

**SUBMISSION GUIDE FOR ARCHITECTS**

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### **3.01 PRESERVATION SUBMISSION REQUIREMENTS**

#### **OBJECTIVE**

For purposes of this document, the term “Preservation” refers to PHFA’s goal of preserving existing developments as affordable housing by renovating them to the extent necessary for them to remain decent, safe and sanitary housing for the next twenty years.

**Preservation Developments must follow these guidelines to the greatest extent possible. It is not the intent to burden a development with unnecessary work; however we do expect the development to have a minimum 20 year life expectancy after preservation work is completed.**

Any individual amenity scheduled for replacement must meet the requirements for new construction to the maximum extent possible (*refer to Sections 2.06 and 2.07*).

#### **PHYSICAL NEEDS ASSESSMENT**

1. A Physical Needs Assessment of the development was procured by Owner and included in the application to PHFA. It was prepared by an independent third party consultant not involved with the design or preparation of drawings and specification for the development. The Assessment must follow the requirements set forth in the Multifamily Housing Application & Guidelines.
2. During the application process, PHFA staff visited the site and compared the physical needs assessment to the physical condition of the building(s) in question. The staff may have added, subtracted and/or altered the work outlined in the Scope of Work submitted in the application to better suit the intent of the preservation program.
3. It is the Owners responsibility to assure that the Architect is given a copy of the physical needs assessment to incorporate its findings into the Scope of Work. It is the intent of the program that all work identified for the first 5 years in the Replacement Reserve Schedule is included in the Scope of Work for the construction development.
4. It is the Owners and the Architects responsibility to assure that the Scope of Work is adequately communicated to the Contractor so they can prepare a construction cost estimate for the work.
5. Allowances in the construction budget are not permitted. The Architect must clearly identify the scope of all work in the Contract Documents.

#### **ENERGY AUDIT**

1. A diagnostic energy audit was performed by a Building Performance Institute (BPI) certified Multifamily Building Analyst in conformance with PHFA Audit Guidelines and included in the application to PHFA.
2. The energy audit report included the findings of the on-site observations and testing, an analysis of past energy use and a list of energy conservation measure were evaluated.
3. In general, recommended energy conservation measures identified in the energy audit report with a savings-to-investment ratio (SIR) greater than 1.0 should be included in the Scope of Work.

#### **ENVIRONMENTAL REQUIREMENTS**

1. As part of the PHFA application, testing for the environmental hazards listed below was performed and the results reported in the application. The Architect shall familiarize himself/herself with these results. Remediation measures for any hazardous materials found shall be included in the Scope of Work prepared by the Architect or through a separate contract between the Owner and Environmental Abatement Firm.
  - A. Lead-based paint.
  - B. Lead in the water.

- C. Asbestos containing materials.
- D. Radon.

**ACCESSIBILITY REQUIREMENTS** – The Scope of Work should comply with the requirements outlined below and as certified in the PHFA application.

1. Conform to the requirements of the Pennsylvania Uniform Construction Code.
2. Section 504 of the Rehabilitation Act of 1973, as amended, *applies to all developments receiving federal funding or a federal subsidy*. Section 504 requires that if the development consists of 15 or more dwelling units and the cost of the alterations is 75% or more of the replacement cost, the new construction provisions for accessibility shall apply.

Section 504 further states that alterations to dwelling units in a multifamily housing development shall, to the extent feasible be made accessible when single elements are replaced. If alterations of several single elements or spaces of a dwelling unit, when considered together, amount to an alteration of a dwelling unit, the entire unit shall be made accessible, until 5% of the units in a development are accessible. Alterations to common areas shall likewise be made accessible to the maximum extent feasible.

*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>).*

3. In order to provide equal housing opportunities to all residents of the Commonwealth, PHFA strongly suggest that Accessibility Standards for new construction be followed to the greatest extent possible for all preservation developments. Applicants will be asked to explain why these requirements cannot be met if it appears that they have not been met to the greatest extent possible by the reviewing staff.

## **3.02 SCHEMATIC SUBMISSION REQUIREMENTS**

### **FOR PRESERVATION DEVELOPMENTS**

#### **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. Contact Technical Services Division *Construction Document Examiner and Staff Engineer* 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 *Construction Document Examiner and Staff Engineer*. PDF files are not an acceptable form of review documents. *2 sets of* hard copies must be submitted.

**GENERAL REQUIREMENTS** - The Schematic Submission must include the following:

- 1. Schematic Drawings** – 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. Outline Specifications** – follow the CSI 50 – Division MasterFormat 2004.
- 3. Schematic Design Construction Cost Estimate** (*see Section 2.03*).

#### **DRAWING REQUIREMENTS**

##### **Site Plans**

- 1.** Minimum scale of 1" = 30'.
- 2.** Indicate all buildings, sidewalks, paved areas and site features such as trash enclosures and recreation areas.
- 3.** Indicate proposed site work, if applicable.

##### **Floor Plans**

###### **1. Building floor plans:**

- A.** Scale: 1/8" = 1'-0".
- B.** Include all floor plans necessary to convey the scope of work proposed.
- C.** Indicate locations of accessible and hearing/vision impaired units.
- D.** Include a scope of work matrix, if applicable.

###### **2. Dwelling unit plans:**

- A.** Scale: 1/4" = 1'-0".
- B.** Provide plans for all unit types and sizes, including accessible units.
- C.** Provide furniture layouts.
- D.** Indicate clear floor area requirements in accessible, adaptable and VisitAble units.
- E.** Indicate gross and net square footage for each unit plan.

###### **3. Elevations:**

- A.** Include typical elevations to convey the proposed scope of work.
- B.** Photos with notes may be used.

**4. Typical Exterior Wall Section:**

- A. Scale:  $\frac{3}{4}'' = 1'-0''$ .
- B. Provide only if work is proposed.
- C. Distinguish new from existing materials.

**5. Mechanical and Electrical Plans:**

- A. If available, provide building plans showing schematic layout of mechanical and electrical systems indicating proposed work.
- B. If available, provide unit plans showing preliminary mechanical and electrical layouts indicating proposed work.

**6. Specifications:**

- A. Provide outline specifications as per CSI 50 – Division MasterFormat 2004.
- B. Include a brief description of all major materials, finishes, products, equipment and systems proposed.

### **3.03 DESIGN DEVELOPMENT SUBMISSION REQUIREMENTS**

#### **FOR PRESERVATION DEVELOPMENTS**

##### **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 and negotiated methods of development delivery. If insufficient documentation is submitted, PHFA Staff will notify the Owner 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 must include, but is not limited to the following:

1. (2) Sets of drawings. The level of completion must be sufficient (90% - 100%) for the Contractor to prepare the Construction Cost Estimate and for PHFA to conduct a cost review. The maximum drawing sheet size will 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. (2) Sets of bound specifications of an equal level of completion as the drawings. *Please refer to the Specifications Format –Section 2.19.*
3. Where additions or site work are proposed, (1) copy of the ALTA Land Title Survey and boundary outline survey, Surveyor's Report and Legal Description. The survey must conform to the instructions listed on the back of the Surveyor's Report in *Section 2.12*. The survey must be signed and sealed by a Surveyor registered in the Commonwealth of Pennsylvania.
4. *(1) Copy of the completed Design Development 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 by PHFA.
6. Subsoil Investigation Report with design recommendations by a qualified Geotechnical Firm (for new construction and new additions).
7. (1) completed copy of each of the following checklists included in this Section:
  - A. Design Development Requirements Checklist for Preservation Developments.
  - B. Design Development Green Building Criteria Checklist (*Section 2.07*).
  - C. Development Tabular Schedule (*Section 2.08* - the same information must appear on the cover sheet of the drawings).
  - D. Mechanical Requirements Checklist (*Section 2.10*).
  - E. Electrical Requirements Checklist (*Section 2.11*).
  - F. *Surveyor's Report (if applicable – see no. 3 above).*
  - G. Estimated Utility Costs (*Section 2.15*).
8. Proof of compliance with all certifications submitted as part of the loan application.
9. *(1) Copy of the applicable National Green Building checklists, as certified to in the Applications.*

## **DRAWING REQUIREMENTS – ARCHITECTURAL**

**Cover and Title Sheet** – Must have the following:

1. Name and address of the proposed development.
2. PHFA development number.
3. Developer's name and/or entity.
4. Design Architect's name.
5. *Date of submission.*
6. A location map encompassing an area of ½ mile radius of the site.
7. Development Tabular Schedule.
8. Signature and date space for the Owner, Architect, Contractor and PHFA.
9. Copy of the Design Architects Certifications for Threshold and Selection Criteria from the PHFA loan application.
10. Building code analysis.
11. *Provide a table which lists all unit, common area rooms/spaces and commercial/condo spaces, along with the associated gross and net square footage of each.*

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

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 and recreation areas.
4. Existing and proposed grade elevation contours at one foot intervals at areas where site work is planned and as required to confirm accessibility. Include spot grades as necessary.
5. Indicate ground floor elevations for any new buildings or additions and areas within buildings where a change in elevation occurs.
6. Identify all buildings.
7. On single family home, duplex or townhouse developments identify the locations of accessible units and those equipped for the hearing/vision impaired.
8. Provide other site plans to suit the proposed scope of work such as landscaping, electrical or plumbing.
9. Indicate building setbacks if new construction or additions are proposed.
10. *See the Surveyor's Report –Section 2.12 for additional requirements (if applicable).*

**Typical Floor Plans** – Include all information from the Schematic Drawings plus the following:

1. Provide building plans and dimensions for all floors. Basement and roof plans must be included where applicable.
2. Provide dwelling unit plans for all unit types drawn at ¼" = 1'-0".
3. All rooms and spaces must be identified.

**Schedules and Details** – Must include the following as applicable:

1. Provide matrix of work items for each unit and common areas.
2. Room finish schedule.

3. Door and window schedules as applicable. Provide elevations, jamb, sill and head details (for new windows and doors). Key to floor plans and building elevations.
4. Other as applicable.

**Elevations** – Must include:

1. Exterior elevations for new additions and where work is proposed:
  - A. All exterior finishes, openings and penetrations and all new work. Differentiate between new and existing materials and finishes.
  - B. Relationship of finished floor to finished grade for *units located partially below grade*.
  - C. Approximate height of each story (floor to floor) or parapet or roof.
  - D. Photographs with notes may be used where the scope of work can be clearly identified.
2. Interior elevations
  - A. For all new kitchens and bathrooms, include dimensions, materials and mounting heights.
  - B. Any other new work required (e.g. gang mailboxes, lobbies, etc.).

**Building Sections** – Must include the following as applicable to the scope of work:

1. Typical exterior wall sections (including roof and foundation). Distinguish new work from existing.
2. All typical new interior walls, partitions and chases.

**Building Details** – Must be included as necessary for any new construction.

**DRAWING REQUIREMENTS – STRUCTURAL**

**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. 1 and 2-story wood frame townhouses to steel and concrete high rises). At a minimum, the following must be included for any new construction or replacement of existing construction:

1. Design loads.
2. Framing systems and size of members.
3. Foundation design consistent with recommendations made in the subsoil investigation report.
4. Governing codes, regulations and standards.

**DRAWING REQUIREMENTS – MECHANICAL**

**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. Prepare a detailed cost estimate for mechanical work in accordance with cost estimate requirements specified above.
5. Identify specific items of material and equipment contained in specifications for electrical work prepared in accordance with instructions noted above.

### **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 as required for the work proposed.
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. 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.
5. 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.
6. 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.

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

### **DRAWING REQUIREMENTS – ELECTRICAL**

**General** – The intent of this submittal 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 if proposed design with applicable regulations and codes.
4. Prepare a detailed cost estimate for electrical work in accordance with cost estimate requirements specified above.
5. Identify specific items of material and equipment contained in the specifications for electrical work prepared in accordance with instructions noted above.

### **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. Meter locations.
  - E. Building outline.

- F. Pertinent dimensions.
- 4. Floor plans must show each typical area in indicating the location and electrical circuitry to:
  - A. Outlets, Switches, Special systems, Mechanical equipment, Smoke detectors, Electrical equipment, Receptacles, Lighting fixtures, Panel boards, Hearing and Vision fixtures.
- 5. Details (as required by individual development) must include:
  - A. Transformer, Grounding, Site luminaries, Emergency system, Manholes and Concrete structures.
  - B. Generator including: Duct systems, Exhaust systems and Fuel systems.
- 6. Schedules (as required by individual development) must include:
  - A. Lighting fixtures, Electrical equipment, Main distribution boards, Panel boards, Heat transfer appliance, Transformers, Special apparatus and Mechanical equipment (requiring electrical service).
  - B. Schedules must show (as applicable) symbols, abbreviations, interrupting capacity, etc.
- 7. One-line schematic (depending upon the scope of the development) must show:
  - A. Service entrance, Power distribution, Grounding, Telephone, Communications, Security, Fire alarms, TV system, Heat and Smoke detectors.
- 8. Other requirements:
  - A. Catalog cuts or manufacturer's descriptive literature must be provided for all major equipment items.
  - B. The enclosed *Electrical Requirements Checklist* and the applicable portions of the *Estimated Utility Cost* must be completed and submitted to PHFA.

#### **SPECIFICATIONS**

- 1. 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.



**3.04 DESIGN DEVELOPMENT REQUIREMENTS CHECKLIST**  
**FOR PRESERVATION DEVELOPMENTS**

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

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

Design Architect (Print or type): \_\_\_\_\_

Design Architect (Signature): \_\_\_\_\_

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

Check the appropriate box if the development conforms to the requirement. Check A if it is applicable or NA if it is 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. It is not the intention of PHFA to require changes to existing building layouts to conform to these standards. Where the level of rehabilitation is substantial, the requirements of Section 2 of these Guidelines should be followed. *Preservation developments undergoing major rehab where a majority or all interior walls, systems, etc. are scheduled to be replaced, will be considered a "gut preservation" development and reviewed under the guidelines for New Construction/Substantial Rehabilitation.*

**1. Dwelling Unit Size Requirements**

The following matrix indicates the recommended minimum and maximum **net** square footage area recommended for units funded by PHFA. Preservation developments may vary from these ranges based on acceptable furnishability plans. List the actual net square footage for each unit size. If sizes vary, list the minimum and maximum. An Efficiency Dwelling Unit is defined as having a single habitable room without demising wall/doors separating the Living, dining, Kitchen and Sleeping areas.

			<u>Flats</u>	<u>Multi-Floor Units</u>	<u>Actual</u>
A <input type="checkbox"/>	NA <input type="checkbox"/>	SRO	90 to 200		_____
A <input type="checkbox"/>	NA <input type="checkbox"/>	EFF	400 to 600		_____
A <input type="checkbox"/>	NA <input type="checkbox"/>	1 BR	550 to 850	650 to 950	_____
A <input type="checkbox"/>	NA <input type="checkbox"/>	2 BR	700 to 1,100	850 to 1,300	_____
A <input type="checkbox"/>	NA <input type="checkbox"/>	3 BR	950 to 1,350	1,000 to 1,550	_____
A <input type="checkbox"/>	NA <input type="checkbox"/>	4 BR	1,100 to 1,550	1,200 to 1,750	_____
A <input type="checkbox"/>	NA <input type="checkbox"/>	5 BR	1,300 to 1,750	1,400 to 2,000	_____

**2. Room Size Requirements**

Furnishability plans must be submitted for all dwelling units. The acceptance of room sizes will be based on these plans. Where new dwelling units are proposed or where existing units will be reconfigured, the requirements for new construction shall be met to the greatest extent possible.

**Other Unit Space:**

A  NA  Dwelling unit corridors and stairs – 36" min. width.

3. A  NA  **Accessibility (Facilities, Apartments and Parking)** – All applicable Local, State and Federal regulations and PHFA requirements must be met to the greatest extent possible. Please refer to *Section 1.02*, Accessibility Requirements, included in this Guide.
4. A  NA  **Community Room Space** – All developments, except for scattered sites, 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 15 SF per unit, for developments *up to* 50 units. Community rooms in developments with more than 50 units shall be a minimum of 750 SF in size. A kitchen or kitchenette should be provided in elderly development. Developments without existing community space should strive to provide this amenity.
5. A  NA  **Management Office** – an on-site office management office should be provided if one does not already exist.
6. A  NA  **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.
7. **Kitchens:**
- A. A  NA  Ranges must be provided in all units and community room kitchens and kitchenettes, except SROs with common cooking facilities. A protective shield must be provided on the section of wall directly behind all ranges. 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.
- B. A  NA  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.
8. **Flooring** – The following applies to new flooring only.
- A. A  NA  Carpet must meet the acceptance criterion of Federal Standard DOCF1-70 for flammability or Class II, 0.22watts/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. Parquet, hardwood, tile or equal quality flooring may be substituted where sound transmission is not a factor.
- B. A  NA  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. A  NA  Direct glued down carpet must be used in units for persons with disabilities.
- D. A  NA  Provide carpeting in public corridors and lobbies with the exception of entrance vestibules where a hard surface and a floor mat must be provided.
- E. A  NA  Carpeting is recommended throughout the apartments with the exception of utility closets, laundry areas, bathrooms, kitchens and entrance foyers where entry is directly from the 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. A  NA  Sheet vinyl must be full spread adhesive installation, using maximum width possible to avoid seams.

- G. A  NA  Vinyl composition tile (VCT) cannot be used in bathrooms or living rooms. It may be used in public spaces.
- H. A  NA  Luxury Vinyl Tile (LVT) is permitted in bathrooms, only if the manufacturer's documentation specifically indicates the product is permitted in bathrooms *and is provided in the specifications*.

9. **Furnishings:**

- A. A  NA  All window, sliding glass door 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. A  NA  Community spaces must be furnished with drapery tracks, drapes and liners, blinds, etc., as appropriate for the intended use of the space.

10. **Closet Doors and Shelves** – Where new dwelling units are proposed or where existing units will be reconfigured, the following shall apply to the extent possible:

- A  NA  Provide adequate storage space: all unit types (except SRO's) must have a minimum of 10 SF plus an additional 5 lineal feet of full height hanging space in each bedroom within the unit.

11. **Natural Light and Ventilation:**

- A. A  NA  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. A  NA  At least one window per room must be ventilating type window with a full screen for the operable portion of the window.

12. **Interior Finishes:**

- A. A  NA  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.
- B. A  NA  Semi-gloss or high-gloss enamel must be specified for laundry, maintenance, storage and utility rooms in common areas.
- C. A  NA  *A level 4 minimum drywall finish must be installed when drywall is replaced.*

13. A  NA  **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.

14. A  NA  **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.

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

16. A  NA  **Reroofing** – All reroofing applications must include the removal of the existing roofing system down to the roof deck.

17. A  NA  **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.



### 3.05 CONTRACT DOCUMENT SUBMISSION

#### REQUIREMENTS FOR PRESERVATION DEVELOPMENTS

##### GENERAL

1. After the Design Development Submission has been reviewed and approved by Agency staff, the Owner 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 development construction costs established during the preliminary phase. The same level of documentation is required to be submitted for design-bid-build and negotiated methods of development delivery. Preservation developments shall include the following documentation as applies to each development. Contact the *Construction Document Examiner* for approval of the scope of documentation acceptable to the Agency for submission.
2. During this phase, the Architect must notify the Owner 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 Owner and PHFA.
3. In order to be considered for a Loan Commitment, the Agency must receive complete Contract Documents 2 months prior to the Board Meeting at which the Owner 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.**
  - A. (2) Complete sets of Contract Drawings must be submitted and must correspond with the specifications.
  - B. (2) Complete sets of specifications must be submitted and must correspond with the drawings.
  - C. *Loan Closing Construction Cost Breakdown (Section 2.18).*
  - D. Owner/Architect Agreement with PHFA Addendum and all exhibits and attachments.
  - E. Owner/Contractor Agreement with PHFA Addendum and all exhibits and attachments.

##### DRAWING REQUIREMENTS

1. The drawings must be 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.
2. It is recommended that the same date appear on all drawing sheets for reference and identification purposes.

##### SPECIFICATION REQUIREMENTS

1. The specifications must be 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.
2. All addenda must be bound into the specifications, numbered and dated.
3. It is recommended that the specifications be dated the same as the drawings.
4. Any value engineering list issued must be included with the submission.

## **OTHER REQUIREMENTS**

1. Proof of local site plan approvals (land development plan, storm water management, zoning and subdivision).