

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 Section 2.04).

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 may have 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 DEVELOPMENT SUBMISSION REQUIREMENTS

FOR PRESERVATION DEVELOPMENTS

GENERAL

DRAWING REQUIREMENTS – ARCHITECTURAL

Cover and Title Sheet –

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

1. Minimum scale of 1" = 30'.
2. Indicate property lines with bearings and distances.
3. Indicate building setback lines if new construction or additions are proposed.
4. Indicate all buildings, sidewalks, paved areas and site features such as dumpster enclosures and recreation areas.
5. Identify public streets and right-of-ways.
6. 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 elevations as necessary.
7. Ground floor finish elevations for new buildings or additions and areas within buildings where a change in elevation occurs.
8. Identify the locations of accessible, VisitAble (if applicable) and hearing/vision impaired units for townhouse developments and accessible parking spaces.
9. Accessible route details to accessible, adaptable and VisitAble (if applicable) units. Include slope percentage on sidewalks.
10. Indicate site acreage.
11. Landscape plan including details and plant schedule (common name, number and size for all materials) for new landscaping.
12. See the Surveyor's Report, Section 2.12, for additional requirements (if applicable).

Typical Building Floor Plans –

1. All Floors, Basement and Roof plans (if applicable) drawn at 1/8" =1'-0"
2. Indicate locations of accessible, VisitAble (if applicable) and hearing/vision impaired units.
3. Indicate gross square footage per floor.
4. All rooms and spaces must be identified.
5. A "North" reference on all building floor plans.

Typical Dwelling Unit Plans-

1. Unit plans drawn at $\frac{1}{4}'' = 1'-0''$.
2. Provide plans for all unit types and sizes, including accessible units.
3. Provide furniture layouts.
4. Indicate clear floor area requirements in accessible units.
5. Indicate gross and net square footage for each unit plan.

Schedules and Details –

6. A Scope of Work of work items for each unit and common areas. *Percentages of material or products to be replaced will not be accepted.*
7. Room finish schedule.
8. Bath Accessory Schedule.
9. Door and window schedules, elevations, jamb, sill and head details for new work. Key to floor plans and building elevations.
10. Other as applicable.

Elevations –

1. Exterior elevations for each orientation
 - A. All exterior finishes, openings and penetrations and all new work. Differentiate between new and existing materials and finishes.
 - B. Approximate relationship of finished floor to finished grade for units partially below grade.
 - C. Approximate height of each story (floor to floor) parapet or roof.
 - D. Photographs with notes may be used where the scope of work can be clearly identified.
2. Interior elevations drawn at $\frac{1}{4}''=1'-0''$ minimum.
 - A. For all new kitchens and bathrooms, include dimensions, materials and mounting heights.
 - B. All other new work as required (e.g. gang mailboxes, lobbies, etc.).

Building Sections – 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.
3. Indicate insulation levels with R-values.

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.

3.03 DEVELOPMENT REQUIREMENTS CHECKLIST

FOR PRESERVATION DEVELOPMENTS

Development Name: _____

The undersigned certifies that all items have been provided in the _____ PHFA No.: _____ 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. *Waivers will not be required for Dwelling Unit size, Room size, Corridor/Stair width and Closet doors/shelves unless interior spaces are proposed to be redesigned.*

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 developments. 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/cm² 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 *Where carpet is proposed* in accessible dwelling Units, direct glued down carpet must be used.
- 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. *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.*
- 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. **NA** Sheet vinyl must be full spread adhesive installation, using maximum width possible to avoid seams.
- G. **NA** Vinyl composition tile (VCT) cannot be used in bathrooms or living rooms. It may be used in public spaces.
- H. **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. **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. **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:

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

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

- 16. **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.