



# 2020 Design & Architectural Standards

Office of Multifamily Housing | **December 2019**

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## Introduction and Scope

The following Design and Architectural Standards (“the Standards”) apply to all Ohio Housing Finance Agency (OHFA) multifamily affordable housing developments including but not limited to those funded with the Housing Tax Credit and Housing Development Assistance Programs (HDAP). Unless otherwise stated, these Standards represent the minimum requirements necessary to receiving OHFA funding. Standards may be increased or modified by programmatic requirement or incentive; applicants shall consult the relevant program guidelines for further information. Development teams are encouraged to exceed these Standards and implement creative solutions to best serve residents’ needs.

The intent of these Standards is to:

- Ensure consistency in the design approval process;
- Promote the use of durable materials that reduce long-term maintenance costs;
- Create a healthy living environment for residents of all backgrounds and abilities;
- Provide options for meeting requirements that can be tailored to location and population being served;
- Enhance energy efficiency to reduce operating costs; and
- Appropriately balance high quality materials with cost containment principles.

## Applicability

### Funding Programs

These Standards apply to all new construction, rehabilitation, and adaptive reuse developments seeking funding through any of the programs administered by the OHFA Office of Multifamily Housing.

If a standard as noted in this document is not required for a specific funding program, it will be noted as such.

### Exceptions

All program participants shall conform to these requirements unless waived by OHFA in writing. OHFA will accept requests for exception to specific requirements as noted throughout the document and as summarized in [Appendix A](#). Additionally, OHFA will evaluate certain aspects of the Standards that may require modification in order to meet the unique site, design or use of the development. In this event, OHFA will consider modification requests on a case by case basis.

All requests for exceptions shall be submitted using the [OHFA Exception Request form](#), shall include reasonable justification for the exception, and shall be submitted to OHFA on or before the date indicated in the respective program calendar. The OHFA staff architect will review requests and make a recommendation to the management team to accept, deny, or modify the exception. A final determination will be made by OHFA by the date indicated in the program calendars.

## Notice & Disclaimer

All requirements enumerated herein are exclusive of federal, state, and local law or regulation that may further dictate design requirements. If there is a conflict between the requirements of applicable codes and/or these Standards, the most stringent requirement will prevail. During the construction process, owners/developers and/or architects will be asked to certify compliance with applicable regulations.

Nothing in these Standards shall be construed to waive, override, modify, or extinguish any legal or regulatory responsibility, including those governing accessibility issues. OHFA will not certify project adherence to building code or other legal or design requirements. OHFA shall not, by the execution or performance of any architectural review function, assume liability or otherwise become responsible for any owner, developer, architect, construction contractor or other person's obligation; applicants and funding recipients are explicitly advised to seek independent legal advice regarding non-OHFA design and construction requirements particularly as they relate to accessibility.

## Penalties

Violations of the requirements set forth in these Standards, failure to honor commitments made in the application process, or other instances of noncompliance with OHFA requirements may result in any or all of the non-exhaustive sanctions as outlined in the [2020-2021 Qualified Allocation Plan](#).

## Definitions

Unless otherwise noted, all definitions shall be the same as the building code applicable to the construction type.

**Adaptive Reuse:** The renovation and reuse of an existing structure for a purpose other than that which it was originally built or designed for.

**Circulation Space:** The minimum path inside a building for access to living units, storage areas, common areas, ingress and egress areas, and other spaces designed for resident use.

- Examples: Hallways, stairways, and areas that lead to other rooms

**Common Space:** A room or space outside the residential living unit designed for resident use that does not impose a usage fee or participation in an activity for free enjoyment of the space.

- Examples:
  - Circulation space- hallways, elevators, lobby, etc.
  - Community space- meeting rooms, community rooms, multipurpose rooms, fitness center, etc.
  - Property management space- management offices

**Dedicated Program Space:** A room or space outside the residential living unit designed exclusively for tenant use that has a fixed, program-driven purpose. These spaces are not considered part of Common Space.

- Examples: Counseling space, wellness and health clinic areas, day care centers

**Design and Construction Features:** The tab in the applicant's Affordable Housing Funding Application (AHFA) or Gap Financing Application (GFA) that states all of the design-related features that will be included in the project. Compliance throughout the rest of the project period is checked against this information.

**Expected Useful Life (EUL):** The average amount of time in years that an item, component or system is estimated to function without material repair when installed new and assuming routine maintenance is practiced. EUL values are used in a capital needs assessment when assessing the current condition and remaining useful life of a system or component.

**Major Building Components:** Components that are significant to the building and its use, normally expected to last the useful life of the structure, and not minor or cosmetic. Examples of major building components are: roof structures, wall or floor structures, foundations, plumbing systems central heating systems, air conditioning systems and electrical systems.

**Net Rentable Area:** The sum of the unit area, balcony area, and tenant storage area.

**New Construction:** Site preparation for, and construction of, entirely new structures whether or not the site was previously occupied.

**Physical Capital Needs Assessment (PCNA):** An inspection and resulting plan for a property that provides detail on the property's current overall physical condition and identifies immediate physical needs, significant deferred maintenance, and an opinion of costs to remedy physical deficiencies.

**Remaining Useful Life (RUL):** Subjective estimate based upon observations, or average estimates of similar items, components, or systems, or a combination thereof, of the number of remaining years that an item, component, or system is estimated to be able to function in accordance with its intended purpose before warranting replacement. Such period of time is affected by the initial quality of an item, component, or system, the quality of the initial installation, the quality and amount of preventive maintenance exercised, climatic conditions, extent of use, etc.

**Safe Harbor:** An objective and recognized standard, guideline, or code that, if followed without deviation, ensures compliance with specific requirements. For purposes of the Standards, the term safe harbor is used in the context of the standards used for compliance with design and construction requirements of the Fair Housing Act and the standards used for compliance with Section 504.

**Substantial Rehabilitation:** Required repairs, replacements, and improvements that involve the replacement of two or more major building components. Total replacement is not required, but the greater part (at least 50 percent) must be replaced and that part must have used at least 75% of its EUL or have only 25% RUL.

**Support Space:** A room or space outside the residential living unit that is not intended for resident use.

- Examples: Mechanical areas, janitor closets, supply and mechanical storage areas

## OHFA Square Footage Calculation

Developments must use the following standards for measuring square footage:

- **Multifamily buildings**
  - Building Owners and Managers Association (BOMA) - Multi-Unit Residential Standard, Gross Method
- **Single-family, 1, 2, or 3-family dwelling, or townhome buildings**
  - BOMA - Gross Areas Standard

The area calculations for either of the above must include 100% of the building in which the project is contained regardless of whether that space is leased or condominiumized to another entity, and includes:

- All buildings, including those with HUD Building Identification Numbers (BINs)
- Free-standing community buildings
- Maintenance buildings and sheds
- Picnic shelters/gazebos
- Garages
- Carports
- Porches
- Commercial space
- Market rate unit space
- Manager unit space
- Common space
- Dedicated Program Space
- Tenant storage

The calculation should not include:

- Trash enclosures
- Concrete patios without roofs
- Sidewalks

All square footages must be calculated and certified in the Affordable Housing Funding Application (AHFA) or Gap Financing Application (GFA) by the Architect of Record.

## Code Compliance

All developments shall conform to the below requirements:

- **Developments with four or more units:**
  - [Ohio Administrative Code 4101:1 Board of Building Standards: Ohio Building Code](#), including any and all referenced codes
- **Developments with three or fewer units:**
  - [Ohio Administrative Code 4101:8 Board of Building Standards: Residential Code of Ohio](#), including any and all referenced codes

All developments must also conform to the requirements set forth in the following, as applicable:

- [Ohio Development Services Agency Residential Rehabilitation Standards](#)
- Local codes, zoning codes, and fire codes as required by the jurisdiction.
- If receiving funding from the HOME Investment Partnerships Program, developments must meet all requirements as outlined in [24 CFR §92.251 – Property Standards](#).
- If receiving funding from the National Housing Trust Fund, developments must meet all requirements as outlined in [24 CFR §93.301 – Property Standards](#).

## Adaptability & Accessibility

Developments may be subject to one or more of the below laws, depending on the date of construction, type of space, funding sources utilized, and other project-specific information. The burden of compliance rests with the person or persons who design and construct covered multifamily dwellings. In the application, during the construction process, and at project closeout owners/developers and/or architects will be required to certify compliance with applicable regulations.

### **Fair Housing Amendments Act of 1988 (FHA)**

- Applicable to all new multi-family housing consisting of four or more dwelling units per building built for first occupancy after March 13, 1991.
- If applicable, applicant must state in the AHFA which safe harbor will be used to demonstrate compliance with the Act's design and construction requirements.

### **Americans with Disabilities Act (ADA), Title II and Title III**

- Applicable to common areas open for public use, such as a property management or rental office and community room areas including the kitchen.
- If applicable, applicant must verify in the AHFA that the project will be constructed in accordance with the 2010 ADA Standards for Accessible Design.

### **Section 504 of the Rehabilitation Act of 1973 (Section 504)**

- Applicable to recipients of federal financial assistance, however, OHFA requires that all developments receiving OHFA funding meet the accessibility requirements of Section 504. This includes, but is not limited to:
  - Providing 5% of the dwelling units, or at least one unit, whichever is greater, as accessible for persons with mobility disabilities;
  - Providing an additional 2% of the dwelling units, or at least one unit, whichever is greater, as accessible for persons with hearing or visual disabilities;
  - Providing accessible units in a variety of unit configurations and distributed throughout the development and buildings; and
  - Providing accessible site features and common areas including but not limited to dumpsters, outdoor grills, parking, play areas, and community shelters.
- Applicant must state in the AHFA which standard will be used to demonstrate compliance with the requirements of Section 504 (Uniform Federal Accessibility Standards, 2010 ADA Standards, or an equivalent standard as defined in HUD's Deeming Notice).

When more than one law and accessibility standard applies, it is currently necessary for the recipient to determine on a section-by-section basis which standard affords greater accessibility.

Additionally, all projects must to comply with the accessibility requirements as outlined in the **Ohio Building Code, Chapter 4101:1-11**, which includes the use of **ICC/ANSI A117.1-2009** for the design and construction of accessible units.

## **Universal Design**

As defined by the Center for Universal Design, Universal Design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. OHFA recognizes the need to create housing that includes Universal Design features while maintaining aesthetics and affordability.

**Universal Design is encouraged but not required in OHFA-funded developments.** For developments seeking points for Universal Design in the Competitive HTC program only, a list of mandatory and optional Universal Design components can be found in [Appendix B](#) of these Standards, and in Appendix D of the [2020-2021 QAP](#). Applicants will designate which, if any, components of Universal Design will be incorporated into the development in the AHFA. The architect will also be required to clearly identify the location of each component in the architectural drawings. Before issuance of Form 8609, the applicant will be required to provide documentation

to OHFA evidencing the required number of units meet the Universal Design commitment made in the application.

## Sustainability

In addition to meeting all energy efficiency requirements as stated in the Ohio Building Code or Residential Code, all multifamily developments must obtain one of the below energy efficiency or green building certifications.

Evidence of final certification from a Home Energy Rating System (HERS) rater or the applicable green building rating system is required upon construction completion. At OHFA's discretion, exceptions may be granted for an otherwise qualified and licensed professional to verify compliance with these standards in projects unable to retain a HERS rater in their area.

### Energy Efficiency Certification

- ENERGY STAR certification, buildings permitted prior to 1/1/2021:
  - ENERGY STAR Multifamily High Rise program (Performance Path or Prescriptive Path);
  - ENERGY STAR Certified Homes program; or
  - ENERGY STAR Multifamily New Construction program, National Version 1.
- ENERGY STAR certification, buildings permitted on or after 1/1/2021:
  - ENERGY STAR Multifamily New Construction program, National Version 1

### Green Building Certification

Developments must utilize the most current version of the below certifications. The current version is the version applicable at the time of project application to the certifying body.

- Enterprise Green Communities
- Leadership in Energy & Environmental Design (LEED)
- ICC 700 National Green Building Standard (NGBS)

#### Requirements for Rehabilitation projects unable to obtain the above certifications

For projects that consist of rehabilitation and that are unable to meet the requirements to obtain one of the above energy efficiency or green building certifications, the project may use the OHFA Sustainability Overlay for Rehabilitation (“the Overlay”) as an alternative to meeting OHFA's requirements for sustainability.

For Competitive HTC projects selecting this option, the following are required in addition to the above:

- Certification by a HERS rater of the following:
  - The development meets or exceeds the higher of either the Overlay criteria or the current Ohio adopted standard; and
  - The post-construction blower door test demonstrates 150% improvement over the pre-rehabilitation test, up to 12 ACH.

## Site and Exterior Requirements

The below requirements apply to all projects. However, rehabilitation and adaptive reuse projects may request exceptions to the following:

- Durable Materials - Exterior

- Main Entry
- Sidewalks
- Outdoor Recreational Features

These requirements are specific to OHFA. They are in addition to all other applicable local and state codes, including those governing accessibility.

## 1. Durable Materials – Exterior

- 1.1. The elements in this section are required to be constructed with the following:
  - 1.1.1. Materials that have a 30-year Expected Useful Life (EUL) or longer, as defined by the OHFA EUL table found in [Appendix C](#);
  - 1.1.2. Materials that have a 30-year warranty that covers 75% or more of material replacement cost; or
  - 1.1.3. Any of the below pre-approved materials.
- 1.2. Materials that do not fall into any of the above categories must be approved by the OHFA architect.
- 1.3. Materials with a RUL of 50% or more or items in which the RUL of 50% equates to seven years or less, may be replaced with OHFA's approval through the Exception Request process.
- 1.4. If a conflict between any of the required durable materials and a green certification requirement exists, the highest durability standard that is compatible with certification shall prevail.
- 1.5. Pre-Approved Materials
  - 1.5.1. Exterior Walls
    - 1.5.1.1. Wood Stud
    - 1.5.1.2. Brick or block
    - 1.5.1.3. Manufactured Stone
    - 1.5.1.4. Metal Stud Framing
  - 1.5.2. Exterior Veneers
    - 1.5.2.1. Vinyl siding 0.042-0.055
    - 1.5.2.2. Portland cement stucco (EIFS prohibited)
    - 1.5.2.3. Fiber cement board
    - 1.5.2.4. Brick
    - 1.5.2.5. Thin Stone
    - 1.5.2.6. Thin brick (only if it is not metal lath)
    - 1.5.2.7. Laminated metal panels
  - 1.5.3. Roofing
    - 1.5.3.1. Preformed metal
    - 1.5.3.2. 30-year asphalt shingles
    - 1.5.3.3. 20-year membrane roof (EPDM, PVC, TPO)
  - 1.5.4. Insulation
    - 1.5.4.1. Must meet ASHRAE 90.1-2012 (or current Ohio adopted standard)
  - 1.5.5. Windows & Exterior Doors
    - 1.5.5.1. New and replacement windows and exterior doors must be Energy Star rated for zone 5 and wind rated for 90mph or DP-20 minimum
    - 1.5.5.2. Exterior doors shall be insulated core

## 2. Community Integration

- 2.1. Developments should coordinate with or complement the local architecture and promote resident integration with the broader neighborhood. They should be culturally appropriate for the population being served and the community in which they are situated. Design should promote community safety to the greatest extent practicable.

2.2. Street networks and sidewalks that are internal to the development site should connect to municipal or surrounding streets and sidewalks wherever feasible.

### **3. Gutters and Downspouts**

3.1. All downspouts shall empty onto concrete splash blocks with a positive slope away from the building or be piped to an appropriate location, unless an alternative design is dictated by the local code.

### **4. Main Entry**

4.1. All main entries shall have a roof or awning over the entry area.

### **5. Parking**

5.1. Where parking is provided, areas must be paved and graded for proper drainage as set forth in the HUD Minimum Property Standards.

### **6. Sidewalks**

6.1. All sidewalks along the accessible route must be a minimum of 5-feet in width.

### **7. Dumpsters**

7.1. Refuse collection stations must be screened with permanent enclosures.

7.2. Paved areas adjacent to the collection stations must be designed to provide adequate bearing for heavy garbage trucks.

### **8. Outdoor Recreational Features**

8.1. All developments are encouraged to contain or be located in close proximity to play space, walking paths, or other recreational features and amenities appropriate to the population being served.

8.2. If provided, play areas for younger children shall not be in isolated areas and shall be located to maximize safety.

8.3. For single family dwellings, yard space must be maximized for outdoor activities/play areas. Sidewalks or other walkways must be located at the edge of the yard space to the extent feasible.

## **Interior Requirements**

The below requirements apply to all projects. However, rehabilitation and adaptive reuse projects may request exceptions to the following:

- Durable Materials - Interior
- Major Building Components
- Common Areas
- Elevators
- Interior Doors
- Floor Coverings
- Unit Sizes
- Bedroom Sizes
- Bathrooms
- Kitchen & Appliances
- Laundry Facilities

These requirements are specific to OHFA. They are in addition to all other applicable local and state codes, including those governing accessibility.

### **1. Durable Materials – Interior**

1.1. The elements in this section are required to be constructed with the following:

1.1.1. Materials that have a 30-year Expected Useful Life (EUL) or longer, as defined by the OHFA EUL table found in [Appendix C](#);

- 1.1.2. Materials that have a 30-year warranty that covers 75% or more of material replacement cost; or
- 1.1.3. Any of the below pre-approved materials.
- 1.2. Materials that do not fall into any of the above categories must be approved by the OHFA architect.
- 1.3. Materials with a RUL of 50% or more or items in which the RUL of 50% equates to seven years or less, may be replaced with OHFA's approval through the Exception Request process.
- 1.4. If a conflict between any of the required durable materials and a green certification requirement exists, the highest durability standard that is compatible with certification shall prevail.
- 1.5. Pre-Approved Materials
  - 1.5.1. Countertops
    - 1.5.1.1. Plastic laminate on moisture resistant, high-density fiberboard substrates
  - 1.5.2. Cabinets and Drawers
    - 1.5.2.1. Solid wood doors/fronts
    - 1.5.2.2. Wood stile with plywood panel
    - 1.5.2.3. Plywood frame
  - 1.5.3. Residential Living Unit Floors
    - 1.5.3.1. Ceramic tile
    - 1.5.3.2. Wood
    - 1.5.3.3. Vinyl plank or tile
    - 1.5.3.4. Sheet vinyl
    - 1.5.3.5. Stained concrete
    - 1.5.3.6. Carpet, only if solution-dyed nylon with closed-cell and antimicrobial and water resistant backing. If a pad is required, a high-density pad shall be used.
  - 1.5.4. Drywall
    - 1.5.4.1. Moisture-resistant gypsum board ("paperless board") or equivalent must be used on all vertical and horizontal surfaces that are within four feet of any water sources where the drywall can be splashed, such as kitchen sink, next to water heater, and/or clothes washer.
    - 1.5.4.2. Water-resistant gypsum, when used on ceilings must be rated for the span.

## **2. Major Building Components**

- 2.1. Water Heaters
  - 2.1.1. Must meet ASHRAE 90.1-2012 or current Ohio adopted standard.
- 2.2. HVAC systems
  - 2.2.1. Must be Energy Star-rated and/or meet the specific energy efficiency requirements of the applicable green building certification.
  - 2.2.2. Must meet ASHRAE 90.1-2012 or current Ohio adopted standard.
  - 2.2.3. Package Terminal Air Conditioning (PTAC) units are permitted only in rehabilitation projects in which they currently exist. Sleeves must be replaced with composite nonconductive energy efficient type. PTAC ducts may not block controls or windows.
  - 2.2.4. All affordable units must be air conditioned.
  - 2.2.5. Stacked mechanical units, if used, must allow for the access, service, and replacement of one unit without the removal of another (for example, a furnace must be able to be repaired without the removal of an adjacent water heater).
- 2.3. Electrical components
  - 2.3.1. All light bulbs shall have a 10,000-hour minimum life.
  - 2.3.2. Residential fixtures shall use common lamp base type fixtures such as A-19 or tube bi-pin. Bases such as GU24 and similar specialty bases are prohibited in

residential areas and discouraged in multitenant buildings as well. LED lights are encouraged and required in all unheated areas.

- 2.3.3. Obsolete electrical panels must be replaced. This includes electrical panels that contain components that are not readily and commonly available at a reasonable cost. The PCNA must document panel size, make and manufacturer. Replacement panels must show load calculations with major load change such as HVAC.
- 2.3.4. In developments serving a family population, electrical outlets must be tamper resistant.

### 3. Common Areas

- 3.1. Community facilities such as offices, dining, mail pick-up, and other necessary functions shall be situated where they can be easily found by the residents. Most of these facilities shall be centrally located in close proximity of the primary entrance.
- 3.2. The maximum common area, using the Common Space definition for what constitutes common area, shall not exceed 20 percent of the total gross building square footage.
  - 3.2.1. This requirement does not apply to single-family homes, 1, 2, or 3-family dwellings, and townhomes, if the common area space is exclusively for use of the individual resident.
  - 3.2.2. This requirement does not apply to existing rental units, unless the footprint of the original building is expanded.
- 3.3. Hallways must be a minimum of 42" in width (new construction only).

### 4. Elevators

- 4.1. All developments that exceed three stories must have an elevator accessible to all residents.
- 4.2. Developments serving seniors or a PSH population shall not exceed one story unless the building has an elevator accessible to all residents.
  - 4.2.1. This requirement does not apply to single family homes, 1, 2, or 3-family dwellings, or townhouses.

### 5. Interior Doors

- 5.1. In projects involving new construction, interior doors shall meet the following requirements:
  - 5.1.1. Minimum 32" in width
  - 5.1.2. Solid wood or solid core (ex: particle board core, foam core)
  - 5.1.3. Lever-style handles
- 5.2. In projects involving rehabilitation or adaptive reuse, interior doors shall meet the following requirements:
  - 5.2.1. Existing doors, if replaced, shall be replaced with solid wood or solid core doors (ex: particle board core, foam core).
- 5.3. These requirements do not apply to closet or pantry doors.

### 6. Floor Coverings

- 6.1. Floor coverings shall be non-glare and slip resistant.
- 6.2. Carpet is **only** permitted in the following development types and locations:
  - 6.2.1. Management and social service office areas;
  - 6.2.2. Bedrooms in residential living units (except for Service Enriched housing developments);
  - 6.2.3. In senior developments, carpet is permitted in living/dining rooms only if a walk-off area is provided in front of any exterior/entry door.

### 7. Storage Space

- 7.1. All affordable units shall include adequate storage space for unit residents. OHFA recognizes that adequacy will vary by population served and construction type.

7.2. Storage space in accessible units must be equivalent to storage space in non-accessible units.

## **8. Unit Sizes**

8.1. All affordable units shall meet the following minimum size requirements:

8.1.1. 0-bedroom/Efficiency units (i.e. studio, efficiency): 450 square feet

8.1.1.1. New Construction: 450 square feet

8.1.1.2. Rehabilitation: 450 square feet

8.1.1.3. Assisted Living: 350 square feet

8.1.2. 1-bedroom units:

8.1.2.1. New Construction: 550 square feet

8.1.2.2. Rehabilitation: 500 square feet

8.1.2.3. Service Enriched: 450 square feet

8.1.2.4. Assisted Living: 450 square feet, or all HTC 1-bedroom units combined must average 500 square feet

8.1.3. 2-bedroom units:

8.1.3.1. New Construction: 750 square feet

8.1.3.2. Rehabilitation: 700 square feet

8.1.4. 3-bedroom units: 950 square feet

8.1.5. 4+ bedroom units: 1,100 square feet

8.2. Single-room occupancy units (SROs) are not permitted.

8.3. Senior Developments may not have any unit larger than two bedrooms.

8.4. Single-family homes must contain three or more bedrooms.

8.5. OHFA reserves the right to limit the size of units during the application review process.

## **9. Bedroom Sizes**

9.1. All affordable unit bedrooms shall meet the following minimum size requirements:

9.1.1. First bedroom: 120 square feet

9.1.2. Second bedroom: 100 square feet

9.1.3. Third+ bedroom: 100 square feet

9.2. OHFA encourages bedrooms on accessible floors wherever practical.

9.3. At a minimum, three- and four-bedroom affordable units shall support double occupancy in each bedroom under local zoning and building requirements.

## **10. Bathrooms**

10.1. For new construction only, affordable units must provide the following number of bathrooms based on unit size:

10.1.1. 0-bedroom units: 1 full bathroom

10.1.2. 1-bedroom units: 1 full bathroom

10.1.3. 2-bedroom units: Either 1 full bathroom or 1.5 bathrooms

10.1.4. 3-bedroom units: Either 1.5 bathrooms or 2 full bathrooms

10.1.5. 4+ bedroom units: 2 full bathrooms

10.2. All plumbing fixtures must have lever-style handles.

10.3. Any wall-hung sinks must have concealed floor and stud-braced carriers.

10.4. New construction multi-story townhomes must have an accessible bathroom or accessible half-bathroom on the accessible floor.

10.5. At least 50% of the 504 mobility units provided must have one roll-in shower.

10.6. Sink cabinets may be removable in accessible units. If removable cabinets are used, the flooring and walls underneath the cabinet must be finished.

## **11. Kitchen & Appliances**

11.1. All affordable unit kitchens shall include:

11.1.1. Either a stand-alone range that is at least 30-inches wide or a cooktop and wall oven;

- 11.1.2. An Energy Star-certified refrigerator (under-counter refrigerators will not be accepted);
- 11.1.3. An Energy-Star certified dishwasher (if provided); and
- 11.1.4. Plumbing fixtures with lever-style handles.
- 11.2. All kitchen appliances that are replaced or installed shall be new.
- 11.3. Kitchens in accessible units must have at least a 12" x 15" appliance-free counter-space adjacent to all appliances.
- 11.4. Sink cabinets may be removable in accessible units. If removable cabinets are used, the flooring and walls underneath the cabinet must be finished.
- 11.5. Kitchens in accessible units must have a work surface that does not exceed 34" in height, including the stove/cooktop.
- 11.6. Assisted Living units must be hard wired for a stove and located such that adding it does not require modification to the countertop or cabinet layout. A hood must be provided. Stove must be installed and made available at owner expense if requested by the resident and if doing so would not pose a health or safety risk to the requesting resident.

## 12. Laundry Facilities

- 12.1. All affordable units must include washer and dryer hookup unless laundry facilities are provided on-site.
  - 12.1.1. This requirement does not apply to Service Enriched, Assisted Living, or 0-bedroom units.
- 12.2. All clothes washers and clothes dryers provided by the property owner shall be Energy Star certified, excluding common area laundry facilities.

# Architectural Submission and Review Process

## Submissions and Correspondence

All communications related to the architectural review, including submission of architectural plans, must be sent to [arch@ohiohome.org](mailto:arch@ohiohome.org). State the project name as it appears in the AHFA/GFA and OHFA tracking number in the subject line, and carbon copy the project's development analyst on the email. If documents are too large to be sent via email, they must be submitted on a compact disc. **OHFA is not able to accept submissions through file transfer protocol sites.**

All drawings and specifications must be prepared under direct supervision of an Ohio Licensed (active and current) Architect in accordance with the Architectural Practice Act, bear the license number of the architect, and if the architect is part of any business structure other than a sole proprietorship, he or she must include the Project Design Firm registration number on the drawings. The drawings are required to be signed and sealed by the design architect ("Architect of Record").

## Review Process

It is highly recommended that OHFA staff be involved in the design concept at the earliest stage possible to provide guidance through the review process.

Applicants must receive design approval from OHFA before proceeding with any element of construction or rehabilitation. OHFA will review plans for conformity to the requirements contained herein which include but are not limited to appropriateness for occupancy served, functionality, life safety, durability, quality of life, and scope of work. The development shall not change, convert,

modify, reconfigure, or otherwise alter the number of bedrooms and the size of those bedrooms without prior written approval from OHFA.

OHFA may complete a joint architectural review with any other governmental entity involved in the project, including but not limited to USDA, HUD, SHPO, and local governments.

Decisions made by the OHFA Staff Architect may be appealed to the Operations Manager in writing. Appeals must be specific and, where appropriate, cite to the governing regulation that conflicts with the Staff Architect decision.

## Required Documents - Preliminary Architectural Submission

At minimum, the proposal application architectural submission must include all of the following:

- The DCF tab of the proposal AHFA/GFA, completed and submitted as a pdf.
- The Construction Certification tab of the proposal AHFA/GFA, signed and submitted as a pdf.
- Exception Request form(s), if applicable.
- Preliminary drawings, which shall include all of the following:
  - Cover sheet with name of development, development address, development team, drawing index, code information, and table indicating unit schedule (including accessible, adaptable and sensory impaired units), types and sizes;
  - Site plan, including parking data and layouts;
  - Landscape plan;
  - Dimensioned floor plans with room designations and proposed finishes;
  - Exterior elevations with material notations;
  - Typical wall sections (new construction only); and
  - Schematic Drawings and/or specifications for HVAC, plumbing, and electrical or similar items included in the scope of work.

Preliminary drawings, described above, shall be submitted in all of the following formats:

- Electronic format (pdf)
  - Single PDF file for all drawings specified above.
  - Separate PDF for specifications.
- Hard copy
  - Full set of architectural plans, 11"x17" scaled to fit.

Upon request only, preliminary drawings shall be submitted in DXF R-14 format or DWG AutoCAD R-14 format.

## Required Documents - Final Architectural Submission

Final applications must include 80 percent complete permit sets, including final plans for all trades. Unless approved by OHFA, the plans must include the project name as submitted with the proposal application and OHFA tracking number. The submission must show conformity to the preliminary submittal, including the information included within the Design and Construction Features tab of the AHFA.

At minimum, the final application architectural submission must include all of the following:

- The DCF tab from the final AHFA included/incorporated into the front of the 80% plan sets. Information on the DCF tab must be updated, if needed, from the proposal application submission, and match the information in the 80% plans.
- The Construction Certification tab of the final AHFA, signed and submitted as a pdf.
- Verification that the drawings comply with any and all accessibility, energy efficiency, universal design, and/or green building requirements required for the development or committed to in the application for funding.
- Asbestos, mold, lead-based paint considerations as required.
- Items required to be completed per Phase I or II Environmental Site Assessment, or per applicable Environmental Review performed by OHFA.
- Plan sets, which shall include all of the following:
  - Site plans
  - Interior and Exterior elevations
  - Dimensioned floor plans
  - Wall sections (if applicable)
  - Structure (if applicable)
  - Finishes
  - Details
  - Mechanical plans
    - Drawings must have a dimensioned plumbing plan and control points located for rough-in site verification. All pipes-through-floor and the walls they are intended to be located within must be dimensioned.
    - OHFA strongly encourages a surveyor to locate wall and through-slab pipe penetrations. Foundation over dig must be filled with insulation or forms and then back filled.

Plan sets, described above, shall be submitted in all of the following formats:

- Electronic format (pdf)
  - Separate, single PDF files for drawings including all site plans, dimensioned floor plans, elevations, wall sections, structure, finishes, details and mechanical plans.
  - Separate PDF file for specifications.
- Electronic format (AutoCAD)
  - Dimensioned floor plans only, submitted in DXF or DWG AutoCAD R-14 format.
    - It is preferred that the project architect's polyline area lines be included.
    - If drawings are externally referenced (xref), submissions must be bound (xbind) prior to creating files for OHFA.
    - Proprietary authorship information such as title blocks, Architecture seals, etc. should be removed.
    - DXF should be generated from the base file and not a plan sheet file.
- Hard copy
  - Full set of architectural plans, 11"x17" scaled to fit.

## Monitoring & Compliance

### Construction Monitoring

The OHFA Project Administration team ensures that construction progresses according to schedule and that the recipient fulfills all terms of the funding agreements and related policies. Staff will conduct periodic site visits during construction to provide technical assistance, verify that

the project is on schedule to meet required deadlines, and to ensure requirements of the various funding sources are being met.

For projects utilizing HDAP funds, staff will also review construction costs, progress, third-party inspection reports and change orders as part of each request for funds. OHFA may request copies of change orders if additional information is needed to verify project costs or to verify that commitments made by the recipient during the application process will still be met.

The development shall notify OHFA of any substantial changes in plans, scope, or materials that are contemplated after submitting 80 percent plans and throughout construction of the project. This includes any damages, fires, or environmental issues that adversely impact the project, project completion or occupancy. Notifications shall be made through the existing Quarterly Construction Monitoring report form, which will be updated to include an option for Notification of Construction Changes. OHFA staff will provide a response within two weeks.

### Notification of Construction Start

Projects shall notify OHFA when construction begins and should invite an OHFA representative to any pre-construction meetings. Regular communication with the Project Administration team ensures that projects meet all the necessary requirements and are completed on time.

### Quarterly Construction Monitoring Reports

All developments utilizing HTC or HDAP funds are required to complete the OHFA Quarterly Construction Monitoring Report (the Report), available on the OHFA [Project Administration](#) webpage. The Report must be submitted quarterly beginning the first quarterly reporting period following either OHFA Board approval or actual construction start, whichever is earlier. Reports are due January 1, April 1, July 1, and October 1 of each year until the project is placed into service. OHFA reserves the right to suspend disbursement of funds if the Report is not submitted.

### Construction Completion

OHFA Project Administration staff will conduct a construction closeout visit once construction is substantially complete to verify all required and committed components have been constructed and that the development meets life safety requirements.

In addition, the following documents are required to be submitted to OHFA with the request for HDAP project closeout and/or issuance of Form 8609:

- Certificate(s) of Occupancy (or Final Inspection from the governing jurisdiction, if applicable);
- AIA G704 Certificate of Substantial Completion;
- Evidence of final certification from Energy Star, Enterprise Green Communities, LEED, or NGBS;
- Verification that architectural/design requirements that were committed to as part of the Competitive HTC process, such as Exceptional Development criteria, exercise and wellness features, aging in place components, or universal design components, have been completed; and
- Verification that any unresolved site-specific mitigations as specified in the project's environmental review clearance letter from OHFA have been completed (HDAP and 811 only).

Project closeout and issuance of Form 8609 will not occur until the above have been submitted and reviewed by OHFA and any remaining issues have been resolved.

# APPENDIX A: EXCEPTION REQUESTS

## New Construction

All items in the [Site and Exterior Requirements](#) and [Interior Requirements](#) sections are **required** for developments involving new construction. Requests for exceptions may only be submitted for the following:

- Items that are subject to non-OHFA (such as local codes or design standards, funding source, etc.) requirements that may conflict with these Standards; or
- Items that are unable to be complied with for a compelling reason, as fully described by the applicant in the Exception Request form.

Exception requests will be reviewed on a case-by-case basis and must include supporting documentation to justify the request. As noted in the [Exceptions](#) section, The OHFA staff architect will review requests and make a recommendation to the management team to accept, deny, or modify the exception. A final determination will be made by OHFA by the date indicated in the program calendars.

## Rehabilitation and Adaptive Reuse

Projects involving rehabilitation or adaptive reuse may seek an exception to certain requirements in the [Site and Exterior Requirements](#) and [Interior Requirements](#) sections as noted below if able to evidence that incorporating a specific element is infeasible. The exception request must include adequate supporting documentation to demonstrate how incorporation of the element is infeasible.

- Durable Materials - Exterior
- Main Entry
- Sidewalks
- Outdoor Recreational Features
- Durable Materials - Interior
- Major Building Components
- Common Areas
- Elevators
- Interior Doors
- Floor Coverings
- Unit Sizes
- Bedroom Sizes
- Bathrooms
- Kitchen & Appliances
- Laundry Facilities

Rehabilitation and adaptive reuse projects may also request exceptions to the following:

- Universal Design mandatory components (if seeking competitive points through the Competitive HTC program)
- Items with 75% or more RUL (if replacement required for green certification)
- Accessibility requirements (if compliance is technically infeasible)

## Historic Preservation

If a project's development budget includes federal and/or state historic tax credits, the applicant is not required to submit an Exception Request form for approval in advance of the proposal application.

The Exception Request form must still be completed only to identify those areas in which the project cannot meet OHFA's requirements. The form shall be submitted with the proposal application, physically attached to the preliminary plans. OHFA will work with the State Historic Preservation Office (SHPO) to ensure those OHFA requirements that can be met, will be met.

## Submission Requirements

Applicants will be required to submit the request using the OHFA Exception Request form found on the OHFA website and must provide supporting documentation as necessary to justify the request. The form specifies all required items needed for submission.

## Deadlines

Applicants must reference the applicable program guidelines to determine when exception requests are due. All requests for design exceptions are due prior to the applicable application deadline, *with the exception of the following which may be submitted with the application:*

- Developments utilizing federal or state historic tax credits; or
- Developments applying for 4% tax credits only (non-BGF); or
- Existing multifamily rental rehabilitation developments seeking an exception to minimum unit size and/or minimum bedroom size requirements.

In the above cases, the Exception Request form for these items must still be completed but shall be submitted with the application instead of in advance, physically attached to the preliminary plans.

## APPENDIX B: UNIVERSAL DESIGN COMPONENTS

**Competitive HTC only:** Developments seeking points for Universal Design must incorporate all mandatory components (marked with an asterisk) in all units, as well as the specified number of additional components required for points. Exception requests for mandatory components will be accepted for rehabilitation projects.

OHFA will accept proposed universal design features beyond the provided list relevant and necessary to the applicant's development. The applicant will be required to clearly describe the additional feature and provide justification for the necessity of its inclusion. The evaluation, acceptance, and classification of universal design proposals is the sole discretion of OHFA.

Universal Design is not a safe harbor for other required accessibility codes such as ANSI A117.1, UFAS or the Fair Housing Act. It should be used as a supplement to required accessibility codes and building codes.

### Entry

- ✓ \*36"-wide (minimum) entry door with lever-style handle (mandatory for NC only)
- ✓ \*Minimum 5' x 5' level clear space inside and outside entry door
- ✓ \*Adequate non-glare lighting at walkways, accessible routes, and exterior spaces
- ✓ \*Adequate lighting both inside and outside the building and unit entrance
- ✓ \*High visibility address numbers (both building and exterior units)
- ✓ \*Overhead weather protection at entrances (mandatory for NC only)
- Built-in shelf/bench/ledge located outside the door
- Non-slip surfaces on walkways and entryways
- Primary unit entry with an accessible/dual peephole and backlit doorbell
- Door locks that are easy to operate, such as keyless locks with remote control or keypad
- No-step entry (1/2" or less threshold) at main entrance

### Interior Stairs and Hallways

- ✓ \*Adequate lighting to illuminate all stairway(s), landings, and hallway(s)
- ✓ \*Hallways with a minimum width of 42"
- ✓ \*Anti-slip strips on front edge of steps in color-contrast material
- Color contrast between stair treads and risers
- Handrails on both sides of interior stairs

### Interior Doors

- ✓ \*34"-wide (minimum) doors leading to habitable room, allowing for a 32" minimum clearance
- ✓ \*Lever-style door hardware on all interior doors
- ✓ \*Interior maximum door threshold of ¼ inch beveled or flush
- Pocket doors with easy-to-grip handles

### Faucets

- ✓ \*Anti-scald faucets with lever handle for all sinks, bathtubs, and showers

- ✓ \*Pressure balanced faucets

## Electrical

- ✓ \*Thermostat and control panels that are easy to read and simple to operate
- ✓ \*Rocker, touch light, or hands-free switches
- ✓ \*Extra electrical outlets (for medical equipment or rechargeable items, etc.) placed 18" to 24" above finished floor (bedroom only)
- Lighted switches visible in the dark
- Switched outlets for lamps, etc. to be turned on with wall switch
- Electrical outlets, phone jacks, and data ports at least 18" above finished floor
- Light switches between 44"-48" above finished floor; thermostats no more than 48" above finished floor
- Clear access space of 30" by 48" in front of switches, outlets, and controls
- Audible and visual alarms for smoke/fire/carbon monoxide in all code-required accessible areas and all units

## Bathrooms

- ✓ \*Countertops with beveled/radiused corners
- ✓ \*Adjustable-height showerhead or hand-held showerhead with flexible hose and easily operable controls
- ✓ \*Non-glare lighting at vanities
- A full- or half-bath on the main floor with clear floor space of 30" x 48"
- Overhead light fixture in tub/shower
- Mirror(s) placed for both standing and sitting, such as a full-length or tilting mirror
- Toilet centered at least 18" from any side wall, tub, or cabinet
- In at least one bathroom per unit:
  - Low-threshold or curbless shower at least 5' x 3' OR ADA bathtub with seat
  - Clear knee space (at least 27" high) under sink. May be open knee space or achieved by means of removable vanity or fold-back or self-storing doors. Pipe protection panels must be provided to prevent contact with hot or sharp surfaces.
  - Grab bars, or wall-blocking for future installation of grab bars, in tub/shower, and toilet. Grab bars must be properly anchored and supported.

## Kitchen

- ✓ \*At least 15" clear space on each side of stove, sink, and one side of fridge
- ✓ \*Loop handles on drawers and cabinets
- ✓ \*Non-glare task lighting to illuminate sink, stove, and work areas
- Adjustable height shelves in wall cabinets
- Base cabinets with pull out drawers
- Pull-out work surface near the oven, refrigerator and/or microwave.
- Visual contrast at front edge of countertop or between the countertop and the cabinets
- Side-by-side refrigerator-freezer
- Cooktop/range with front or side-mounted controls (senior units only)
- Extra outlets for small appliances, electronics, etc.

- Clear knee space (at least 27" high) under sink, counters, and/or cook tops. If under sink, pipes must have protection and may not be in the required knee space. May be open knee space or achieved by means of removable base cabinets or fold-back or self-storing doors.

## Closets/Storage

- Area is well-lit with a switch located outside the space
- Doors and handles that are easy to operate. No bi-fold or accordion-type doors.
- Adjustable-height shelving and/or closet rods OR clothes rods installed at multiple heights
- Pull out-shelves, rollout cabinets, and other easy to access storage components

## APPENDIX C: OHFA EUL Table

SITE SYSTEMS	Type	Family	Senior	Action (replace unless otherwise noted)
<b>Roadways</b>	Asphalt (sealing)	5	5	Seal
	Asphalt	25	25	Resurface
	Gravel	15	15	Pave with Asphalt or Concrete
<b>Parking</b>	Asphalt	25	25	Resurface
	Gravel	15	15	Pave with Asphalt or Concrete
<b>Pedestrian Paving</b>	Bituminous	15	15	Resurface
	Concrete	30	30	Replace
<b>Retaining Walls</b>	Concrete	20	20	Fill cracks/Repoint
	Masonry	15	15	Fill cracks/Repoint
	Wood	15	15	Replace
	Stone	15	15	Fill cracks/Repoint
<b>Dumpsters</b>		10	10	
<b>Dumpster Enclosures</b>		10	10	Fence only
<b>Earthwork</b>		50+	50+	
<b>Mail Facilities</b>		10	10	
<b>Landscaping</b>		50+	50+	
<b>Fencing</b>	Chain link	25	25	
	Vinyl post & panel	25	25	
	Stockade	15	15	
	Post and rail	15	15	
<b>Irrigation Systems</b>		30	30	
<b>Site Electrical Main</b>		40	40	
<b>Emergency Generator</b>		15	15	
<b>Sanitary Treatment</b>		40	40	
<b>Lift Station</b>		50	50	

Site Sanitary Lines		40	40	
Site Sewer Main		40	40	
Site Water Main		40	40	
Storm Drain Lines		40	40	
Catch Basin		40	40	
Site Gas Main		40	40	
Site Lighting		25	25	
Site Power Distribution		40	40	
Built Improvements (Playgrounds/Site Furniture)		20	20	
Basketball Courts		15	15	
Tennis Courts		15	15	Resurface
Transformer		30	30	
Water Tower		50+	50+	
Solar Systems	Electric panel	40	40	
	Solar water heater	15-20	15-20	
Tankless Water Heater- Whole Building Systems	Electric	20+	20+	
	Gas	15-20	15-20	
Tankless Water Heater- Individual Units	Electric	20+	30+	
	Gas	15-20	20-25	
<b>BUILDING EXTERIORS</b>	<b>Type</b>	<b>Family</b>	<b>Senior</b>	<b>Action (replace unless otherwise noted)</b>
Porches		50	50	Paint after 5 years
Wood Decks		20	20	Paint after 5 years
Storage Sheds		30	30	Paint after 5 years

<b>Carports</b>		40	40	
<b>Garages</b>		50+	50+	
<b>Canopies</b>	Wood/Metal	40	40	
	Concrete	20	20	
<b>Foundations</b>		50+	50+	
<b>Waterproofing Foundation</b>		50+	50+	
<b>Building Mounted Exterior Lighting</b>		6	10	
<b>Building Mounted HID Lighting</b>		6	20	
<b>Bulkheads</b>		6	20	
<b>Ceilings, Exterior or Open</b>		5	5	Paint
<b>Chimney</b>		25	25	Paint
<b>Exterior Common Doors</b>	Aluminum & Glass	30	30	Door only
	Solid core (wood or metal)	20	20	Door only
	Automatic	15	30	Door & mechanism
<b>Exterior Stairs</b>	Wood	30	30	Replace
	Filled metal pan	20	20	Replace
	Concrete	25	25	Replace
<b>Basement Stairs</b>		50+	50+	
<b>Fire Escapes</b>		40	40	Resecure
<b>Exterior Unit Doors</b>		25	25	
<b>Windows – All Types</b>		20	20	Replace for Energy Efficiency
<b>Exterior Walls</b>	Aluminum siding	15	15	Prep/paint
	Brick or Block	40	40	Repoint
	Stone veneer (Brownstone)	20	20	Waterproof & caulk
	Glass block	15	15	Recaulk

	Granite block	40	40	Repoint
	Metal/Glass curtain wall	10	10	Recaulk
	Precast concrete panel	15	15	Recaulk
	Vinyl siding 0.030 to 0.040	15	15	Replace as required
	Vinyl siding 0.042-0.055	30	30	Replace as required
	Wood siding/shingles	5	5	Prep & paint/stain
	Latex stucco (EIFS)	5	5	Prep & paint/stain
	Portland cement stucco	30	30	Repair cracks
<b>Parapet Wall</b>		30	30	
<b>Storm/Screen Doors</b>		7	15	
<b>Storm/Screen Windows</b>		20	20	
<b>Window Security</b>		40	40	
<b>Windows (Frames &amp; Glazing)</b>		30	30	
<b>ROOF</b>	<b>Type</b>	<b>Family</b>	<b>Senior</b>	<b>Action (replace under otherwise noted)</b>
<b>Roof Covering</b>	Aluminum shingles	40	40	
	Asphalt shingles	30	30	
	Built up (BUR)	20	20	(subject to waiver)
	Membrane	20	20	(subject to waiver)
	Preformed metal	40	40	
	Shingles (Slate, Tile, Clay, etc.)	50+	50+	
	Wood shingles	N/A	N/A	
<b>Roof Drainage Exterior (Gutter &amp; Fascia)</b>		25	25	Replace
<b>Roof Drainage Interior (Drain Covers)</b>		50+	50+	Replace
<b>Roof Structure</b>		50+	50+	

<b>Roof Railings</b>		10	10	Repaint
<b>Hatches/Skylights</b>	Access hatch	30	30	
	Smoke hatch/ Skylight	25	25	
<b>Service Doors</b>		25	25	
<b>Soffits</b>	Wood/Stucco/ Concrete	5	5	Repair/repaint
	Aluminum or Vinyl	25	25	Replace
	Concrete	50+	50+	Replace