

**SUBMISSION GUIDE FOR ARCHITECTS**

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**SECTION 2.01.A**  
**SCHEMATIC SUBMISSION REQUIREMENTS**

**2.01.A.1. SUBMISSION PROCESS**

Some form of Schematic Design documents are typically included with the PHFA Application. Usually, these documents are insufficient to describe the development adequately. A Schematic Design Submission should be made to PHFA as soon as practical after an award of loan funds has been made. Preservation developments shall follow the requirements found in Tab 4 of this Guide. Contact the Technical Services Division Review Architect for approval of the scope of documentation acceptable to PHFA for submission. Based on the completeness of the architectural documents submitted with the Application, the Schematic Design Submission may be waived at the discretion of the PHFA Technical Services staff. PDF files are not an acceptable form of review documents. Hard copies must be submitted.

**2.01.A.2. GENERAL REQUIREMENTS** – The Schematic Submission must include the following in duplicate:

- A. Schematic Drawings** – Maximum drawing size shall be 30" x 42" and the minimum size shall be 24" x 36". All drawing sheets must be of the same size and bound together in the set.
- B. Outline Specifications** as per *CSI 50-Division MasterFormat 2004*.
- C. Schematic Design Requirements Checklist.**
- D. Schematic Design Construction Cost Estimate.**

**2.01.A.3. DRAWING REQUIREMENTS**

**A. Site Plans:**

- 1. Minimum scale of 1" = 30'.
- 2. Indicate property lines with bearings and distances.
- 3. Indicate all building, sidewalks, paved areas and site features such as trash enclosures, recreation areas, and storm water facilities.
- 4. Existing and proposed grade elevation contours at one-foot intervals.
- 5. Ground floor elevations for all buildings.
- 6. Identify the locations of accessible and hearing/vision units for townhouse developments and accessible parking spaces.
- 7. Number all buildings for ease of reference.
- 8. Indicate site acreage.
- 9. Indicate location of utility tie-ins and proposed on-site layout.
- 10. Indicate building setbacks.

**B. Floor Plans:**

- 1. Building floor plans:
  - a. Scale: 1/8" = 1'-0".
  - b. Include all floors.
  - c. Indicate locations of accessible and hearing/vision units.
  - d. Indicate gross square footage per floor.

- e. Include overall dimensions.
2. Dwelling unit plans:
  - a. Scale:  $\frac{1}{4}'' = 1'-0''$ .
  - b. Provide plans for all unit types and sizes, including accessible units.
  - c. Indicate furnishings.
  - d. Indicate clear floor area requirements in accessible, adaptable, and VisitAble units.
  - e. Indicate gross and net square footage for each unit plan.
  - f. Include overall dimensions and room sizes.

**C. Elevations:**

1. Include all sides and orientations.
2. Indicate all exterior finishes.

**D. Typical Exterior Wall Section:**

1. Scale:  $\frac{3}{4}'' = 1'-0''$ .
2. Show materials and method of construction from foundation to roof.
3. Indicate insulation levels with R-values.
4. If more than one type of construction is proposed, provide a wall section for each type.
5. Provide dimensions from footing to finish grade and finish floor to ceiling.

**E. Mechanical and Electrical Plans:**

1. If available, provide building plans showing schematic layout of mechanical and electrical systems.
2. If available, provide unit plans showing preliminary mechanical and electrical layouts.

**F. Specifications:**

1. Provide outline Specifications as per *CSI 50-Division MasterFormat 2004*.
2. Include a brief description of all major materials, finishes, products, equipment and systems proposed.

**SECTION 2.01.B**  
**SCHEMATIC DESIGN REQUIREMENTS 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.

- Dwelling Unit Size Requirements** – The following matrix establishes the minimum and maximum allowable net square footage area for units funded by PHFA. **Net** square footage shall be measured from the inside face of the exterior walls to the inside face of interior demising walls. **Gross** square footage shall be measured from the outside face of exterior walls to the centerline of interior demising walls. Rehabilitation developments may vary from the maximums and minimums by 10%, *with an acceptable furnishing plan*. Accessible units may vary from the maximums as required to provide an accessible route and accessibility maneuvering clearances. *An Efficiency Dwelling Unit is defined as having a single habitable room without demising walls/doors separating the Living, Dining, Kitchen and Sleeping areas.*

	<b><u>FLATS</u></b>	<b><u>MULTI-FLOOR UNITS</u></b>
___ SRO	90 to 200	
___ EFF	400 to 600	
___ 1 BR	550 to 850	650 to 950
___ 2 BR	700 to 1,100	850 to 1,300
___ 3 BR	950 to 1,350	1,000 to 1,550
___ 4 BR	1,100 to 1,550	1,200 to 1,750
___ 5 BR	1,300 to 1,750	1,400 to 2,000

- Minimum Room Size Requirements** - All bedrooms must have a demising wall with a door between it and other spaces within the dwelling unit, and there must be a closet and an operable window to provide natural light and ventilation. Minimum room sizes do not include unusable alcove space at doors. Accessible rooms may require additional space.

(Waivers may be granted for room sizes in rehabilitation developments only, based on acceptable furnishability plans)

**Bedrooms:**

- \_\_\_ A. Primary bedroom – 120 sq. ft. (least dimension 10'-0").
- \_\_\_ B. Second bedroom – 100 sq. ft. (least dimension 9'-0").
- \_\_\_ C. Additional bedrooms – 90 sq. ft. (least dimension 9'-0").

**Living Room:**

- \_\_\_ A. Living room – 150 sq. ft. min. (least dimension 11'-0").

**Living Room/Dining Room Combination:**

- \_\_\_ A. Living/Dining room – 200 sq. ft. min. (least dimension 11'-0").

**Dining Room:**

The dining area shall be in addition to the living room space and must be appropriately sized. An eat-in kitchen may be substituted for a dining room as long as the kitchen and dining area are appropriately sized.

- \_\_\_ A. 1 BR Units - 70 sq. ft. min. (least dimension 8'-0")
- \_\_\_ B. 2 BR Units - 80 sq. ft. min. (least dimension 8'-6")
- \_\_\_ C. 3 BR Units - 90 sq. ft. min. (least dimension 8'-6")
- \_\_\_ D. 4 or more BR Units - 100 sq. ft. min. (least dimension 9'-0")

**Other Unit Space:**

- \_\_\_ A. Dwelling unit corridors and stairs – 36" minimum width.

- \_\_\_ 3. **Accessibility (Facilities, Apartments and Parking)** – All applicable Local, State and Federal regulations and PHFA requirements must be met. Please refer to Section 1.02, Accessibility Requirements, included within this *Guide*.
- \_\_\_ 4. **Community Room Space** – All developments, except for scattered sites and those with 11 units or less, should be designed with adequate community space to accommodate functions and services offered at the facility. Developments must provide a management office and a public restroom. Community rooms must be a single room sized to provide at least fifteen (15) sq. ft. per unit, for developments with 12 to 50 units. Community rooms in developments with more than 50 units shall be a minimum of 750 sq. ft. in size. A kitchen or kitchenette must be provided in or adjacent to, the community room in elderly developments and shall not be included in the required square footage. The kitchen shall include a sink, full height refrigerator and 30" range.
- \_\_\_ 5. **VisitAbilitycm\* Goal** – PHFA has adopted the goal of providing access to as many units as possible for the purpose of allowing persons with disabilities the ability to visit neighbors and friends. Refer to Section 1.08, VisitAbilitycm\* Guidelines.
- \_\_\_ 6. **Bathrooms** – One and a half baths for three bedroom and two baths for four bedroom and larger units must be provided (one may be a shower).
- \_\_\_ 7. **Kitchens** – Refrigerators, ranges, and ovens must be provided in all units, except SROs with common cooking facilities. All units with two or more bedrooms must be equipped with 30" wide ranges (30" ranges are preferred for all units). Ranges less than 30" in width must not be located abutting partitions.
- 8. **Closet Doors and Shelves**
  - \_\_\_ A. All closets shall have doors that fully conceal the contents of the closet.
  - \_\_\_ B. Adequate storage space must be provided: a minimum of 10 sq. ft. plus an additional 5 lineal feet of full height hanging space in each bedroom within the unit. General occupancy units must have an additional twelve (12) sq. ft. per unit minimum inside or outside the unit, in a basement, or other space for bikes, etc.
- 9. **Laundry Facilities** - Single-unit, combination washer-dryers are not acceptable in any unit. Stackable washers and dryers will not be allowed in accessible units. In developments with shared facilities, the laundry shall be located in a separate room and not be shared with a Community Room or other common area.

- \_\_\_ A. Laundry facilities must be provided unless individual washers and dryers are provided in each unit. For developments consisting of numerous buildings or floors, several small facilities may be provided in lieu of one facility.
- \_\_\_ B. If central laundry facilities are provided, at least one washer and one dryer must be provided for every twelve (12) general occupancy units or every twenty (20) elderly units, with a minimum of two (2) washers and (2) dryers required for all developments.
- \_\_\_ C. A minimum of one front-loading washer and dryer must be provided in each common laundry facility and in accessible units with laundry facilities.
- \_\_\_ D. A built-in sorting counter, hanging rod or space for a table and portable hanger shall be provided, as well as space for chairs in all laundry facilities.
- \_\_\_ F. Washer and dryer areas located within a unit must be concealed unless located in a basement.
- \_\_\_ G. Stackable washers and dryers may be used in units with 2 or less bedrooms. Large capacity side by side washers and dryers must be provided in units with 3 or more bedrooms.

10. **Development Facilities and Maintenance:**

- \_\_\_ A. Maintenance space for storage of building and ground maintenance equipment, tools and supplies, and a workshop must be provided. Note that where hazardous materials such as gasoline are stored, special precautions must be taken (does not apply if all maintenance services and repairs are contracted out).

\_\_\_ 11. **Natural Light and Ventilation** – Must be provided in all living rooms and bedrooms. Skylights will not be considered as meeting this requirement.

12. **Parking:**

- \_\_\_ A. The parking ratio must be in conformance with the local zoning ordinance unless a variance is obtained.
- \_\_\_ B. At a minimum, the total number of accessible parking spaces must meet the latest *Uniform Federal Accessibility Standards Table 4.1.1* and other accessibility requirements governing the development. In addition, if the total number of parking spaces is less than 20, at least two (2) spaces for persons in wheelchairs must be provided. Refer also to Section 1.02, Accessibility Requirements.

\_\_\_ 13. **Indoor and/or Outdoor Recreational Facilities** – Where practical, provide for a tot lot or other indoor or outdoor play area.

\_\_\_ 14. **Outdoor Furnishings, Equipment, Landscape and Recreational Structure** – Benches, tables, chairs, play equipment and structures must be of durable and maintenance-free materials.

\_\_\_ 15. **Waste Disposal** (Check applicable system used):

- \_\_\_ A. Garbage disposals are recommended where wet garbage presents sanitation problems. Disposals are required in mid or high-rise buildings if trash chutes and compactors are not provided.
- \_\_\_ B. Trash room(s).
- \_\_\_ C. Trash compactor.
- \_\_\_ D. Recycling provisions: The size, number and design of collection area(s) must conform to the requirements of the Local recycling ordinance.

\_\_\_\_\_ E. Dumpster(s): Outdoor collection areas must have concrete pads and be visually screened, (e.g., evergreen hedges or shrubs, masonry or pressure treated wood enclosures). The type of collection service must be determined in advance of design in order to establish the correct size and number of areas and the required service vehicle access and clearance. A minimum 6" thick, reinforced structural concrete pad (approximately 10' x 10') must be provided in front of the collection area to prevent pavement damage by the garbage trucks for dumpster type collection.

\_\_\_\_\_ 16. **Fire Extinguishers** – A minimum of one 5 pound, 2A-10B-C (minimum) rated fire extinguisher must be provided in each unit. Other fire extinguishers must be provided for the development as required by code. If mounted in closets, the contents of the closet shall not obscure the extinguisher. Therefore, coat closets are not usually an acceptable location.

**SECTION 2.01C**  
**PENNSYLVANIA HOUSING FINANCE AGENCY**  
**SCHEMATIC DESIGN CONSTRUCTION COST ESTIMATE**

Development Name: \_\_\_\_\_

PHFA No: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Contractor: \_\_\_\_\_

Form Completed by (print): \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** Divisions 1-33 must not include Builders Overhead or Profit. Allowances are not permitted.

Div. #	Description	Residential	Commercial	Total
01	General Requirements (6% max of Div. 2-33)			
02	Building Demolition			
	Selective Demolition			
	Offsite Improvements			
	Environmental			
03	Concrete			
04	Masonry			
05	Metal			
06	Wood, Plastics and Composites			
07	Thermal and Moisture Protection			
08	Openings			
09	Finishes			
10	Specialties			
11	Equipment			
12	Furnishings			
13	Special Construction			
14	Conveying Systems			
21	Fire Suppression			
22	Plumbing			
23	Heating, Ventilating and Air Conditioning			
26	Electrical			
27	Communications			
28	Electronic Safety and Security			
31	Earthwork			
	Offsite Improvements (explain)			
32	Exterior Improvements			
	Offsite Improvements (explain)			
33	Utilities			
	Offsite Improvements (explain)			
<b>Subtotal Divisions 1-33</b>				
Builder's Overhead (2% max of Subtotal)				
Builder's Profit (6% max of Subtotal)				
Bond Premium or LOC				
Building Permit				
Other (Explain)				

<b>TOTAL COST</b>			
<b>TOTAL CONSTRUCTION COST</b> (Residential and Commercial)			

**SECTION 2.02.A**  
**DESIGN DEVELOPMENT SUBMISSION REQUIREMENTS**

**2.02.A.1. GENERAL**

After PHFA has reviewed the Schematic Submission, the Owner must direct the Design Architect to prepare the Design Development Drawings and Specifications. The same level of documentation is required to be submitted for design-bid-build, negotiated and design-build methods of development delivery. Contact the Technical Services Division Review Architect for approval of the scope of documentation acceptable to PHFA for submission. If insufficient documentation is submitted, PHFA Staff will notify the Sponsor indicating the deficiencies. A review will only be performed when sufficient documentation is received by PHFA. PDF files are not an acceptable form of review. Hard copies must be submitted. The Design Development Submission must include, but is not limited to, the following:

1. Two (2) sets of drawings. The level of completion must be sufficient (90% +/- of contract drawings) for the Contractor to prepare the Construction Cost Estimate and for PHFA to conduct a cost review. The maximum drawing size shall be 30" X 42" and the minimum size shall be 24" x 36". All drawing sheets must be of the same size and bound together in the set.
2. Two (2) sets of bound specifications of an equal level of completion as the drawings. Please refer to the enclosed Specifications Procedures
3. One (1) copy of an ALTA Land Title Survey, Surveyor's Report and Legal Description. The survey must conform to the instructions listed on the back of the Surveyor's Report in this section. The survey must be signed and sealed by a Surveyor registered in the Commonwealth of Pennsylvania.
4. One (1) copy of the completed Construction Cost Estimate based on the Design Development drawings and specifications. (Allowances in the construction budget are not permitted. The Architect must clearly identify the scope of all work in the Contract Documents.)
5. Structural Engineer's Report by a registered Structural Engineer, if required (rehabilitation developments only).
6. Subsoil Investigation Report with design recommendations by a qualified Geotechnical Firm (for new construction and new additions).
7. One (1) completed copy of each of the following checklists included in this Guide:
  - a. 2.02.B Design Development Requirements Checklist.
  - b. 2.02.C Design Development Requirements Checklist for Green Building Criteria.
  - c. 2.02.D Development Tabular Schedule (also include the same information on the cover sheet of the drawings).
  - d. 2.02.E Development Security and Maintenance Requirements Checklist for Urban Locations.
  - f. 2.02.F Mechanical Requirements Checklist.
  - g. 2.02.G Electrical Requirements Checklist.
  - h. 2.02.I Estimated Utility Costs.
8. Proof of compliance with all certifications submitted as part of the loan application.
9. Phase I Environmental Site Assessment.

10. REScheck certification verifying compliance with Chapter 4, “Residential Energy Efficiency” of the current edition of the International Energy Conservation Code.
11. Certification of the Home Energy Rating System (HERS) index based on a review of the drawings and specifications by a certified HERS rater.
12. *If seeking certification under a National Green Building program, provide the appropriate checklist indicating the mandatory and optional criteria to be included in the development. Otherwise, provide the 2015 Enterprise Green Communities checklist indicating the mandatory criteria included in the development.*

**2.02.A.2. DRAWING REQUIREMENTS – ARCHITECTURAL**

**A. Cover and Title Sheet -** Must include the following:

1. Name of the proposed development.
2. Development address.
3. PHFA development number.
4. Developer’s name and/or entity.
5. Design Architect’s name.
6. Date of submission.
7. A location map encompassing an area of ½ mile radius around the site.
8. Development Tabular Schedule.
9. Signature and date space for Owner, Contractor, Architect and PHFA.
10. Tabulation of or copy of the Design Architects Certifications for Threshold and Selection Criteria from the PHFA loan application.
11. Building Code Analysis.

**B. Site Plan –** Include all information from the Schematic Submission with the following added:

1. The relationship of the development to adjacent storm water flow or drainage, and vice versa.
2. Existing and proposed grade elevation contours at one-foot intervals.
3. Ground floor finish elevations for all buildings and areas within buildings where a change in elevation occurs.
4. Spot elevations where necessary.
5. Passive and active recreational areas.
6. Landscape plan including details and plant schedule (common name, number and size for all materials).
7. Show the relationship of the site lighting and other site utilities to the overall site development. Coordinate with plumbing and electrical site utility drawings.
8. All site details, dimensions, paving sections, curb cut and road radii, trash enclosures, recreational areas, access ramps, etc.
9. Accessible route details to accessible, adaptable, and VisitAble units. Include slope percentage on sidewalks.

10. Positive drainage away from all buildings. Surface water runoff must be accounted for in such a way as to not permit sheet flow across designated walking routes.
  11. Identify public streets and right-of-ways.
  12. See also Section 2.02.H, Surveyor's Report.
- C. Typical Floor Plans** – Include all information from the Schematic Drawings plus the following:
1. Basement and roof plans must be included where applicable.
  2. Unit plans drawn at  $\frac{1}{4}'' = 1'-0''$  scale.
  3. Include all dimensions.
  4. All rooms and spaces must be identified.
  5. A “north” reference on all building floor plans.
- D. Schedules and Details** – Must include the following:
1. Room finish schedule.
  2. Door and window schedules, elevations, and jamb, sill and head details. Key to floor plans and building elevations.
  3. Typical details for clothes, storage and linen closets, including mounting heights and details for rods and shelves.
  4. Other as applicable.
- E. Elevations** – Must include:
1. Exterior elevations for each orientation clearly indicating:
    - a. All exterior finishes, openings and penetrations.
    - b. Relationship of finished floor to finished grade for ground floor basements.
    - c. Height of each story (floor-to-floor) parapet or roof.
  2. Interior elevations:
    - a. For all kitchens and bathrooms, including dimensions, materials and mounting heights.
    - b. All other required, (e.g., gang mailboxes, lobbies, etc.).
- F. Building Sections** – Must include the following as applicable to the building type:
1. Typical exterior walls (including roof and foundation).
  2. Transverse building section(s)
  3. Longitudinal section(s) through the entire building for mid and high-rise buildings.
  4. Typical stairs – public and private.
  5. Elevator shaft.
  6. Trash chute.
  7. All typical interior walls, partitions and chases.
- G. Building Details** – Must be included as necessary for the construction of the building(s).

### **2.02.A.3. DRAWING REQUIREMENTS – STRUCTURAL**

- A. Plans, Sections, Details and Notes** – Must be included in a scope sufficient to construct the particular development. The scope will vary depending upon the type of development, (e.g., one and two-story wood frame townhouses to steel and concrete high-rises). At a minimum, the following must be included:
1. Design loads.
  2. Framing systems and sizes of members.
  3. Foundation design consistent with recommendations made in the subsoil investigation report.
  4. Governing codes, regulations and standards.

### **2.02.A.4. DRAWING REQUIREMENTS – MECHANICAL**

- A. General** – The intent of this submission is to set forth Design Development for mechanical work in sufficient detail to:
1. Clearly define the concept and elements of the mechanical systems proposed for the development.
  2. Provide proper coordination with architectural, structural and electrical specifications.
  3. Allow for technical review of adequacy, economy and compliance of proposed design with applicable regulations and codes.
  4. Identify specific items of material and equipment contained in specifications for electrical work prepared in accordance with instructions noted above.
- B. Mechanical Plans:**
1. The orientation of mechanical drawings must follow the same pattern as established on the architectural drawings. Titles of rooms corresponding to titles on the architectural drawings must be noted on the mechanical plans.
  2. In general, Design Development drawings must include site plans, floor plans, schematic and riser diagrams, necessary equipment schedules and pertinent details.
  3. Site plans must show the routing of all underground services, site drainage, manholes, catch basins and connections to existing systems, meter locations, etc. Crossovers which are possible points of conflict with work to be done by other trades or under different contracts must be shown with inverts given and clearances worked out. Details of connections to utility company lines, building entrances and manholes must be shown.
  4. Provide plumbing riser diagram.
  5. Floor plans must show each typical area indicating location and space requirements for equipment, fixtures, piping, air ducts, grilles, diffusers and any other pieces of equipment. Care should be taken in working out hung ceiling depth, equipment rooms and shafts with adequate clearances provided, (e.g., 7'-8" clear height for public corridors).
  6. Routing of major ductwork and piping may be shown as single line. Schematic and/or riser diagrams must show all major pieces of equipment, piping, ductwork, etc., with capacities and sizes listed for each. A schedule of all pertinent data for each piece of equipment proposed must be provided.
  7. Drawings must be checked for completeness, clearness, interference with structural features and other branches of the electrical or mechanical equipment, and coordinated with the architectural drawings.

- C. **Other Requirements** – The enclosed *Mechanical Requirements Checklist* and applicable portions of the *Estimated Utility Costs* must be completed and submitted to PHFA.

**2.02.A.5. DRAWING REQUIREMENTS – ELECTRICAL**

- A. **General** – The intent of this submission is to set forth Design Development for electrical work in sufficient detail to:

1. Clearly define the concept and elements of the electrical systems proposed for the development.
2. Provide proper coordination with architectural, structural and mechanical drawings and specifications.
3. Allow for technical review of adequacy, economy and compliance of proposed design with applicable regulations and codes.
4. Identify specific items of material and equipment contained in the specifications for electrical work prepared in accordance with instructions noted above.

B. **Electrical Plans:**

1. The orientation of electrical drawings must follow the same pattern as established on the architectural drawings. Titles of rooms corresponding to titles on the Architectural drawings must be noted on the Electrical plans.
2. In general, Design Development electrical drawings must include site plan, floor plans, details, schedules, riser diagram and a one-line schematic, all as outlined below.
3. Site plans must show:
  - a. Utilities – proposed and existing.
  - b. Topography – proposed and existing.
  - c. Site lighting and circuitry.
  - d. Fuel system location.
  - e. Meter locations.
  - f. Building outline.
  - g. Location of temporary services, if applicable.
  - h. Pertinent dimensions.
4. Floor plans must show each typical area in indicating the location and electrical circuitry to:

Outlets	Electrical equipment
Switches	Receptacles
Special systems	Lighting fixtures
Mechanical equipment	Panel boards
Smoke detectors	Hearing and vision fixtures

5. Details (as required by individual development) must include:

Transformer pads	Site luminaries
Counterpoise	Emergency system
Grounding	Generator including:

Manholes	duct systems
Concrete structures	exhaust systems
	fuel systems

6. Schedules (as required by individual development) must include:

Lighting fixtures	Transformers
Electrical equipment	Special apparatus
Panel boards	Mechanical equipment
Main distribution board	requiring electrical service
Heat transfer appliance	

Schedules must show (as applicable) symbols, abbreviations, interrupting capacity, etc.

7. One-line schematic (depending upon the scope of the development) must show:

Service entrance	Security
Power distribution	Fire alarms
Grounding	TV system
Telephone	Heat and smoke detectors
Communications	

8. Additional drawing data requirements:

Conduit type and size to be specified.

Conductor insulation, gauge, voltage, circular mill area and material to be specified.

Voltage configuration to be complete at all pertinent locations of change.

9. Other requirements:

Catalog cuts or manufacturer's descriptive literature must be provided for all major equipment items.

The enclosed *Electrical Requirements Checklist* and the applicable portions of the *Estimated Utility Cost* must be completed and submitted to PHFA.

#### 2.02.A.6 **SPECIFICATIONS**

- A. *Specifications must be prepared in accordance with the CSI 50-Division MasterFormat 2004 edition. Masterspec version or similar templates may be used. Outline specifications template may not be used.*

**SECTION 2.02.B**  
**DESIGN DEVELOPMENT REQUIREMENTS 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 Development Requirements or for any items that are neither checked nor indicated as not applicable.

1. **Minimum Unit Sizes Requirements** – The following matrix establishes the minimum and maximum allowable net square footage area of units funded by PHFA. Net square footage shall be measured from the inside face of the exterior walls to the inside face of interior demising walls. The net area does not include unfinished outdoor storage space or spaces for heating and cooling equipment located outside the unit. Rehabilitation developments may vary from the maximums and minimums by 10%, *if acceptable furnishing plans are provided*. Accessible units may vary from the maximums as required to provide an accessible route and accessibility maneuvering clearances. *An Efficiency Dwelling Unit is defined as having a single habitable room without demising walls/doors separating the Living, Dining, Kitchen and Sleeping areas.*

	Unit Type	Flats	Multi-Floor Units
_____	SRO	90 to 200	
_____	EFF	400 to 600	
_____	1 BR	550 to 850	650 to 950
_____	2 BR	700 to 1,100	850 to 1,300
_____	3 BR	950 to 1,350	1,000 to 1,550
_____	4 BR	1,100 to 1,550	1,200 to 1,750
_____	5 BR	1,300 to 1,750	1,400 to 2,000

2. **Minimum Room Size Requirements** – Minimum room sizes do not include unusable alcove space at doors. Accessible rooms may require additional space in order to provide an accessible route and the necessary clearances.

(Waivers may be granted for room sizes in rehabilitation developments only, based on acceptable furnishability plans)

**Bedrooms:**

\_\_\_ A. Primary or master bedroom – 120 sq. ft. (least dimension 10'-0").

\_\_\_ B. Second bedroom – 100 sq. ft. (least dimension 9'-0").

\_\_\_ C. Additional bedrooms – 90 sq. ft. (least dimension 9'-0").

**Living Room:**

\_\_\_ A. Living room – 150 sq. ft. (least dimension 11'-0").

**Living Room/Dining Room Combination:**

- \_\_\_ A. Living room – 200 sq. ft. min. (least dimension 11'-0").

**Dining Room:**

The dining area shall be in addition to the living room space and must be appropriately sized. An eat-in kitchen may be substituted for a dining room as long as the kitchen and dining area are appropriately sized.

- \_\_\_ A. 1 BR Units - 70 sq. ft. min. (least dimension 8'-0")
- \_\_\_ B. 2 BR Units - 80 sq. ft. min. (least dimension 8'-6")
- \_\_\_ C. 3 BR Units - 90 sq. ft. min. (least dimension 8'-6")
- \_\_\_ D. 4 or more BR Units - 100 sq. ft. min. (least dimension 9'-0")

**Other Unit Space:**

- \_\_\_ A. Dwelling unit corridors and stairs – 36" minimum width.

**Ceiling Height:**

- \_\_\_ A. Ceiling height must be 7'-6" minimum, except that 7'-0" ceiling height is allowable in bathrooms, storage rooms, mechanical rooms and closets. A maximum of 15% of any other room may have a ceiling height of 7'-0" to allow for soffits, bulkheads, beams, etc.

- \_\_\_ 3. **Accessibility (Facilities, Apartments and Parking)** – All applicable Local, State and Federal regulations and PHFA requirements must be met. Refer to Section 1.02, Accessibility Requirements, for additional information.
- \_\_\_ 4. **Community Space** – All developments, except for scattered sites and those with 11 units or less, should be designed with adequate community space to accommodate functions and services offered at the facility. Developments should also provide a public restroom. Community rooms should be a single room sized to provide at least fifteen (15) sq. ft. per unit, for developments with 12 to 50 units. Community rooms in developments with more than 50 units shall be a minimum of 750 sq. ft. in size.
- \_\_\_ 5. **Management Office** – An on-site management office must be provided for all developments except those with 11 units or less or scattered site developments. Developments that are a continuation of a phased development with a total of more than 11 units must provide a management office in one of the phases.
- \_\_\_ 6. **VisitAbilitycm\* Goal** – In new construction and new additions, all units are expected to be visitable, unless a waiver was granted during the loan application review. In rehabilitation developments, PHFA has adopted the goal of providing visitability to as many units as possible for the purpose of allowing persons with disabilities the ability to visit neighbors and friends. Please refer to our VisitAbilitycm\* Guidelines, Section 1.08, included within this *Guide*.
- \_\_\_ 7. **Air Conditioning** – The living areas and bedrooms of all dwelling units must be air conditioned. Window air conditioners will not be considered as meeting this criterion. In new construction and substantial rehabilitation developments, all common areas must also be air conditioned, except for stair towers, mechanical and storage areas.
- \_\_\_ 8. **Building Security:**
  - \_\_\_ A. All developments with shared entrances must be equipped with an intercom/security system or equivalent to control access to the building. The system shall not rely on a connection to the telephone service.

- \_\_\_ B. Entrance doors must be equipped with dead bolt lockset, a passage latch set and a door knocker with viewer.
  - \_\_\_ C. All dwelling units must be equipped with an identification number.
- \_\_\_ 9. **Below-Grade Units** – The maximum distance a floor level in any dwelling unit may be below finish grade elevation outside the unit is 4'-0". Finish grade must slope away from the building. *Area wells/window wells are permitted only in Rehab Projects with PHFA approval.*
10. **Bathrooms:**
- \_\_\_ A. One and a half baths for three bedroom and two baths for four bedroom and larger units must be provided (one may be a shower).
  - \_\_\_ B. Bathroom floor finish must be ceramic tile or sheet vinyl. Vinyl composition tile (VCT) is not acceptable.
  - \_\_\_ C. Accessories – Vanity bases must be provided for all bathrooms and powder rooms. Removable fronts are suggested for handicapped adaptable units. All bathrooms must have a minimum of two 24" towel bars, a toilet paper holder, shower rod in tub/shower unit or shower unit, and a medicine cabinet with mirror. A light fixture must be located over the mirror.
11. **Kitchens:**
- \_\_\_ A. Ducted range hoods with fans and lights must be provided above all ranges. (Recirculating range hoods are allowed in buildings with an energy/heat recovery ventilation system, if an intake grille is located near the range.)
  - \_\_\_ B. Kitchen cabinets must meet PHFA standards (Refer to PHFA Kitchen Cabinet Minimum Standards, Section 1.22). Cabinets in accessible units must have loop type hardware throughout.
  - \_\_\_ C. A minimum of one 15" wide drawer base must be provided in all kitchens.
  - \_\_\_ D. Refrigerators must be provided with all units except SROs with common cooking facilities. All refrigerators must be frost-free and must have two doors (separate doors for freezer and refrigerator compartments). Minimum sizes must be:
 

1-Bedroom	13.0 cu. ft.
2-Bedroom	15.0 cu. ft.
3-Bedroom	15.0 cu. ft.
4-Bedroom	17.0 cu. ft.
  - \_\_\_ E. Ranges must be provided in all units and community room kitchens and kitchenettes, except SROs with common cooking facilities. All units with two or more bedrooms must be equipped with 30" wide ranges. Ranges less than 30" in width must not be located abutting partitions. A protective shield must be provided on the section of wall directly behind all ranges and beside ranges abutting partitions or cabinetry. The protection must extend from the top of the range to the underside of the hood or cabinet above for the width of the range or more. Protective shields must be high pressure plastic laminate, enameled steel or stainless steel.
  - \_\_\_ F. In general occupancy units with 2 or more bedrooms, double bowl sinks are required unless dishwashers are provided.
  - \_\_\_ G. Where dishwashers are supplied, they must be 24" wide, full size, under-counter type.

- \_\_\_ H. Consideration should be given to the installation of electronic high temperature limiting devices on the stovetop elements of electric ranges, or the installation of powder based stovetop fire suppression canisters above electric or gas ranges.
12. **Flooring** - If sheet vinyl, VCT, *or laminate flooring* is used, *the floor/ceiling assembly* must comply with sound ratings found in Section 2.02.B.30 Sound *Transmission*.
- \_\_\_ A. Carpet must meet the acceptance criterion of Federal Standard DOCF1-70 for flammability or Class II, 0.22 watts/cm<sup>2</sup> per the International Building Code, whichever is greater. Carpeting in units must be a minimum of 24 oz. goods, and in public spaces, a minimum of 28 oz. goods. Carpet must meet HUD UM-44D requirements. Parquet, hardwood, tile or equal quality flooring may be substituted where sound transmission is not a factor.
- \_\_\_ B. Where provided, carpet padding must be a minimum of Class 2, 8.5 lb./cu.ft. (32 oz./sq.yd.) density goods meeting HUD UM-72 requirements.
- \_\_\_ C. Direct glued-down carpet must be used in units for persons with disabilities.
- \_\_\_ D. Provide carpeting in public corridors and lobbies with the exception of the entrance vestibules where a hard surface and a floor mat must be provided.
- \_\_\_ E. Carpeting is recommended throughout the apartments with the exception of utility closets, laundry areas, bathrooms, kitchens and entrance foyers where entry is directly from outside, (e.g., as in townhouses). Hard surface flooring may be substituted for carpet *if documentation, which verifies that sound transmission ratings and impact isolation ratings will be met, is provided*.
- \_\_\_ F. Sheet Vinyl must be full spread adhesive installation, using maximum width possible to avoid seams.
- \_\_\_ G. Vinyl Composition Tile (VCT) or cannot be used in dwelling unit bathrooms.
- \_\_\_ H. *Luxury Vinyl Tile (LVT) is permitted in Baths, only if manufacturer's documentation, which specifically indicates the product is permitted in Baths, is provided*.
13. **Furnishings:**
- \_\_\_ A. All windows, sliding doors and patio doors within habitable spaces must be equipped with a curtain rod and *horizontal blinds, vertical blinds, or other opaque blinds. (Roller shades are not permitted)*.
- \_\_\_ B. Community areas must be furnished with drapery tracks, drapes and liners, blinds, etc., as appropriate for the intended use of the space.
14. **Signage:**
- \_\_\_ A. A floor identification sign shall be provided outside the elevator doors on each floor.
- \_\_\_ B. A building or development identification sign must be provided in a highly visible location (may be freestanding or attached to the building). The sign must contain the development name, development phone number, TTY number, the equal housing opportunity logo and the accessible housing logo.
- \_\_\_ C. Room identification signs must be provided for all community, management, maintenance and public spaces.
- \_\_\_ D. All permanent interior signage, including individual apartment identification, must comply with ADA, UFAS, and ANSI A117.1 requirements.
- \_\_\_ E. All dwelling units with exterior entrances shall have street address/unit number identification, 3" minimum in height.

15. **Closets and Storage:**

- \_\_\_ A. All closets must have doors that fully conceal the contents of the closet.
- \_\_\_ B. 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. The height of closet doors must not exceed 6'-8" unless the specified door and installation has been reviewed and approved by PHFA.
- \_\_\_ D. All closet shelves and rods 4'-0" or longer must be provided with center supports. Closets in accessible units must have shelves and rods mounted within the accessible reach range in accordance with the ADA Guidelines.
- \_\_\_ E. Pantry storage should be provided. *Pantry storage must be provided in Accessible Unit Kitchens.*
- \_\_\_ F. Linen storage must be provided.
- \_\_\_ G. An entry coat closet must be provided.
- \_\_\_ H. Provide adequate storage space: all unit types (except SRO's) must have a minimum of 10 sq. ft. of storage space plus an additional 5 lineal feet of full height hanging space in each bedroom within a unit. Family units must have an additional, separate twelve (12) sq. ft. of storage space inside or outside of the unit in a basement or other space for bikes, tires, etc. SRO's must be provided with an adequate closet or wardrobe cabinet for clothes storage.

16. **Blocking:** Provide concealed 1½" thick wood blocking at the following locations:

- \_\_\_ A. All wall mounted accessories (curtains, blinds, towel bars, *toilet accessories*).
- \_\_\_ B. Grab bars – Blocking for installed or future grab bars shall be continuous behind the bar location. Where small grab bars are installed for visitability or Fair Housing Act conformance, the blocking shall be sized to accommodate the grab bars required by ANSI A117.1-2009.

17. **Laundry Facilities:**

Combination washers and dryers are not acceptable in any unit. Stackable washers and dryers will not be allowed in accessible units. In developments with shared facilities, the laundry shall be located in a separate room and not be shared with a Community Room or other common area.

- \_\_\_ A. *Central* Laundry facilities must be provided unless individual washers and dryers are provided in each unit. For developments consisting of numerous buildings, several small facilities may be provided in lieu of one facility.
- \_\_\_ B. If central facilities are provided, at least one washer and one dryer must be provided for every twelve (12) units in general occupancy developments or every (20) units in elderly occupancy developments, with a minimum of two (2) washers and two (2) dryers required in each facility.
- \_\_\_ C. A minimum of one front-loading washer and dryer must be provided in each common laundry facility and in accessible units with laundry facilities.
- \_\_\_ D. A built-in sorting counter, hanging rod or space for a table and portable hanger must be provided, as well as space for chairs in all laundry facilities.
- \_\_\_ E. The equipment may be coin operated type leased from a concessionaire.
- \_\_\_ F. Washer and dryer areas located within a unit must be concealed unless located in a basement.

- \_\_\_ G. Stackable washers and dryers may be used in units with 2 or less bedrooms. Large capacity side by side washers and dryers must be provided in units with 3 or more bedrooms.

**18. Development Facilities and Maintenance:**

- \_\_\_ A. Maintenance space for storage of building and ground maintenance equipment, tools and supplies, and a workshop must be provided. Note that where hazardous materials such as gasoline are stored, special precautions must be taken (does not apply if all maintenance services and repairs are contracted out).

**19. Natural Light and Ventilation:**

- \_\_\_ A. Must be provided in all living rooms and bedrooms. Skylights are not acceptable as the only source of light and ventilation in a room.
- \_\_\_ B. At least one window per room must be a ventilating type window with a full screen for the operable portion of the window.
- \_\_\_ C. Below grade units must have window sill heights at a maximum of 4'-6" above floor level. *Grade level cannot be higher than 4'-0" above floor level. Area wells/window wells are permitted only in Rehab Projects with PHFA approval.*

**20. Interior Painting:**

- \_\_\_ A. A semi-gloss, egg shell or equivalent high quality washable latex paint must be specified for all kitchens and bathrooms in dwelling units, and all restrooms, stairs, corridors and vestibules in public or common areas, unless a protective wall covering such as vinyl wall covering is provided.
- \_\_\_ B. Semi-gloss or high-gloss enamel must be specified for laundry, maintenance, storage and utility rooms in common areas.

**21. Parking and Sidewalks:**

- \_\_\_ A. The parking ratio must be in conformance with the Local zoning ordinance unless a variance is obtained.
- \_\_\_ B. A minimum of 5% of the total number of parking spaces must meet the latest accessibility standards. If parking spaces are provided for each unit, accessible spaces must be provided for each accessible unit. If parking spaces are provided at a ratio of less than one space per unit, accessible spaces, at a minimum, shall be provided at the same ratio.
- \_\_\_ C. A minimum of (1) accessible parking space must be provided for visitors.
- \_\_\_ D. All driveways, streets and parking lots must be paved.
- \_\_\_ E. In municipalities without a zoning ordinance or parking regulations, a minimum of one (1) parking space per dwelling unit plus one (1) space per employee and two (2) guest spaces must be provided.
- \_\_\_ F. Pedestrian sidewalks must be cast-in-place concrete, minimum 4" thick over 4" minimum clean 2B stone base. Bituminous sidewalks are not permitted.
- \_\_\_ G. Accessible parking spaces and sidewalks that are part of the accessible route shall have their slope noted in percent.

22. **Outdoor Recreational Facilities** - Should be considered if none exists in close proximity to the development site. List the recreation equipment planned for the development below:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

23. **Materials for Outdoor Furnishings, Equipment, and Recreational Structures:**

\_\_\_ A. Benches, tables, chairs and play equipment and structures must be of the following materials or combinations thereof:

\_\_\_ 1. Wood must be decay resistant species, pressure treated (labeled in accordance with the applicable AWPB Standard), vacuum and non-pressure treated (conforming to NWMA-IS-A and bearing the NWMA Seal of Approval) or a minimum of two (2) coats of high quality exterior grade sealer, stain or paint must be applied on all sides, edges and ends. The wood must be guaranteed for a minimum of one (1) year to be free of objectionable splinters, checks, shakes, warping, loose knots, decay and stains.

\_\_\_ 2. Concrete must be precast reinforced concrete, sealed with a minimum of two (2) coats of acrylic sealer. If color is specified, it must be cast integrally.

\_\_\_ 3. Metals must be anodized aluminum or galvanized steel.

\_\_\_ 4. Fiberglass must be "super-strength" fiberglass. Lightweight fiberglass is not permitted.

\_\_\_ B. All hardware must be corrosion and vandal-resistant, (e.g., hot dipped galvanized or high tensile, strength bolted connections requiring special wrenches for dismantling, galvanized nails for fencing and enclosures).

\_\_\_ C. All railroad ties used for curbs, steps, wheelstops, retaining walls, etc., must be pressure treated CCA-C AWFA C2, C9 .40 pcf.

24. **Lawn Seeding** - Loose seed shall only be permitted to patch small utility excavation, etc. All other seeding shall be one of the following:

\_\_\_ A. Hydro seed – Contractor shall be responsible for watering, feeding, and mowing until mature growth is established.

\_\_\_ B. Sod – Contractor shall be responsible for watering and feeding for 3 months after installation.

25. **Waste Disposal** – (Check applicable systems used):

\_\_\_ A. Garbage disposals are recommended where wet garbage presents sanitation problems. Disposals are required in mid or high-rise buildings if trash chutes and compactors are not provided.

\_\_\_ B. Trash room(s) – All trash rooms must contain a hose bib and floor drain and have a durable water resistant floor finish.

\_\_\_ C. Trash compactor.

\_\_\_ D. Dumpster(s).

- \_\_\_ E. Recycling provisions - The size, number and design of collection area(s) must conform to the requirements of the Local recycling ordinance.
- \_\_\_ F. Outdoor collection – Dumpster(s): Outdoor collection areas must have concrete pads and be visually screened, (e.g., evergreen hedges or shrubs, masonry or pressure treated wood enclosures). The type of collection service must be determined in advance of design in order to establish the correct size and number of areas and the required service vehicle access and clearance. A minimum 6” thick, reinforced structural concrete pad (approximately 10’ x 10’) must be provided in front of the collection area to prevent pavement damage by the garbage trucks for dumpster type collection.

\_\_\_ 26. **Fire Extinguishers** – Provide a minimum of one 5-pound, 2A-10B-C Rated fire extinguisher in all units with a range or cook top. Other fire extinguishers must be provided for the development as required by code. If mounted in closets, the contents of the closet shall not obscure the extinguisher. Therefore, coat closets are not usually an acceptable location.

\_\_\_ 27. **Basements** – Must have 4” thick concrete floors with vapor barriers over 4” gravel base.

\_\_\_ 28. **Termite Infestation** – Measures must be taken to protect the building from termite infestation. It is recommended that careful environmental considerations be taken in the selection of the method chosen to protect the building. PHFA’s Green Building Criteria does not allow the use of soil poisoning *or bait stations* for termite treatment.

\_\_\_ 29. **Environmental Remediation Requirements** – The Architect must indicate in the Contract Documents any environmental remediation work to be performed on the site. This must be shown as part of the Scope of Work described in the Contract Documents. This is required to identify that remediation work needs to be done, so the proper officials will be made aware of the need to certify the work was properly performed. In the case where the environmental remediation work is not part of the Scope of Work, it must be clearly noted in order to place the responsibility clearly on the party responsible for the work.

\_\_\_ 30. **Sound Transmission:**

<u>Location</u>	<u>IIC*</u>	<u>STC**</u>
Partitions	N/A	50(55)***
Floor/Ceiling	50(55) ***	50(55) ***

\* **Impact Isolation Class** for floor/ceiling assemblies separating living units from other living units, and from public spaces and service areas with moderate noise levels.

\*\* **Sound Transmission Class** for partitions separating living units from other living units and from public spaces and service areas with moderate noise levels.

\*\*\* **(55)** Represents the IIC and STC Class for separations between living units and high noise areas, (e.g., mechanical, emergency generator and trash compactor rooms, elevator, trash chases and chutes, laundry and maintenance areas, etc.).

\_\_\_ 31. **Substrates** – Ceramic tile or EIFS (Dryvit) interior or exterior finishes shall only be installed over cementitious or masonry substrates. Moisture-resistant gypsum board is NOT allowed.

\_\_\_ 32. **Ice Dam Protection** – A self adhesive membrane underlayment shall be installed at all roof eaves and valleys. At eaves, membrane shall extend up roof for a horizontal distance of 24” from interior face of outside wall.

\_\_\_ 33. **Drainage Barrier** – A drainage barrier is required behind all siding and masonry veneer in wood framed construction.

\_\_\_ 34. **Reroofing** – All reroofing applications must include the removal of the existing roofing system down to the roof deck.

**35. Elderly Facilities Amenities** - Required physical and design accommodation features and amenities:

- \_\_\_ A. Handrails on both sides of common area corridors. Handrail ends must return to the wall.
- \_\_\_ B. Emergency call system with actuating devices in all bedrooms and bathrooms must be provided. 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.

*The system may be hard wired or wireless, but must be provided at no cost to the Resident.*

**36. PHFA Supplemental Accessibility Requirements.**

**A. Common Areas Designed for Mobility Impairments:**

- \_\_\_ 1. A full width kick plate must be provided on both sides of all exterior entrance doors, all unit entrance doors, and all common area doors that permit tenant access.
- \_\_\_ 2. Wall corner guards (textured, vinyl 1-½" X 1-½" minimum) must be provided at all outside wall corners in all common areas.
- \_\_\_ 3. All developments must be designed with 5% minimum accessible units and an additional 2% minimum hearing/vision impaired units.

**B. Accessible Dwelling Units** - All accessible units shall conform to the requirements for ICC/ANSI A117.1-2009 "Type A Units". 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://nlihc.org/article/alternative-accessibility-standards-issued> for details). In addition the following PHFA provisions are required:

- \_\_\_ 1. A full width kick plate must be provided on both sides of all interior doors that permit passage and on one side of all other doors.
- \_\_\_ 2. Wall corner guards (textured, vinyl 1-½" X 1-½" minimum) must be provided at all outside corners within accessible units.
- \_\_\_ 3. Grab bars must be installed at all required locations
- \_\_\_ 4. 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 fixture).The remaining accessible units shall have an accessible tub/shower. Accessible showers shall have a 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. All bathrooms with ½" curbed showers shall have a floor drain provided in the bathroom floor outside of the shower. 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 on preservation developments)
- \_\_\_ 5. Shower heads and mirrors in accessible units shall be mounted to permit use by those with mobility impairments and those without.
- \_\_\_ 6. Due to the requirement for knee space beneath the sink and work counter *in accessible kitchens and the lavatory in accessible baths*, and the minimal accessibility of wall cabinets, *pantry and linen cabinets or closets must be provided in accessible units.*

- \_\_\_\_\_ 7. Removable kitchen *and bath* base cabinets may be installed at the areas requiring knee space. These cabinets must be removable without disconnection of any plumbing lines. The walls, floor and sides of adjacent cabinets must be finished and wall base installed during the initial construction.
- \_\_\_\_\_ 8. Refrigerators should be located to allow doors to open 180 degrees.
- \_\_\_\_\_ 9. A 30" work surface with knee space (or removable cabinet) beneath must be provided beside the oven in all accessible kitchens.
- \_\_\_\_\_ 10. Knee and leg protection must be provided at all exposed plumbing beneath accessible sinks and lavatories.
- \_\_\_\_\_ 11. *An accessible route must be provided to all spaces and elements in an accessible unit, in accordance with ANSI A117.1-2009 Section 1003.3.* Accessible bedrooms must have a minimum 30" access aisle on both sides and at the foot of the bed. The primary bedroom must accommodate a queen size bed. All other bedrooms must accommodate a twin bed.
- \_\_\_\_\_ 12. At the exterior entrance to an accessible, adaptable or visitable unit, a minimum 30" overhang or porch roof is required to protect the entrance door from rain and snow.
- \_\_\_\_\_ 37. *Broadband Infrastructure – The installation of broadband infrastructure is required in all new construction and substantial rehab developments, in compliance with Federal Register Citation 81 FR 31181 "Narrowing the Digital Divide Through Installation of Broadband Infrastructure". (This provision is encouraged, but not required, in preservation developments)*
- \_\_\_\_\_ 38. **The Architect has reviewed the Design Architect's Certifications for Threshold and Selection Criteria** submitted in the loan application and hereby confirms that he/she has incorporated all certified amenities into the Contract Documents.

**SECTION 2.02.C**  
**DESIGN DEVELOPMENT REQUIREMENTS CHECKLIST**  
**FOR GREEN BUILDING CRITERIA**

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 Development Requirements or for any items that are neither checked nor indicated as not applicable.

The Design Development requirements for Preservation Developments will be reviewed on an individual development basis, but the below listed requirements will apply to the greatest extent possible.

- \_\_\_\_\_ 1. The development shall meet all of the mandatory measures outlined in the 2015 Enterprise Green Communities criteria, or any subsequent updates. Submit the Green Communities Criteria Checklist. *(Not applicable if seeking certification under a National Green Building program).*
- \_\_\_\_\_ 2. No piping shall be located outside of the interior finish of the insulated building envelope. (Not applicable to existing piping in preservation developments)
- \_\_\_\_\_ 3. All domestic water pipes except for PEX piping shall be insulated (Not applicable to concealed piping in preservation developments)
- \_\_\_\_\_ 4. Termite shields or borate based wood treatment shall be provided with low VOC caulking at all floor joints and penetrations to prevent insect infestation. *Borate treatment shall be applied to all wood framing and sheathing to a height of 24" above the "at grade" floor level.* Chemical soil treatment or bait stations shall not be used. (Not applicable to existing buildings)

**SECTION 2.02.D**  
**DEVELOPMENT TABULAR SCHEDULE**  
*(To be completed by the Architect)*

Development Name: \_\_\_\_\_

PHFA No. \_\_\_\_\_ Date \_\_\_\_\_

1. Number of Buildings: \_\_\_\_\_
2. Building Height (Stories): \_\_\_\_\_
3. Building Code: \_\_\_\_ IBC \_\_\_\_ IRC Construction Type: \_\_\_\_\_
4. Structural System: \_\_\_\_\_
5. Exterior Finish: \_\_\_\_\_
6. Gross Building Area \*: \_\_\_\_\_
7. Gross Commercial Area: \_\_\_\_\_ SF \_\_\_\_\_ % of Gross Bldg. Area
8. Number of On-Site Parking Spaces: \_\_\_\_\_
9. Required Variances: \_\_\_\_\_

10. Applicable Accessibility Regulations:

Sec. 504 \_\_\_\_ UFAS \_\_\_\_ PA UCC \_\_\_\_ FHAA \_\_\_\_ ADA \_\_\_\_

Unit Type	No. of Units	Accessible Units		Adaptable Units		Net Square Footage**
		Wheelchair	Hearing/Vision	Wheelchair	Hearing/Vision	
SRO						
EFF						
1 BR						
2 BR						
3 BR						
4 BR						
<b>Total Units</b>						

\* Gross Building Area is all improved areas including commercial space measured from the outside of the exterior walls; do not include unimproved basements or abandoned, unused space.

\*\* Net area is measured from the interior face of the unit separation and/or exterior walls. Show the average if there is more than one size in each type.

**SECTION 2.02.E**  
**DEVELOPMENT SECURITY AND MAINTENANCE REQUIREMENTS**  
**CHECKLIST FOR URBAN LOCATIONS**

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. A waiver request must be submitted for any items that are neither checked nor indicated as not applicable.**

- \_\_\_ 1. All developments with shared entrances (high, mid and low-rise and garden apartments) must be equipped with an apartment intercom system or equivalent security system at the main entrance(s) used by tenants and the public on a regular basis. The intercom system must not rely on a connection to the telephone service. Hearing and vision impaired units must have facilities for residents to identify and allow visitors to enter the building without having to leave their units.
- \_\_\_ 2. Apartment entrance doors must be equipped with a passage latch-set, dead bolt lockset, knocker, viewer and an apartment identification number.
- \_\_\_ 3. As much as possible, the building(s) must be oriented on the site so that all parts of the site can be observed from the building(s) and from the surrounding streets. Avoid blind corners and courtyards unless they can be secured.
- \_\_\_ 4. Place all meters so that they are protected from vandalism and can be read from outside the building.
- \_\_\_ 5. For family type developments, fence in recreational and landscaped areas with decorative security fencing with factory applied color finish of appropriate height to prevent trespassing and vandalism. Cyclone or equal fencing with a factory applied color finish of appropriate height may be used at selective secondary areas only with PHFA approval.
- \_\_\_ 6. Provide "Door Ajar" alarms or, where approved by code, electromagnetic release devices for secondary or fire exit doors.
- \_\_\_ 7. Where practicable, provide decorative code approved security grilles or screens for basement and first floor windows with sills less than 60 inches above exterior finished grade.
- \_\_\_ 8. Avoid through-wall penetrations, (e.g., removable AC units, exhaust grilles, etc.), unless small enough to prevent entry and placed a minimum of 60 inches above exterior finished grade.
- \_\_\_ 9. Masonry or equal exteriors are recommended. At a minimum, the first 8 feet above grade should be masonry or equivalent strength material with "Anti-Graffiti" coating.
- \_\_\_ 10. Minimize front and side yard setbacks facing public right-of-ways as much as possible and to the extent allowable by code and zoning.
- \_\_\_ 11. Provide hard surfaces for all areas where landscaping is unlikely to survive, (e.g., brick or other decorative paving for building setbacks and walks or stepping stones in areas subject to foot traffic).

## SECTION 2.02.F

### MECHANICAL REQUIREMENTS CHECKLIST

*(Must be submitted with Design Development Drawings and Specifications)*

**Development Name:** \_\_\_\_\_ **PHFA No.:** \_\_\_\_\_

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

**Design Professional (Print or type):** \_\_\_\_\_

**Design Professional (Signature):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**A checkmark indicates that the development conforms to the requirement. Note N/A if the item is not applicable. A waiver request must be submitted for any items that are neither checked nor indicated as not applicable.**

**The Design Development requirements for preservation developments will be reviewed on an individual development basis, but the below listed requirements will apply to the greatest extent possible.**

Contract Documents must be complete and enforceable by the Architect/Engineer and the Agency's Field Representative.

- \_\_\_\_\_ 1. **Shower/Tub Combinations** – Every bathtub must be furnished with shower fittings. All tubs and showers must have an anti-scald valve. Baths with accessible showers must include a drain in the bathroom floor in addition to the shower. Single piece tub/shower units must not be installed directly to studs on exterior walls but must be installed over taped gypsum wallboard to eliminate air infiltration.
  
- \_\_\_\_\_ 2. **Water Usage** – Plumbing fixtures in dwelling units and common areas shall meet the following water usage rates:
  - Toilets: 1.28 gpf
  - Urinals: 0.5 gpf
  - Showerheads: 2.0 gpm
  - Kitchen faucets: 2.0 gpm
  - Lavatory faucets: 1.5 gpm
  
- \_\_\_\_\_ 3. **Exposed Piping and Conduit** – Exposed refrigerant, power and control wiring from building to the remote condensing unit must be protected. Piping must be bundled and covered with P.V.C. split insulation jacket with cemented joints.
  
- \_\_\_\_\_ 4. **Kitchen Exhaust** – Must be provided with a combination fan and light range hood and must be controlled by a separate switch and be ducted to the exterior. (Recirculating type range hoods may remain in preservation developments and may be used in developments utilizing an ERV or HRV system with an exhaust grille in the kitchen)
  
- \_\_\_\_\_ 5. **Gas Furnaces** – All gas furnaces shall be Energy Star labeled.
  
- \_\_\_\_\_ 6. **Ventilation** -- Requirements of the International Building Code shall be followed for ventilation of the following areas:
  - \_\_\_\_\_ A. Elevator machine rooms.
  - \_\_\_\_\_ B. Trash rooms.
  - \_\_\_\_\_ C. Laundry rooms.
  - \_\_\_\_\_ D. Mechanical and electrical rooms.

\_\_\_ E. Corridors.

7. **Air Conditioning Requirements (Mechanical Cooling):**

\_\_\_ A. The living areas and bedrooms of all dwelling units must be air conditioned. Window air conditioners will not be considered as meeting this criterion.

\_\_\_ B. In new construction and substantial rehabilitation developments, all common areas must also be air conditioned, except for stair towers, mechanical and storage areas.

\_\_\_ 8. **Compressor Warranty** – A minimum five (5) year compressor and refrigeration circuit warranty is required on all developments for all refrigeration (mechanical cooling) units. This includes through-the-wall equipment, split systems and central systems.

\_\_\_ 9. **Chemical Feeders** – A one-shot type, two (2) quart minimum capacity chemical feeder must be installed on all developments utilizing central hot and/or chilled water piping systems.

\_\_\_ 10. **Utility Metering** – To discourage the waste of energy and to encourage conservation, PHFA suggests individual gas metering whenever possible. Gas bulk metering may be provided if the rate schedule justifies its use. Water metering may be bulk and/or individual metering as required by the Local utility company.

\_\_\_ 11. **Clothes Dryers** – Exhaust ductwork must be rigid duct with accessible cleanouts to vacuum clean entire duct system.

\_\_\_ 12. **Water Coolers** – If provided, water coolers must be dual height type, with standard and accessible height spouts.

\_\_\_ 13. **Accessible Units** – Insulate or otherwise protect the hot, cold and drain piping exposed below the kitchen sink and bathroom lavatories.

\_\_\_ 14. **Sprinkler System** – All Group R-2 Buildings and townhouses must be provided with an automatic fire suppression system throughout all buildings and structures in accordance with the PA UCC and the International Building Code as applies. All sprinkler/water rooms must be heated.

\_\_\_ 15. **Pipe and Duct Locations** - All water piping and heating/cooling ductwork must be located within the conditioned space, (i.e., on the dwelling unit side of the air barrier on the interior of the exterior wall and roof/ceiling assemblies).

\_\_\_ 16. **Water Heaters** – Minimum capacity water heaters must be provided as follows:

3 BR Units and above ----- 50 gal.

2 BR Units----- 40 gal.

1 BR Units----- 30 gal.

Efficiency Units----- 30 gal.

Elderly Units ----- 30 gal.

All water heaters must have a drip pan connected through a trap to a waste line.

\_\_\_ 17. **Central Domestic Hot Water Systems** – All central hot water piping systems shall include a pumped return to prevent bio-hazard growth.

\_\_\_ 18. **Domestic Water Plumbing Systems Using PEX or Other Cross-linked Polyethylene Piping** - Shall be installed with manifolds in each individual dwelling unit. The manifolds shall be accessible by means of an access panel or door. All

piping from the manifold block to each plumbing fixture shall be a single length of continuous polyethylene cross-linked pipe (no joints are allowed).

- \_\_\_\_\_ 19. **Return Register** – In multi-level units, a return grille is required on each level, as prescribed in the 2006/2009 IRC through ACCA Manual D. This shall also apply to all PHFA multi-level units constructed under the IBC. The return air duct may be a plenum type as permitted by code, and all applicable fire codes must be satisfied.
- 20. **Ductwork**
  - \_\_\_\_\_ A. **Sealing** - All duct joints and seams shall be sealed with mastic or similar product as listed in SMACNA Manual N.
  - \_\_\_\_\_ B. **Hangers** – Duct hangers shall not include fasteners that penetrate the duct.
- 21. **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.
- \_\_\_\_\_ 22. **Electric Resistance Heat** – An HVAC system utilizing electric resistance heating as the primary heat source shall not be allowed in PHFA developments.
- \_\_\_\_\_ 23. **Exposed Plumbing** - All plumbing lines must be concealed except in Mechanical Rooms and unfinished Basements only.
- \_\_\_\_\_ 24. **Shut-Off Valves** – Shut-off valves must be installed at the main water line(s) where they enter the unit, and on each line at all plumbing fixtures, including the water heater.

**SECTION 2.02.G**  
**ELECTRICAL REQUIREMENTS CHECKLIST**

*(Must be submitted with Design Development Drawings and Specifications)*

**Development Name:** \_\_\_\_\_ **PHFA No.:** \_\_\_\_\_

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

**Design Professional (Print or type):** \_\_\_\_\_

**Design Professional (Signature):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**A checkmark indicates that the development conforms to the requirement. Note N/A if the item is not applicable. A waiver request must be submitted for any items that are neither checked nor indicated as not applicable.**

***The Design Development requirements for preservation developments will be reviewed on an individual development basis, but the below listed requirements will apply to the greatest extent possible.***

- \_\_\_ 1. **Electrical Systems and Equipment** - Must be designed and constructed in accordance with the International Residential Code or NFPA 70 National Electrical Code as applies.
- \_\_\_ 2. **Site Lighting** – Lighting fixtures must be shatter-resistant and tamperproof. Lamps must be high efficiency design, low energy type, (e.g., high pressure sodium. Provide .5 fc minimum).
- \_\_\_ 3. **Utility Metering** – To discourage the waste of energy and to encourage conservation, PHFA suggests individual electric metering whenever possible. Electric bulk metering may be provided where the rate schedule justifies its use.
- \_\_\_ 4. **Smoke Detectors** – Must be furnished and installed in the following areas:
  - \_\_\_ A. In the areas adjacent to the sleeping area, one in each bedroom and a minimum of one detector on each floor including the basement in multi-story dwellings. Detectors must be 120-volt AC type with battery back-up. Detectors are required whether the dwelling units are sprinklered or not.
  - \_\_\_ B. Hearing/vision-impaired units must have strobe/horn type visual signaling devices wired to the unit smoke detectors and the building fire alarm system (if provided) and must be visible in all rooms of the dwelling unit including the bathroom(s).
  - \_\_\_ C. Public areas – In all public areas, sprinklered or not.
  - \_\_\_ D. Storage room – In all unsprinklered storage rooms; in all storage rooms in excess of 100 sq. ft., sprinklered or not.
  - \_\_\_ E. Mechanical and electrical rooms – All mechanical and electrical rooms must have a smoke or heat detector, sprinklered or not. Mechanical closets in individual units are not required to have detectors unless required by code.
  - \_\_\_ F. Stair towers – At the top of each stair tower.
  - \_\_\_ G. Trash room – In the trash collecting room and at the top of the trash chute.

- \_\_\_\_\_ H. Corridors – At the ends of each corridor leading into stair towers or dead-ended. Corridor coverage must not exceed 39 feet spacing between smoke detectors, or as required by the latest edition of the International Building Code or NFPA 72, The National Fire Alarm Code.
- \_\_\_\_\_ I. Heat detectors – Developments located in the City of Philadelphia may have additional requirements. Check with the City Code Administrator for details.
- \_\_\_\_\_ 5. **Elevators** – Where an elevator is provided, PHFA recommends, but does not require, that at least one be connected to an auxiliary/ emergency generator power system.
- \_\_\_\_\_ 6. **Electrical Panel Boxes** – In accessible and adaptable units, tenant electrical panels shall be mounted with the top breaker within the accessible reach range.
- \_\_\_\_\_ 7. **Accessibility Requirements** – The electrical design must include the necessary features discussed in Section 1.02.
- \_\_\_\_\_ 8. **Telephone & TV Cable Service** – Every building and every unit shall be pre-wired for telephone and TV cable service.
- \_\_\_\_\_ 9. **Electric Resistance Heat** – Electric resistance heating shall not be allowed as the primary heat source in PHFA developments.
- \_\_\_\_\_ 10. **Carbon Monoxide Detectors** – A carbon monoxide detector or central detector/alarm system must be installed in all dwelling units and multifamily buildings with fossil fuel fired equipment as required by the PA Uniform Construction Code, the National Electric Code, The Pennsylvania Carbon Monoxide Alarm Standards Act of 2013, and the City of Philadelphia Carbon Monoxide Alarm Law of 2008.
- \_\_\_\_\_ 11. **Broadband Infrastructure** – *The installation of broadband infrastructure is required in all new construction and substantial rehab developments, in compliance with Federal Register Citation 81 FR 31181 “Narrowing the Digital Divide Through Installation of Broadband Infrastructure”. (This provision is encouraged, but not required, in preservation developments)*

**SECTION 2.02.H**  
**SURVEYOR'S REPORT**

*(Must be Filled Out and Signed with All Surveys)*

To: \_\_\_\_\_ Date: \_\_\_\_\_

*I hereby certify to the best of my knowledge, information and belief that this is a correct plan of survey made upon the premises on \_\_\_\_\_, 20\_\_\_\_, standing in the name of*

\_\_\_\_\_

**Situated at** \_\_\_\_\_

\_\_\_\_\_

(City)

(County)

(State)

Known as street numbers \_\_\_\_\_ and shown on the accompanying Survey entitled:

\_\_\_\_\_

I made a careful inspection of said premises and of the buildings located thereon at the time of making such Survey, and again on \_\_\_\_\_, 20\_\_\_\_, and on such latter inspection, I found said premises to be in the possession of

\_\_\_\_\_

(Tenant of Owner)

I further certify as to the existence or non-existence of the following at the time of my last inspection:

1. Rights of way, old highways or abandoned roads, lanes or driveways, evidence of ingress or egress, drains, sewer or water pipes over and across said premises:

\_\_\_\_\_  
\_\_\_\_\_

2. Springs, streams, rivers, ponds or lakes located, bordering on or running through said premises:

\_\_\_\_\_  
\_\_\_\_\_

3. Cemeteries of family burying grounds located on said premises:

\_\_\_\_\_  
\_\_\_\_\_

4. Telephone, telegraph or electric power poles, wires or lines located on, overhanging or crossing said premises:

\_\_\_\_\_  
\_\_\_\_\_

5. Disputed boundaries or encroachments. (If the buildings, projections or cornices thereof or signs affixed thereto, fences or other indications of occupancy encroach upon adjoining properties or the like encroach upon surveyed premises, specify all such):

\_\_\_\_\_  
\_\_\_\_\_

6. Are there any indications of signs of occupancy or use of premises for residential purposes, building construction, alterations or repairs within recent months?

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7. Building or possession lines. (In case of City or Town property, specify definitely as to whether or not walls are independent or party walls and as to all easements of support of "Beam Rights." In case of County Property Report, specifically how boundary lines are evidenced, that is, whether by fences or otherwise):

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8. Any change in street lines either completed or officially proposed?

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A. Are there indications of recent street or sidewalk construction or repair?

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9. If any zoning or other municipal regulations affect the use of the surveyed premises, do the improvements on the premises and the use of them comply with such?

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10. If you have information as to any restrictive covenants on the property, do the improvements, use and occupancy comply with such? (If the premises are subject to restrictive covenants, obtain and attach a verbatim copy of them):

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11. Indicate the accuracy of the closure of the metes and bounds of the Legal Description and the Survey:

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**Registered Surveyor No. and Signature:** \_\_\_\_\_

***NOTE 1:*** Answer each item if the property is not subject to any such of Items 1 to 5, inclusive; insert the word "None" following the item. If necessary, describe on separate sheet.

***NOTE 2:*** In all cases where there are encroachments, support easements, party walls, etc., they should also be denoted upon the map of your survey.

**TABLE A**  
**OPTIONAL SURVEY RESPONSIBILITIES AND SPECIFICATIONS**

**NOTE:** *The twenty (20) items of Table A may be negotiated between the surveyor and client. Any additional items negotiated between the surveyor and client shall be identified as 21(a), 21(b), etc. and explained pursuant to Section 6.D.ii.(g). Notwithstanding Table A Items 5 and 11, if an engineered design survey is desired as part of an ALTA/NPS Land Title Survey, such services should be negotiated under Table A, Item 21.*

**If checked, the following optional items are to be included in the ALTA/NPS LAND TITLE SURVEY, except as otherwise qualified (see note above):**

1.  Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the property, unless already marked or referenced by existing monuments or *witnesses in close proximity to the corner.*
2.  Address(es) *of the surveyed property if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the field work.*
3.  Flood zone *classification* (with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent) *depicted* by scaled map location and graphic plotting only.
4.  Gross land area (and other areas if specified by the client).
5.  Vertical relief with the source of information (e.g. ground survey, aerial map), contour interval, datum, and originating benchmark identified. *(Only required if new Construction is planned).*
6.  (a) *If set forth in a zoning report or letter provided to the surveyor by the client, list the current zoning classification, setback requirements, the height of the floor space area restrictions, and parking requirements. Identify the date and source of the report or letter.as provided by the insurer.*  
 (b) *If the zoning setback requirements are set forth in a zoning report or letter provided to the surveyor by the client, and if those requirements do not require an interpretation by the surveyor, graphically depict the building setback requirements. Identify the date and source of the report or letter.as provided by the insurer.*
7.  (a) Exterior dimensions of all buildings at ground level.  
(b) Square footage of:  
\_\_\_\_\_ (1) exterior footprint of all buildings at ground level.  
\_\_\_\_\_ (2) other areas *as specified* by the client  
\_\_\_\_\_ (c) Measured height of all buildings above grade at a location specified by the client. If no location is specified, the point of measurement shall be *identified.*
8.  Substantial features observed in the process of conducting the *fieldwork* (in addition to the improvements and features required *pursuant to* Section 5 above) *(e.g., parking lots, billboards, signs, swimming pools, landscaped areas, substantial areas of refuse).*
9.  *Number and type (e.g., disabled, motorcycle, regular and other marked specialized types) of clearly identifiable parking spaces on surface parking areas, lots and in parking structures. Striping of of clearly identifiable parking spaces on surface parking areas and lots.*

10.  (a) *As designated by the client, a determination of the relationship and location of certain division or party walls with respect to adjoining properties (client to obtain necessary permissions).*
- (b) *As designated by the client, a determination of* of whether certain walls are plumb (client to obtain necessary permissions).
11.  Location of utilities existing on or serving the surveyed property as determined by:
- *observed evidence collected pursuant to Section 5.E.iv.*
  - *evidence from plans requested by the surveyor and obtained from utility companies, or provided by client (with reference as to the sources of information), and*
  - *markings requested by the surveyor pursuant to an 811 utility locate or similar request*
- Representative examples of such utilities include, but are not limited to:
- Manholes, catch basins, valve vaults or other surface indications of subterranean uses;
  - Wires and cables (including their function, if readily identifiable) crossing the surveyed property, and all poles on or within ten feet of the surveyed property. Without expressing a legal opinion as to the ownership or nature of the potential encroachment, the dimensions of all encroaching utility pole cross members or overhangs; and
  - Utility company installations on the surveyed property.
- Note to the client, insurer, and lender-With regard to Table A, item 1, source information from plans and markings will be combined with observed evidence of utilities pursuant to Section 5.E.iv, to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response, in which case the surveyor shall note on the plat or map how this affected the surveyor's assessment of the location of the utilities. Where additional or more detailed information is required, the client is advised that excavation and/or a private utility locate request may be necessary.*
12.  *As specified by the client,* Governmental Agency survey-related requirements (e.g., HUD surveys, surveys for leases on Bureau of Land Management managed lands).
13.  Names of adjoining owners according to current tax records. *If more than one owner, identify the first owner's name listed in the tax records followed by "et al".*
14.  *As specified by the client,* distance to the nearest intersecting street.
15.  Rectified orthophotography, photogrammetric mapping, *remote sensing*, airborne/mobile laser scanning and other similar products, tools or technologies as the basis for the showing the location of certain features (excluding boundaries) where ground measurements are not otherwise necessary to locate those features to an appropriate and acceptable accuracy relative to a nearby boundary. The surveyor shall (a) discuss the ramifications of such methodologies (e.g. the potential precision and completeness of the data gathered thereby) with the insurer, lender and client prior to the performance of the survey and, (b) place a note on the face of the survey explaining the source, date, precision and other relevant qualifications of any such data.
16.  Evidence of recent earth moving work, building construction or building additions *observed in the process of conducting the fieldwork.*
17.  Proposed changes in street right of way lines, if *such information is made available to the surveyor by* the controlling jurisdiction. Evidence of recent street or sidewalk construction or repairs *observed in the process of conducting the fieldwork.*

18.   X   *If there has been a field delineation of wetlands conducted by a qualified specialist hired by the client, the surveyor shall locate any delineation markers observed in the process of conducting the fieldwork and show them on the face of the plat or map. If no markers were observed, the surveyor shall so state.*
19.   X   *Include any plottable offsite (i.e. appurtenant) easements or servitudes disclosed in documents provided to or obtained by the surveyor as a part of the survey pursuant to Sections 5 and 6 (and applicable selected Table A items) (client to obtain necessary permissions).*
20. \_\_\_\_\_ Professional Liability Insurance policy obtained by the surveyor in the minimum amount of \$\_\_\_\_\_ to be in effect throughout the contract term. Certificate of Insurance to be furnished upon request, *but this item shall not be addressed on the face of the plat or map.*
21. \_\_\_\_\_ \_\_\_\_\_

## SURVEY INSTRUCTIONS AND CERTIFICATE

In addition to the certified map of the Survey, the Surveyor is required to fill out the report entitled *Section 2.02.G, Surveyor's Report*.

An ALTA survey, to be acceptable to *Pennsylvania Housing Finance Agency* for closing, must be prepared by a Registered Surveyor in U.S. Standard of Measurements and must be a "Transit" survey showing current conditions and not a "Compass" survey. Preference will always be given to surveys showing bearings referred to true North, but all surveys which show bearings must designate the meridian referred to whether true, magnetic or arbitrary; and if true meridian is not used, approximate deflection must be noted on the plat. Plat must show arrow pointing North and give scale of distances.

1. **Boundaries** – The survey must indicate the boundary lines by course and dimension and their physical character whether fence, wall, water course, highway, etc., and if no physical evidence of boundaries exists, such fact must be noted. All curved boundaries must be described by curve radius, arc length, chord length, chord bearing and central angle. All stakes or other monumentation must be shown. Any material variations from the record lines by fences, walls or structures, whether on the property surveyed or adjoining, must be shown with the extent of such variations. If any of the boundaries or lines of record coincide with lot or property lines on any filed map, or area adopted from previous surveys, whether by the same Surveyors or otherwise, such facts should be shown on the plat. The Surveyor is required to check the descriptions of adjoining properties when furnished to him and to show the extent of any variations between the boundaries as stated therein and those of the property surveyed.
2. **Easements, Rights of Ways, Cemeteries, etc.** – The Surveyor must indicate any easements, public utilities, water courses, drains, sewers, roads, paths or trails crossing the property, the closing or changing of which might affect the rights of others, whether legal or assumed, or result in damage to the property or the structural. He must also show any existing cemetery or burying grounds on surveyed or adjacent property.
3. **Streets and Alleys** – Names of streets and alleys must be shown with the DISTANCE from the nearest corner to BEGINNING POINT of property surveyed. Width of street and sidewalk in front or at sides of premises shall be shown with width of alley in rear or side of premises. Curbs and pavements must be shown.
4. **Party Walls** – The nature, character, location and width of all walls on or near boundary lines must be shown. Show all projections beyond face of wall and indicate the portion of wall on the property and any portions on adjoining property and whether subject to beam rights. The thickness of walls throughout entire length must be shown. If building on premises uses any wall of adjoining premises, this condition must also be shown and explained. The same requirements apply where conditions are reversed.
5. **Adjoining Owners and Lot Numbers, Encroachments** – Indicate on survey the names of adjoining structures on all sides of the property surveyed, lot and block numbers of the property surveyed and of adjoining lots must be shown. Encroachments of buildings and of structural appurtenances, such as fire escapes, bay windows, etc., by or on adjoining property, or on abutting streets, must be indicated with the extent of such encroachments.
6. **Building and Lot Lines** – All buildings on property must be shown with dimensions and relation to lot and building lines. If conditions in chain of title or zoning ordinances require buildings to be set back specified distances from street or property line, the required setback line must be shown and the survey must show MEASURED DISTANCES from said building to said line.
7. **Area Contiguity** – Show area of the property in square feet and acres. If survey comprises several parcels, show interior lines and facts sufficient to insure contiguity. Furnish a consolidated description. All strips or gores must be shown with dimensions.
8. **Certificates** – All maps must show City or Town and County where premises is located with such other notations as will accurately locate and identify property surveyed. The certificate thereon

must be dated as of date survey was made, signed by Surveyor and be to the effect that the survey was actually made on the ground as per record description and is correct; that there are no encroachments either way across property lines except as shown.

9. **Closure Report** – Submit a report in the form of a letter indicating the accuracy of the metes and bounds of the legal description and the survey. If accuracy does not meet industry standards, indicate remedial action required. Assure that all metes and bounds are listed in the proper direction.

The certificate should be addressed, to wit: “To all parties interested in title to premises surveyed.”

**SECTION 2.02.I**  
**ESTIMATED UTILITY COSTS**

**Development Name:** \_\_\_\_\_ **PHFA No.:** \_\_\_\_\_

**Prepared By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

PHFA has developed the following standard Estimated Utility Costs Form for submission by the Architect with assistance from their Mechanical Engineer on all PHFA financed developments. The information on this form is required by the Owner and PHFA to complete the underwriting for the development. Utility costs are necessary to ascertain the financial feasibility of the development. There are major consequences affecting the maximum rent allowed to be charged to the tenants based on the utility costs estimated and reported in this document. Care should be taken in preparing this information.

There are two types of utility costs and payments for each development:

1. **Tenant Paid Utilities** – Utilities that are paid by the tenant or occupant by individual metering of the utilities.
2. **Development Paid Utilities** – Utilities that are paid by the development by bulk metering and/or by house sub-metering of the utilities.

**Description of HVAC system:**

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Fuel and Energy Types

<u>(Dwelling Units Only)</u>	<u>Fuel Type</u>
Space Heating	_____
Domestic Water Heating	_____
Cooking	_____
Air Conditioning	_____
Lighting & Misc. Power	_____

Fuel Types: HP-Heat Pump; FO-Fuel Oil; G-Gas

**Utility Providers:**

Electric: \_\_\_\_\_ Water: \_\_\_\_\_

Gas: \_\_\_\_\_ Sewer: \_\_\_\_\_

Oil: \_\_\_\_\_

**Cost of Utility Used:**

Electric Per KWH \$\_\_\_\_\_; Gas Per MCF: \_\_\_\_\_; Fuel Oil Per Gallon \$\_\_\_\_\_

**Development Paid Costs:**

Development Paid Costs Per Year (includes site lighting, elevators, public space, HVAC and electric):

Electric \$\_\_\_\_\_; Gas \$\_\_\_\_\_; Fuel Oil \$\_\_\_\_\_

Domestic Water \$\_\_\_\_\_; Sanitary Sewer \$\_\_\_\_\_

Provide documentation to substantiate cost calculations. Include tariffs used and price to compare.

**Rehab Construction:**

Please list the Building Thermal Envelope Upgrades proposed for this development including "R" factors:

Wall Insulation: \_\_\_\_\_

Ceiling Insulation: \_\_\_\_\_

Window Replacement Type: \_\_\_\_\_

Storm Windows: \_\_\_\_\_

Others: \_\_\_\_\_

**List Tenant Paid Utility Allowance per Unit Type & Source of TPUA:**

**Fuel and Energy Types**

<b><u>(Dwelling Units Only)</u></b>	<b><u>Fuel Type</u></b>	<b><u>Average Cost per Unit per Month</u></b>			
		<b><u>1 BR</u></b>	<b><u>2 BR</u></b>	<b><u>3 BR</u></b>	<b><u>4 BR</u></b>
Space Heating	_____	_____	_____	_____	_____
Domestic Water Heating	_____	_____	_____	_____	_____
Cooking	_____	_____	_____	_____	_____
Air Conditioning	_____	_____	_____	_____	_____
Lighting & Misc. Power	_____	_____	_____	_____	_____

Fuel Types: HP-Heat Pump; FO-Fuel Oil; G-Gas

Provide documentation to substantiate cost calculations. Include tariffs used and price to compare.

## Section 2.02.J

### Design Development Construction Cost Breakdown

Development Name: _____	PHFA Number: _____
Sponsor: _____	_____
Contractor: _____	_____
Form Completed by (print): _____	Date: _____

**Note:** Divisions 1-33 must not include Builders Overhead or Profit. Allowances are not permitted.

Div. #/Description	Residential	Commercial	Total
<b>01-General Requirements</b> <i>Limited to 6% of the total of Divisions 2 - 33</i>			
Project Management/Coordination			
Security			
Temporary Facilities/Controls			
Execution/Closeout Requirements			
Equipment			
Other (explain)			
Division 01 Total			
<b>02-Existing Conditions</b>			
Building Demolition			
Selective Demolition			
Soil Stabilization			
Environmental Remediation			
Offsite Improvements (explain)			
Other (explain)			
Division 02 Total			
<b>03-Concrete</b>			
Cast-in-Place			
Pre-Cast			
Cement Underlayment			
Other (explain)			
Division 03 Total			
<b>04-Masonry</b>			
Block			
Brick/Stone Veneer			
Restoration/Cleaning			
Other (explain)			
Division 04 Total			
<b>05-Metals</b>			
Structural			
Joists/Decking			
Framing			
Railings			
Other (explain)			
Division 05 Total			

Div. #/Description	Residential	Commercial	Total
<b>06-Wood, Plastics and Composites</b>			
Rough Carpentry			
Finish Carpentry			
Architectural Woodwork			
Cultured Marble/Solid Surface			
Other (explain)			
Division 06 Total			
<b>07-Thermal and Moisture Protection</b>			
Dampproofing/Waterproofing			
Insulation			
Roofing			
Exterior Finish			
Misc. (Gutters, flashing, etc.)			
Other (explain)			
Division 07 Total			
<b>08-Openings</b>			
Exterior Doors/Frames			
Interior Doors/Frames			
Windows			
Storm Windows			
Other (explain)			
Division 08 Total			
<b>09-Finishes</b>			
Plaster Repair			
Drywall			
Tile Work			
Resilient Flooring			
Carpet			
Suspended Ceilings			
Painting and Wallcoverings			
Other (explain)			
Division 09 Total			
<b>10-Specialties</b>			
Mailboxes, Bath Accessories, Signage, etc.			
Other (Explain)			
Division 10 Total			
<b>11-Equipment</b>			
Residential Appliances			
Playground Equipment			
Trash Compactor			
Other (explain)			
Division 11 Total			
<b>12-Furnishings</b>			
Window Treatments			
Kitchen Cabinets			
Bath Cabinets			
Site Furnishings			
Other (explain)			
Division 12 Total			

Div. #/Description	Residential	Commercial	Total
<b>13-Special Construction</b>			
Solar, Wind, etc.			
Other (explain)			
Division 13 Total			
<b>14-Conveying Systems</b>			
Elevators			
Wheelchair Lifts			
Trash Chutes			
Other (explain)			
Division 14 Total			
<b>21-Fire Suppression</b>			
Sprinkler System			
Other (explain)			
Division 21 Total			
<b>22-Plumbing</b>			
Facility Water Distribution			
Facility Sanitary Sewerage			
Facility Storm Drainage			
Plumbing Fixtures/Equipment			
Other (explain)			
Division 22 Total			
<b>23-Heating, Ventilating and Air Conditioning</b>			
Facility Fuel System (Fuel oil, Gas, etc.)			
Facility System/Equipment			
Other (explain)			
Division 23 Total			
<b>26-Electrical</b>			
Primary Service			
Distribution System			
Generator			
Lighting			
Other (explain)			
Division 26 Total			
<b>27-Communications</b>			
Data, Communication Wiring & Devices			
Other (explain)			
Division 27 Total			
<b>28-Electronic Safety and Security</b>			
Fire Detection/Alarm			
Security System			
Other (explain)			
Division 28 Total			
<b>31-Earthwork</b>			
Earthmoving, Excavation, Grading, etc.			
Erosion & Sedimentation Control			
Special Foundations			
Offsite Improvements (explain)			
Other (explain)			
Division 31 Total			

Div. #/Description	Residential	Commercial	Total
<b>32-Exterior Improvements</b>			
Paving			
Walks and Curbs			
Landscaping			
Fences, Retaining Walls, etc.			
Offsite Improvements (explain)			
Other (explain)			
Division 32 Total			
<b>33-Utilities</b>			
Sanitary Sewer			
Water, Gas, Elec, Communications			
Storm Water			
Offsite Improvements (explain)			
Other (explain)			
Division 33 Total			
<b>Subtotal Divisions 1-33</b>			
Builder's Overhead (2% Limit)			
Builder's Profit (6% Limit)			
Bond Premium or LOC			
Building Permit			
Other (Explain)			
<b>TOTAL COST</b>			
<b>TOTAL CONSTRUCTION COST</b> (Residential and Commercial)			

*A cost must be provided for all applicable line items. Allowances are not permitted.*

### DEVELOPMENT INFORMATION

Number of Dwelling Units: _____	Wage Determination: _____	Open Shop
Gross Building Square Footage: _____		Union Shop
Net Commercial Square Footage: _____		Davis Bacon
Length of Construction: _____ Months		Date: _____
Estimated Start Date: _____		Residential
		Commercial
		PA Prevailing Wage
		Date: _____
Signature of Cost Breakdown Preparer: _____		

**SECTION 2.03.A**  
**CONTRACT DOCUMENT SUBMISSION**  
**REQUIREMENTS FOR FINAL REVIEW**

**2.03.A.1. GENERAL**

- A. After the Design Development Submission has been reviewed and approved by the Agency staff, the Developer must direct the Design Architect to prepare the Contract Drawings and Specifications. These drawings and specifications must be consistent with the approved preliminary drawings and specifications, including the project construction costs established during the preliminary phase. The same level of documentation is required to be submitted for design-bid-build, negotiated and design-build methods of development delivery. Preservation developments shall include the following documentation as applies to each development. Contact the Technical Services Division Review Architect for approval of the scope of documentation acceptable to the Agency for submission.
  
- C. During this phase, the Architect must notify the Developer and PHFA in writing of any significant changes to the Design Development Documents. Such notification must be made as soon as the extent of the changes is known and their effect on the construction cost is determined. No significant changes to the preliminary documents may be included in the Contract Documents unless prior approval is obtained from the Developer and PHFA.
  
- C. In order to be considered for a Loan Commitment, the Agency must receive complete Contract Documents two (2) months prior to the Board Meeting at which the Sponsor intends to receive Loan Commitment. PHFA Board Meetings are scheduled for the second Thursday of each month. We require this submission early in order for the Architect and Contractor to have adequate time to respond to our comments and to incorporate any of our concerns into the development. **Electronic copies of contract documents will not be accepted.**
  - 1. Two (2) complete sets of Contract Drawings must be submitted and must correspond with the specifications.
  - 2. Two (2) complete sets of specifications must be submitted and must correspond with the drawings.
  - 3. Final Cost Estimate.
  - 4. Owner/Architect Agreement with PHFA Addendum and all exhibits and attachments.
  - 5. Owner/Contractor Agreement with PHFA Addendum and all exhibits and attachments.

**2.03.A.2. DRAWING REQUIREMENTS**

- A. The drawings must be basically the same as submitted at the Design Development stage with all revisions and additions included to bring the drawings to a 100% level of completion for construction. Any changes made to the previously reviewed documents must be identified in writing.
  
- B. It is recommended that the same date appear on all drawing sheets for reference and identification purposes.

**2.03.A.3. SPECIFICATION REQUIREMENTS**

- A. The specifications must be basically the same as submitted at the Design Development stage with all revisions and additions included to bring the specifications to a 100% level of completion for construction. Any changes made to the previously reviewed documents must be identified in writing.

- B. All Addenda must be bound into the specifications, numbered and dated.
- C. It is recommended that the specifications be dated the same as the drawings.
- D. Any value engineering list issued must be included with submission.

**2.03.A.4. OTHER REQUIREMENTS**

- A. Proof of local site plan approvals (land development plan, zoning and subdivision).
- B. Proof of Part 2 Historic Approval (if applicable).
- C. Final Construction Cost Breakdown (see Section 2.03.B)

**Section 2.03.B**  
**FINAL CONSTRUCTION COST BREAKDOWN**

Development Name: _____	PHFA Number: _____
Sponsor: _____	_____
Contractor: _____	_____
Form Completed by (print): _____	Date: _____

**Note:** Divisions 1-33 must not include Builders Overhead or Profit. Allowances are not permitted.

Div. #/Description	Residential	Commercial	Total
<b>01-General Requirements</b> <i>Limited to 6% of the total of Divisions 2 - 33</i>			
Project Management/Coordination			
Security			
Temporary Facilities/Controls			
Execution/Closeout Requirements			
Equipment			
Other (explain)			
Division 01 Total			
<b>02-Existing Conditions</b>			
Building Demolition			
Selective Demolition			
Soil Stabilization			
Environmental Remediation			
Offsite Improvements (explain)			
Other (explain)			
Division 02 Total			
<b>03-Concrete</b>			
Cast-in-Place			
Pre-Cast			
Cement Underlayment			
Other (explain)			
Division 03 Total			
<b>04-Masonry</b>			
Block			
Brick/Stone Veneer			
Restoration/Cleaning			
Other (explain)			
Division 04 Total			
<b>05-Metals</b>			
Structural			
Joists/Decking			
Framing			
Railings			
Other (explain)			
Division 05 Total			

Div. #/Description	Residential	Commercial	Total
<b>06-Wood, Plastics and Composites</b>			
Rough Carpentry			
Finish Carpentry			
Architectural Woodwork			
Cultured Marble/Solid Surface			
Other (explain)			
Division 06 Total			
<b>07-Thermal and Moisture Protection</b>			
Dampproofing/Waterproofing			
Insulation			
Roofing			
Exterior Finish			
Misc. (Gutters, flashing, etc.)			
Other (explain)			
Division 07 Total			
<b>08-Openings</b>			
Exterior Doors/Frames			
Interior Doors/Frames			
Windows			
Storm Windows			
Other (explain)			
Division 08 Total			
<b>09-Finishes</b>			
Plaster Repair			
Drywall			
Tile Work			
Resilient Flooring			
Carpet			
Suspended Ceilings			
Painting and Wallcoverings			
Other (explain)			
Division 09 Total			
<b>10-Specialties</b>			
Mailboxes, Bath Accessories, Signage, etc.			
Other (Explain)			
Division 10 Total			
<b>11-Equipment</b>			
Residential Appliances			
Playground Equipment			
Trash Compactor			
Other (explain)			
Division 11 Total			
<b>12-Furnishings</b>			
Window Treatments			
Kitchen Cabinets			
Bath Cabinets			
Site Furnishings			
Other (explain)			
Division 12 Total			

Div. #/Description	Residential	Commercial	Total
<b>13-Special Construction</b>			
Solar, Wind, etc.			
Other (explain)			
Division 13 Total			
<b>14-Conveying Systems</b>			
Elevators			
Wheelchair Lifts			
Trash Chutes			
Other (explain)			
Division 14 Total			
<b>21-Fire Suppression</b>			
Sprinkler System			
Other (explain)			
Division 21 Total			
<b>22-Plumbing</b>			
Facility Water Distribution			
Facility Sanitary Sewerage			
Facility Storm Drainage			
Plumbing Fixtures/Equipment			
Other (explain)			
Division 22 Total			
<b>23-Heating, Ventilating and Air Conditioning</b>			
Facility Fuel System (Fuel oil, Gas, etc.)			
Facility System/Equipment			
Other (explain)			
Division 23 Total			
<b>26-Electrical</b>			
Primary Service			
Distribution System			
Generator			
Lighting			
Other (explain)			
Division 26 Total			
<b>27-Communications</b>			
Data, Communication Wiring & Devices			
Other (explain)			
Division 27 Total			
<b>28-Electronic Safety and Security</b>			
Fire Detection/Alarm			
Security System			
Other (explain)			
Division 28 Total			
<b>31-Earthwork</b>			
Earthmoving, Excavation, Grading, etc.			
Erosion & Sedimentation Control			
Special Foundations			
Offsite Improvements (explain)			
Other (explain)			
Division 31 Total			

Div. #/Description	Residential	Commercial	Total
<b>32-Exterior Improvements</b>			
Paving			
Walks and Curbs			
Landscaping			
Fences, Retaining Walls, etc.			
Offsite Improvements (explain)			
Other (explain)			
Division 32 Total			
<b>33-Utilities</b>			
Sanitary Sewer			
Water, Gas, Elec, Communications			
Storm Water			
Offsite Improvements (explain)			
Other (explain)			
Division 33 Total			
<b>Subtotal Divisions 1-33</b>			
Builder's Overhead (2% Limit)			
Builder's Profit (6% Limit)			
Bond Premium or LOC			
Building Permit			
Other (Explain)			
<b>TOTAL COST</b>			
<b>TOTAL CONSTRUCTION COST</b> (Residential and Commercial)			

A cost must be provided for all applicable line items. Allowances are not permitted.

### 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 Start Date: _____	Date: _____
	Residential
	Commercial
	PA Prevailing Wage
	Date: _____
The Cost Estimate is based on the following documents:	
Drawing Date: _____	Latest Revision Date: _____
Specifications Date: _____	Latest Revision Date: _____
Addendum # _____ Date: _____	
Addendum # _____ Date: _____	Addendum # _____ Date: _____
Addendum # _____ Date: _____	Addendum # _____ Date: _____
Addendum # _____ Date: _____	Addendum # _____ Date: _____
Signature of Cost Breakdown Preparer: _____	
Owner Name	Owner Signature
	Date
Contractor Name	Contractor Signature
	Date

**SECTION 2.03.C**  
**SPECIFICATIONS FORMAT**

*(Format of Materials to be Bound in Specifications)*

1. **Cover or Title Page** – Include the following:
  - A. Name of development
  - B. Location
  - C. PHFA number
  - D. Date (same as on drawings)
  - E. Name, address and telephone number of:
    1. Architect
    2. Developer
    3. All Consulting Engineers
2. **Signature Page** – Print names of entities and provide space for signature and date for the following:
  - A. Architect
  - B. Owner
  - C. Contractor
  - D. PHFA
3. **Index**
4. **AIA Document A201**, 2007 Edition – General Conditions of the Contract for Construction and the PHFA Addendum to AIA Documents A101 and A201 (found in Tab 3).
5. **PHFA Supplemental General Conditions** (See next page)
6. **All Applicable Compliance Requirements** for developments with Federal or State funds used for construction including:
  - A. Non-Discrimination Clause.
  - B. Section 8 Affirmative Action Plan.
  - C. MBE/WBE/SERB Plan.
  - D. Labor Standards and Davis Bacon Wage Determination.
7. **Subsoil Investigation Report** (New construction and additions)
8. **Technical Specifications**– *CSI 50-Division MasterFormat 2004 edition*. Specify the manufacturer and model number or two “equal” manufacturers and model numbers, wherever possible.

**SECTION 2.03.D**  
**SUPPLEMENTAL GENERAL CONDITIONS**

***Modifications to AIA Document A201 General Conditions of the Contract for  
Construction, 2007 Edition***

These Supplementary General Conditions are to be considered an Addendum to the AIA Document A201 General Conditions of the Contract for Construction.

**ARTICLE 1 – GENERAL PROVISIONS**

**1.1 Modifications to Paragraph 1.1 – Basic Definitions**

**1.1.9 Add: PHFA**

PHFA is the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA 17101

**1.2 Additions to Paragraph 1.2 – Correlation, and Intent of the Contract Documents**

**1.2.4 Add: Clearances and Interference**

It shall be understood that the Architect's drawings are diagrammatic. The Mechanical and Electrical Subcontractors shall coordinate with the Contractor in determining the routing of pipelines, ducts and conduits, and locating equipment. Any variations required for conformance to the intent of the diagrammatic drawings shall be made without additional cost. Where there are intersections involving various ducts, piping and equipment, particular consideration shall be given to clearances required for future maintenance and service. Where tight conditions or interference develop, the Contractor shall confer with the Subcontractors whose work is affected to reach an acceptable solution. The suggested solution shall be submitted to the Architect for review and approval. All Contractors are deemed to have taken into consideration that interference will occur and it shall be understood that extras for necessary variations will not be considered. The Contractor and all Subcontractors shall verify measurements at the site.

**1.2.5 Add: Standard of Quality**

The various materials and products contained in the specifications are given to establish a standard of quality and price. It is not intended that the Contractor be limited to one (1) product. Where proprietary names are used, whether or not followed by the words "or approved equal", other products of a reputable manufacturer may be substituted, provided they are of equal quality and will perform the same function. The prior approval for material and product substitutions is required by the Architect and PHFA.

**ARTICLE 2 – OWNER**

**2.3 Modification to Paragraph 2.3 – Owner's Right to Stop the Work**

**2.3.1** Insert the words: "with PHFA's written approval" after the word "Owner" in the first sentence. In the last sentence, omit the words "except to the extent required by subparagraph 6.1.3."

**2.4 Modifications to Paragraph 2.4 – Owner's Right to Carry Out the Work**

**2.4.1** Insert the words: "with PHFA's written approval" after the words "the Owner may" in the first sentence and after the word "Architect" in the third sentence.

Add the following at the end of subparagraph 2.4.1:

Default under this section constitutes default under the Contractor's Payment and Performance Bond or Letter of Credit and Owner shall have whatever rights provided thereunder.

## **ARTICLE 3 – CONTRACTOR**

### **3.5 Addition to Paragraph 3.5 - Warranty**

#### **3.5.2 Add:**

The Contractor shall furnish to the Architect for transmittal to the Owner and PHFA, written warranty against defective workmanship and materials for all Work included in the Contract Documents and all Work authorized by field or change orders as listed in the PHFA Warranty, Guarantee, and Manual Requirements, and all other warranties specified in the Contract Documents.

### **3.10 Modification to Paragraph 3.10 – Contractor's Construction Schedules**

#### **3.10.1 Delete in its entirety and substitute the following:**

Within fifteen (15) days after award of the Construction Contract, the Contractor shall submit a construction schedule to the Architect in a form approved by PHFA. The schedule shall show the Work to be performed and the projected time of completion of each specified section of Work. The schedule shall be revised and resubmitted to the Architect at each Payout Meeting. The Architect shall provide two copies of the revised schedule to PHFA's Technical Services Representative at the development.

### **3.11 Modification to Paragraph 3.11 – Documents and Samples at the Site**

#### **3.11.2 Add: Photographs**

The Contractor shall have six (6) views of the building(s) taken each month and six (6) views upon final completion. Photographs shall show the progress of the Work and shall be 8" x 10" prints. Two (2) copies of all prints shall be given to the Architect and two (2) copies of all prints shall be given to PHFA's Technical Services Representative. Interior and exterior views shall be included as appropriate to the type and stage of construction. This requirement may be waived for developments consisting of eleven (11) dwelling units or less.

### **3.12 Modifications and Additions to Paragraph 3.12 – Shop Drawings, Product Data and Samples**

#### **3.12.1 Add the following:**

The Contractor shall submit a minimum of three (3) copies of all required shop and erection drawings and catalogue cuts to the Architect.

The Architect shall be allowed a minimum of ten (10) working days for review and approval.

#### **3.12.2 Add the following:**

The product data shall include operating, maintenance and installation manuals for all materials, equipment and appliances furnished on the Development. A list of names, addresses and telephone numbers of all Subcontractors, Manufacturers and Distributors shall also be submitted to the Architect.

#### **3.12.11 Add: Samples and Color Chart**

The Contractor shall obtain from appropriate Subcontractors and Material Suppliers, the manufacturer's color selections or physical samples for all materials requiring color selection for submission to the Architect. The Architect shall then prepare a complete color chart to be kept in the construction field office for the duration of construction.

#### **3.12.12 Add: As-Built Drawings (Permanent Record Drawings)**

Throughout the progress of construction, the Contractor shall mark up a set of Record Drawings (prints) recording all changes that job conditions require, and which are not shown on the Contract Drawings. At the completion of the Development, the set of marked-up drawings shall be delivered to the Architect in good legible condition. Final payment shall not be made until completed Record Drawings are submitted to the Architect.

**3.12.13** Add: Record (As-Built) Site Drawing

Upon the actual completion date the Contractor shall furnish to the Owner, the title insurer and PHFA a site drawing showing all improvements including buildings, site work, utility lines and mains, and easements on the site.

**3.18** **Modification to Paragraph 3.18 - Indemnification**

**3.18.1** In the first sentence, after the words “the Owner” insert “PHFA”.

**ARTICLE 4 – ADMINISTRATION OF THE CONTRACT**

**4.2** **Modifications and Addition to Paragraph 4.2 – Architect’s Administration of the Contract**

**4.2.2** In the first sentence after the word “Owner” insert the words “but not less than once every two weeks”.

At the end of subparagraph 4.2.2 add the following:

After each site visit the Architect shall promptly furnish reports to the Owner and PHFA detailing the progress, problems, omissions, substitutions, defects and deficiencies noted in the Work. The Architect shall periodically observe, as often as the nature of the Work requires, but not less than once every two weeks, the following items of Work: completion of excavation, erection of forms and reinforcing, pouring of concrete and setting openings, sleeves and inserts, installation of insulation, mechanical and electrical trades before their Work is covered, installation of utility service entries, machinery and equipment, and the testing of the machinery and equipment.

**4.2.5** Delete the period and insert a comma at the end of the Paragraph and add:

Subject to the approval of PHFA and as prescribed under Article 2 of PHFA’s Addendum to the AIA Documents A101 and A201, 2007 Edition.

**4.2.9** Delete subparagraph and substitute:

The Architect, PHFA’s Technical Services Representative, the Owner and the Contractor shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion. The Contractor shall compile and forward all warranties and related documents, including material quantity take-offs as required by the Contract Documents, to the Architect. Upon receipt of said documents, the Architect shall forward the warranties and related documents to the Owner and to PHFA for their records. The Architect shall issue a final Certificate of Payment upon compliance with all requirements of the Contract Documents.

**4.2.15** Add: As-Built Drawings

Upon final completion of construction, the Architect shall provide two (2) sets of as-built prints, based on the Contractor’s record drawings (3.12.13) indicating all changes made during construction.

**ARTICLE 5 – SUBCONTRACTORS**

**5.2** **Modifications for Paragraph 5.2 – Award of Subcontracts and Other Contracts for Portions of the Work**

**5.2.1** In the first sentence after the word “Owner” insert the words “and PHFA”. In the second sentence after the word “Owner” insert a comma and the word “PHFA”. In the third sentence after the word “Owner” insert a comma and the word “PHFA”.

**5.2.2** In the first sentence after the word “Owner”, insert a comma and the word “PHFA”.

**5.2.3** In the first sentence, after the word “Owner” delete the word “or” and insert a comma, and after the word “Architect” add the words “or PHFA”. After the first sentence delete the remainder of the paragraph.

- 5.2.4 In the first sentence, after the word “Owner”, delete the word “or” insert a comma, and after the word “Architect” insert “or PHFA”.

**5.3 Modification to Paragraph 5.3 – Subcontractual Relations**

- 5.3.1 In the first and second sentences, after the word “Owner”, insert a comma and add the words “PHFA”. In the third sentence, delete the words “Where appropriate”.

**ARTICLE 6 – DELETE ENTIRE ARTICLE**

**ARTICLE 7 – CHANGES IN THE WORK**

**7.1 Modification to Paragraph 7.1 – Changes**

- 7.1.2 In the first sentence, after the word “Contractor” insert a comma and add the word “PHFA”.

**7.2 7.2.1 Add .4:** all changes to the Work shall be done through Change Order.

**7.3 Construction Change Directive – Delete paragraphs 7.3.1 through 7.3.10 in their entirety.**

**ARTICLE 8 – TIME**

**8.2 Addition to Paragraph 8.2 – Progress and Completion**

**8.2.4 Add:**

Prior to commence of construction, Owner and/or Contractor must notify PHFA of the anticipated date of construction start. Upon start of construction, PHFA’s Technical Services Representative will conduct periodic on-site development inspections to determining quality of Work in progress and schedule compliance.

**8.3 Modification and Addition to Paragraph 8.3 – Delays and Extensions of Time**

- 8.3.1 In the first sentence, after the words “causes that the Architect” add “and PHFA”.

**ARTICLE 9 – PAYMENTS AND COMPLETION**

**9.2 Modification to Paragraph 9.2 – Schedule of Values**

- 9.2.1 In the first sentence, after the words “the Architect” add the words “or PHFA”.

**9.3 Modification to Paragraph 9.3 – Applications for Payment**

- 9.3.1 In the first sentence, after the word “Architect” insert the words “and PHFA”. In the second sentence, after the word “Owner”, insert a comma and add the word “PHFA”.

**9.3.2 Modify subparagraph 9.3.2 to read:**

Payment may be made for stored materials and equipment, if approved in advance by the Owner and PHFA, only if the materials and equipment are stored on site and are scheduled to become a part of the permanent structure within 30 days. Payment for the materials and equipment shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner and PHFA to establish the Owner’s title to such materials and equipment or otherwise protect the Owner’s and PHFA’s interest.

**9.6 Modifications to Paragraph 9.6 – Progress Payment**

- 9.6.1 Modify subparagraph 9.6.1 to read:

After the Architect has issued a Certificate for Payment and PHFA has reviewed and approved the Contractor's request for payment, PHFA (on behalf of the Owner) shall make payment in the manner and within the time provided in the Contract Documents.

**9.8 Modification to Paragraph 9.8 – Substantial Completion**

**9.8.3** In the first sentence 1, after the word "Architect" add the words "together with PHFA".

**9.9 Modifications to Paragraph 9.9 – Partial Occupancy or Use**

**9.9.1** In the first sentence, after the numbers "11.3.1.5" add a comma and the word "PHFA".

**9.9.2** In the first sentence, after the word "Owner" add a comma and the word "PHFA".

**9.10 Modifications to Paragraph 9.10 – Final Completion and Final Payment**

**9.10.1** On line 8, delete the period after the word "payable" and insert the following language: "subject to the approval of PHFA under Article 2 of PHFA's Addendum to the AIA documents A101 and A201, 1997 and 2007 Editions."

**9.10.2** In the first sentence, at two locations in item (5), after the word "Owner", insert the words "or PHFA". Delete the second sentence and replace with the following: "If a subcontractor refuses to furnish a release or waiver required by the Owner or PHFA, the Contractor shall furnish cash, a letter of credit, or bond satisfactory to the Owner and PHFA to indemnify the Owner and PHFA against such lien".

**9.10.3** At the end of the first sentence, after the word "accepted" add a comma and the following, "subject to the approval of PHFA under Article 2 of PHFA's Addendum to the AIA documents A101 and A201, 1997 and 2007 Edition."

**ARTICLE 11 – INSURANCE AND BONDS**

**11.1 Modification to Paragraph 11.1 – Contractor's Liability Insurance**

**11.1.1** In the first sentence, after the word "located" add "subject to PHFA's approval and in accordance with the limits of liability required by PHFA."

**11.1.3** At two locations in the first sentence, following the words "the Owner" add "and PHFA".

**11.3 Modifications to Paragraph 11.3 – Property Insurance**

**11.3.1** Delete entirely and insert the following:

The Owner shall purchase and maintain "all risk" property insurance upon the entire Work at the site excepting stored materials that are not the property of the Owner. This insurance shall be in the amount of the full insurable value of the Work and shall include the interests of the Owner and Contractor. The Contractor, Subcontractors, and Sub-subcontractors shall be responsible for insuring all stored materials not permanently incorporated into the Work for physical loss or damage to their full insurable value.

**11.3.1.3** Delete entirely and replace with the following:

The General Contractor shall pay the Owner's deductible costs for all losses caused by the General Contractor and claimed on the Owner's "all risk" insurance for this development.

**ARTICLE 12 – UNCOVERING AND CORRECTION OF WORK**

**12.1 Modifications to Paragraph 12.1 – Uncovering of Work**

12.1.1 At two locations in the first sentence, after the word “Architect’s” insert the words “or PHFA’s”.

12.1.2 In the first sentence, after the word “Architect” insert the words “or PHFA”.

**12.2 Modifications to Paragraph 12.2 – Correction of Work**

12.2.1 Before or After Substantial Completion:

12.2.1.1 In the first sentence, after the word “Architect” insert the words “or PHFA”.

12.2.2 After Substantial Completion:

12.2.2.1 In the first, second, third and fourth sentences, after the word “Owner” insert the words “or PHFA”.

**12.3 Modification to Paragraph 12.3 – Acceptance of Nonconforming Work**

12.3.1 In the first sentence, after the words “the Owner may do so” insert “subject to the approval of PHFA”.

**ARTICLE 13 – MISCELLANEOUS PROVISIONS**

**13.5 Modifications to Paragraph 13.5 – Tests and Inspections**

13.5.1 In the second sentence, after the word “approvals” delete period and add “unless otherwise designated as the Owner’s responsibility”. At the end of the paragraph add “copies of all test results shall be furnished to the Owner, Architect, and PHFA. Tests are required for, but not limited to, soil bearing and concrete. All testing shall be in conformance with ASTM Specifications.”

13.5.7 Add: Testing Laboratory

All testing laboratories must be approved by the Architect. The name of the laboratory, together with a copy of the inspection report by the National Bureau of Standards, Washington, D.C., may be required at PHFA’s discretion.

**ARTICLE 14 – TERMINATION OR SUSPENSION OF THE CONTRACT**

**14.1 Modification to Paragraph 14.1 – Termination by the Contractor**

14.1.1 In the first sentence, after the first time the word “Contractor” appears, insert “upon seven (7) days written notice to the Owner, the Architect, and PHFA”.