall be air sealed. Fiberglass or cellulose insulation will not be allowed.
- ___ 3. Rim joists shall be air sealed and insulated with unfaced rigid foam insulation *with edges sealed with closed cell spray foam insulation or entirely with closed cell spray foam insulation.*

- ____ 4. The foundation insulation at all slab-on-grade construction shall begin at the top of the slab and extend the code required depth below grade. The top of the insulation may be beveled at a 45 degree angle per the 2009 International Energy Conservation Code.

G. Pipe and duct locations:

- ____ 1. All piping and heating/cooling ductwork shall be located within the conditioned space (on the living unit side of the air barrier required on the interior side of the building envelope).
- ____ 2. All domestic water pipes, except for PEX piping, shall be insulated.

- ____ **H. Mechanical equipment servicing:** In mechanical rooms or closets containing multiple pieces of equipment, it must be possible to service and replace each piece of equipment without removing any other equipment.

- ____ **I. Electric resistance heat restriction:** Electric resistance heating is not allowed as the primary heating source.

J. Elderly Housing: *(age 55 and older)*

- ____ 1. Handrails must be installed on both sides of all common area corridors. Handrail ends must return to the wall.
- ____ 2. An emergency call system must be installed in all units with actuating devices in all bedrooms and bathrooms. *The system shall register an audible and visual signal at:*
- *A central supervised location which identifies the call origination; or*
 - *A location directly outside the dwelling unit entrance door.*

K. Accessible Dwelling Units:

NOTE: For developments with federal funding and subject to the Uniform Federal Accessibility Standards (UFAS), note that HUD allows conformance with the 2010 ADA in lieu of UFAS, with a few limitations (see <http://nlhc.org/article/alternative-accessibility-standards-issued> for details).

- ____ 1. A minimum of 5%, but at least one, of the dwelling units shall be accessible. An additional 2%, but at least one, of the units shall be equipped for the hearing and vision impaired. Accessible units shall be dispersed throughout the development and provided in a range of unit sizes comparable to those available to a non-disabled individual.
- ____ 2. All accessible units shall meet the requirements of ICC/ANSI A117.1-2009 Section 1003 "Type A Units" with the following additional provisions:
- ____ a) All required grab bars shall be installed
 - ____ b) The 30" minimum width kitchen work surface must be located adjacent to the oven.
 - ____ c) Protection on drain and water piping beneath kitchen sinks and bathroom lavatories must be installed, even if removable cabinets are installed at these locations.
 - ____ d) Where removable base cabinets are provided, wall and floor finishes to match the remainder of the room must be installed before the removable cabinets are installed. Any adjacent base cabinets must have the exposed ends finished.
 - ____ e) A minimum of 50% of the accessible units shall include a bathroom with an accessible shower. *(Not applicable to dwelling units in general occupancy)*

developments with only one bathing facility). The remaining accessible units shall have an accessible bathtub/shower. The accessible showers shall have a maximum curb height of ½". The shower shall include a built-in folding seat, shower controls and an adjustable height hand-held shower head within reach of the seat, and a collapsible dam at the shower entrance. *A removable seat, as shown in ANSI Figure 610.2, shall be provided in all accessible tub/showers. (The above information is recommended but not required in preservation developments)*

- _____ f) All bathrooms with ½" curbed showers shall have a floor drain provided in the bathroom floor outside of the shower.
- _____ g) All bedrooms in accessible units shall be accessible. Each shall have a **30"** wide aisle on both sides and the foot of the bed. The primary bedroom must accommodate a *queen* size bed. All other bedrooms shall accommodate a twin bed. Beds and other bedroom furnishings shall be shown on the drawings.
- _____ h) Visual signaling devices installed for the hearing impaired shall be visible in all rooms of the dwelling unit including the bathroom and powder rooms.

_____ **L. Radon Protection:** A passive sub-slab de-pressurization system, vented through the roof is required in all newly constructed buildings to reduce the levels of radon gas (see EPA publication EPA/402-K-01-002). Provisions for an in-line fan, including electrical power, or a conduit with a pull string run to a power source, shall be made in the vent pipe above the highest floor level, along with a conduit to a junction box mounted in an occupied portion of the unit or building. All of the dwelling units on the lowest level of each portion of the building and all ground level or sub-grade level community spaces shall be tested for radon in new construction and rehabilitation developments and found to have levels below 4.0 picocuries/liter (pCi/L) prior to occupancy. If radon levels above 4 pCi/L are found an exhaust fan shall be installed on the system and the unit(s) or areas retested and/or the system modified until satisfactory results are obtained. Although rehabilitation projects are

required to test for radon prior to submitting an application, developers should be aware that most buildings are more air-tight after rehab than before, and a building with acceptable pre-construction levels may have higher radon levels after construction. Therefore venting systems in rehab developments should be considered to avoid costly retrofit installations later if high levels of radon are found.

SECTION 6.03
DOCUMENTS REQUIRED FOR CLOSING

2016 TAX CREDIT / TAX EXEMPT BOND / PHARE PROJECTS

**ONE COPY OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED TO
PHFA FIVE (5) DAYS PRIOR TO THE SCHEDULED CLOSING**

TECHNICAL SERVICES DOCUMENTS

- _____ Final Construction Cost Breakdown (Pages 6.9 to 6.12 of this Section) - signed by General Contractor and Owner *Revised 11/30/16*
- _____ Fully executed Construction Contract (AIA A101, 2007 Edition)
- _____ Construction Schedule
- _____ Signed Architect's Certification of Compliance with Design Requirements for Accessible Housing (Pages 6.13 & 6.14 of this Section) *Revised 11/30/16*
- _____ Fully executed Architect(s) Contract (AIA B101 or B108, 2007 Edition)
- _____ 1 complete set of Final Plans (HALF SIZE) & Specifications
 - Each drawing sheet must be sealed by the design professional responsible for its preparation
 - If any addenda were issued, each sheet must be initialed by the Owner, Contractor and Architect and attached to each specification manual
 - The wage rate determination, if applicable, must be bound into the specification manual
- _____ Building & Zoning Permit(s)
- _____ 1 CD with a PDF Copy of all above mentioned documents

FINAL CONSTRUCTION COST BREAKDOWN

Development Name: _____

Sponsor: _____

Tax Credit Number: _____ Contractor: _____

Date: _____ Form Completed by (print): _____

Note: Divisions 1 - 16 must not include Builders Overhead or Profit. Allowances are not permitted

Div.# / Description	Residential	Commercial	Total
1. General Requirements <i>Limited to 6% of the total of Divisions 2 - 16</i>			
Mobilization			
Security			
Temporary Facilities			
Supervision			
Equipment			
Other (explain)			
Division 1 Total			

2. Site Work			
Building Demolition			
Selective Demolition			
Earthwork			
Site Utilities			
Site Improvements			
Storm Sewer			
Paving			
Walks and Curbs			
Landscaping			
Environmental Abatement			
Offsite Improvements			
Division 2 Total			

3. Concrete			
Foundation			
Cast-in-Place			
Pre-Cast			
Division 3 Total			

4. Masonry			
Block			
Brick Veneer			
Restoration/Cleaning			
Division 4 Total			

Div. # / Description	Residential	Commercial	Total
5. Metals			
Structural			
Ornamental			
Railings			
Division 5 Total			
6. Carpentry			
Rough			
Finish			
Division 6 Total			
7. Moisture Protection			
Roofing			
Exterior Finish			
Insulation			
Waterproofing			
Misc. (Gutters, Flashing, etc.)			
Division 7 Total			
8. Windows and Doors			
Windows			
Storm Windows			
Exterior Doors			
Interior Doors			
Division 8 Total			
9. Finishes			
Plaster Repair			
Drywall			
Tile Work			
Suspended Ceilings			
Flooring			
Painting and Decorating			
Division 9 Total			
10. Specialties			
Mailboxes, Bath Accessories, etc			
Division 10 Total			
11. Equipment			
Residential Appliances			
Division 11 Total			
12. Furnishings			
Kitchen Cabinets			
Bath Cabinets			
Window Treatments			
Division 12 Total			

Div. # / Description	Residential	Commercial	Total
13. Special Construction			
Trash Compactor			
Recreation Equipment			
Division 13 Total			
14. Conveying Systems			
Division 14 Total			
15A. Plumbing			
Building Sewage System			
Building Water System			
Gas			
Plumbing Fixtures			
Fire Protection			
Division 15A Total			
15B. Heating, Ventilation, Air Conditioning			
Division 15B Total			
16. Electrical			
Primary Service			
Distribution System			
Lighting			
Systems (Alarms, Intercom, etc)			
Division 16 Total			
Subtotal Divisions 1 – 16			
Builder's Overhead 2% Limit	%		
Builder's Profit 6% Limit	%		
Bond Premium or LOC			
Building Permit			
Other (Explain)			
TOTAL COST			
TOTAL CONSTRUCTION COST (Residential & Commercial)			

Final Construction Cost Breakdown (Continued)

DEVELOPMENT INFORMATION

Number of Dwelling Units: _____

Wage Determination:

Gross Building Square Footage: _____

_____ Open Shop

Net Commercial Square Footage: _____

_____ Union Shop

Length of Construction: _____ Months

_____ Davis Bacon

Estimated Starting Date: _____

Date _____

_____ Residential

_____ Commercial

_____ PA Prevailing Wage

Date _____

This cost breakdown is based on the following documents:

Drawing Date: _____ Latest Revision Date: _____

Specifications Date: _____ Latest Revision Date: _____

Addendum # _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____ Signature: _____

Signatures (at Initial Closing)

Name

Owner

Date

Name

Contractor

Date

Name

PHFA

Date

ARCHITECT'S CERTIFICATION OF COMPLIANCE
WITH DESIGN REQUIREMENTS FOR ACCESSIBLE HOUSING

Revised 11/30/16

Development: _____ **PHFA No.:** _____

Check Appropriate:

- | | | |
|---|---|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Single Family Homes | <input type="checkbox"/> Elevator Building |
| <input type="checkbox"/> Moderate Rehabilitation | <input type="checkbox"/> Duplexes | <input type="checkbox"/> Non-Elevator Bldg. |
| <input type="checkbox"/> Substantial Rehabilitation | <input type="checkbox"/> Townhouses | |
| <input type="checkbox"/> Preservation | <input type="checkbox"/> Walk-up Apartments | |
| | <input type="checkbox"/> Low-rise (1 – 3 Stories) | |
| | <input type="checkbox"/> Mid-Rise (4 – 6 Stories) | |
| | <input type="checkbox"/> High-Rise (Over 6 Stories) | |

To the best of my knowledge and belief, I certify that I have designed the referenced project in conformance with the following rules and regulations as they apply to this development and as amended by Federal, State and Local Authorities.

CHECK ALL THAT APPLY

APPLICABLE

- | | | |
|----|--|-------|
| 1. | The Fair Housing Act of 1988 & Fair Housing Design Manual | _____ |
| 2. | ANSI A117.1-2009 (or edition currently adopted by the PA UCC) | _____ |
| 3. | Pennsylvania Uniform Construction Code | _____ |
| 4. | Uniform Federal Accessibility Standards (UFAS) | _____ |
| 5. | Section 504 of the Rehabilitation Act of 1973 | _____ |
| 6. | 2010 ADA Standards for Accessible Design | _____ |
| 7. | Any other State or Local code or regulation pertaining to design or inclusion of rental housing accessibility features (Include name of locality and citation for applicable requirements) | _____ |
| | _____ | |
| | _____ | |
| | _____ | |
| | _____ | |

In reference to the above, I hereby further certify as follows:

The project contains a total of _____ rental dwelling units.

Of this total, _____ units are accessible as defined in the applicable regulations cited on the previous page.

Of this total, _____ units have been designated to be adaptable as defined in The Fair Housing Act.

Of this total, _____ units have been designed to include features for individuals with hearing or vision impairment as defined in the applicable regulations cited on the previous page.

ARCHITECT:

Name *(printed)*: _____ Firm: _____

Signed: _____ Date: _____

(To be signed by authorized officer of Design Architect firm)

Acknowledged and accepted by Owner

Name *(printed)*: _____

Signed: _____ Date: _____