

## Design and Construction Features Form 2022 Housing Development Gap Financing Applications

### INSTRUCTIONS

1. The architectural entity with whom the owner and developer contracted with to provide architectural services will complete the form and obtain all required signatures for the certifications.
2. The project applicant will submit the completed and signed form with the Notice of Intent to Apply.
3. If funded, the project applicant will complete and submit the form again with their full application with all changes from what was submitted at Intent to Apply clearly identified.
4. A copy of the final, completed form must also be included in the 80% percent plan sets, copied onto the page(s) following the cover sheet, submitted with the full application package.

All communications related to the architectural review, including submission of architectural plans, must be sent to [arch@ohiohome.org](mailto:arch@ohiohome.org).

#### *Helpful links:*

- [2022 Design and Architectural Standards](#)
- [2022 HDGF Exception Request Form](#)
- [2022 Multifamily Underwriting Guidelines](#)
- [HDGF Program Guidelines](#)

### SUBMISSION REQUIREMENTS

#### Notice of Intent to Apply

The following items must be submitted with the Notice of Intent to Apply:

- This form, completed and signed.
- Exception Request form(s), if applicable.

#### 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 Notice of Intent to Apply** and **OHFA tracking number**. The submission must show conformity to the information included within this form.

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

- This form, completed and signed. Information included in this document must match the information in the 80% plans.
  - This includes signed Construction Certification pages, verifying that, as applicable, the drawings comply with any and all accessibility, energy efficiency, and/or green building requirements required for the development or committed to in the application for funding.
- Asbestos, mold, radon, and 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's environmental consultant.
- Plan sets, which shall include all of the following:

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NAME OF PROPOSED DEVELOPMENT:

DATE OF SUBMISSION:

ADDRESS OF PROPOSED DEVELOPMENT:

- 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 relative to the foundation where they must align with walls and/or islands above. (new construction and adaptive reuse only)
  - 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 per geotechnical reports.

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, single PDF file for specifications.
- Electronic format (AutoCAD)
  - Dimensioned floor plans only, submitted in DXF or DWG AutoCAD R-2017 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. **Full size plans will not be accepted.**

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## A. DEVELOPMENT INFORMATION

- a. Development Name:
- b. OHFA Tracking Number:
- c. Address:
- d. City:
- e. Zip Code:
- f. Population Served:
- g. Construction Type:
- h. Wage Rate Requirements: If federal or state funds are utilized in the proposed development, select any regulations that apply to the proposed development.
  - Davis Bacon and related acts: Davis Bacon Act prevailing wage provisions apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for construction, alteration or repair (including painting and decorating) of public buildings or public works.
  - Ohio Prevailing Wage: Ohio's prevailing wage laws apply to all public improvements financed in whole or in part by public funds when the total overall project cost is fairly estimated to be more than \$200,000 for new construction or \$60,000 for reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting.
  - HUD Section 3 Requirements: Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 requiring that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low or very low-income residents in connection with projects and public works.
  - None of the above are applicable

## B. PROJECT CONTACTS

- a. Architect of Record
  - Company:
  - Name:
  - Phone:
  - Email:
- b. Developer
  - Company:
  - Name:
  - Phone:
  - Email:
- c. Owner
  - Company:
  - Name:
  - Phone:
  - Email:

## C. DEVELOPMENT DETAILS

- a. Number of sites:
- b. Number of residential buildings:
- c. Number of accessory buildings:
- d. Date built:
  - For proposals involving acquisition rehabilitation or adaptive reuse, please specify the year the building(s) were originally constructed. For multiple building proposals or scattered site projects, a range of dates may be provided.
- e. Date first occupied:
  - Year development was or will be occupied. For multiple building proposals or scattered site projects, a range of dates may be provided.
- f. Site acreage:
- g. Total # units:
- h. Total # low-income units:
- i. Number of efficiency units:
- j. Number of one-bedroom units:
- k. Number of two-bedroom units:
- l. Number of three-bedroom units:
- m. Number of four-bedroom units:
- n. Building/Zoning variances received:

## D. FLOOR AREA DETAILS

<i>Space</i>	<i>GSF</i>	<i>Notes</i>
<b>Gross Square Footage of all Buildings</b>		<i>Measured from exterior face of exterior building; includes structured exterior spaces (stair, balcony, portico).</i>
<b>Total Number of Low Income Units</b>		
<b>Commercial Space Condominium Areas:</b>		<i>Legally separate space under control of another program or condominimized legal separation.</i>
<b>Commercial Areas and Fee-Driven Space:</b>		<i>Includes spaces for which residents must pay a fee for use/access (garages, storage).</i>
<b>Market Rate Unit Area:</b>		<i>Must include lofts, mezzanine and restricted headroom areas</i>
<b>Low Income Unit Area:</b>		<i>Must include lofts, mezzanine and restricted headroom areas</i>
<b>Managers Unit Area:</b>		<i>Must include lofts, mezzanine and restricted headroom areas</i>

<b>Common Area (Public):</b>		<i>Public restrooms, community rooms, libraries, offices, meeting rooms, kitchens, car canopy, portico, fitness rooms, laundry, mailboxes.</i>
<b>Common Area (Circulation):</b>		<i>Public hallways, stairways, and corridors to residential units.</i>
<b>Dedicated Program Space:</b>		<i>Counseling space, wellness and health clinic areas, day care centers, etc.</i>
<b>Limited Common Area (Private):</b>		<i>Exterior spaces with access only through residential unit. i.e. balcony/porch/deck (patios without roof are not included).</i>

<b>Support:</b>		<i>Electrical, mechanical, elevator room, sprinkler room, janitorial, trash, maintenance, storage that is not for tenant use, free standing maintenance buildings.</i>
<b>Tenant Storage:</b>		<i>Tenant storage outside of unit.</i>
<b>Major Vertical Penetrations:</b>		<i>Includes duct shafts, stair shaft, elevator shaft, space open to below.</i>
<b>Structured Parking / Garage:</b>		<i>Attached or detached garage that residents do not pay a fee for.</i>
<b>Basement:</b>		<i>Includes spaces with a minimum of 7' clear head height. Spaces less than 7' are crawl spaces per RCO 305.</i>

**TOTALS**

<b>Non-Low Income Floor Area</b>		<i>Commercial Space Condo Areas + Commercial Areas + Market Rate Unit Area</i>
<b>Low Income Floor Area</b>		<i>LI unit area + Common Area (Circulation) + Limited Common Area (Private) + Tenant Storage</i>
<b>% Common Area</b>		<i>Common Area (Public) + Common Area (Circulation) / Gross Square Footage</i>
<b>Net Rentable Square Footage</b>		<i>Gross Square Footage - Non-Low Income floor area</i>
<b>Average Net Rentable SQFT per LI Unit</b>		<i>Net Rentable Square Footage/ Total number of Low Income Units</i>

The following items should **not** be included in any of the above square footages:

- Trash enclosures
- Concrete patios without roofs
- Sidewalks

## E. ADAPTABILITY AND ACCESSIBILITY

All developments must be designed and constructed to comply with all local, state, or federal accessibility guidelines that apply.

- a. All developments 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.
    - Yes, the project will comply with the accessibility requirements as outlined in the Ohio Building Code.
  
  - b. All developments receiving OHFA funding must meet the accessibility requirements of **Section 504**. Identify the implementing standard the development will utilize to demonstrate compliance with Section 504 requirements (select one):
    - Uniform Federal Accessibility Standards (UFAS)
    - 2010 ADA Standards for Accessible Design under Title II of the ADA, except for certain specific identified provisions, as detailed in HUD’s Notice on “Instructions for use of alternative accessibility standard,” published in the Federal Register on May 23, 2014 (“Deeming Notice”).
    - An equivalent standard as defined in HUD’s Deeming Notice (such as ICC/ANSI A117.1-2009)
  
  - c. Developments may be subject to the **Fair Housing Act** design and construction requirements. If the development is subject to the Fair Housing Act design and construction requirements, verify that the project will be designed and constructed to meet the requirements of the Fair Housing Act and that all units, other than the accessible units, will be designed and constructed as ANSI Type B units.
    - Yes, the project will be designed and constructed to meet the requirements of the Fair Housing Act and all units, other than the accessible units, will be designed and constructed as ANSI Type B units.
  
  - d. Number of 504 mobility units required:
  - e. Number of 504 sensory units required:
  - f. Number of 504 mobility units provided:
  - g. Number of 504 sensory units provided:
  
  - h. Number of accessible parking spaces:
  
  - i. Total number of non-conforming accessible units & reason: (only applicable to adaptive reuse or rehabilitation projects if full compliance is technically infeasible. Exception request must have been submitted.)
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## F. SUSTAINABILITY

- a. Developments must meet all energy efficiency requirements as stated in the **Ohio Building Code or Residential Code**.
- Yes, development will meet all energy efficiency requirements as stated in the Ohio Building Code or Residential Code.
- b. In addition, all multifamily developments must obtain one of the below **energy efficiency or green building certifications**. Select which certification will apply to the development.
- |   |  |
|---|--|
| <input type="checkbox"/> Energy Star MFHR Performance Path                          | <input type="checkbox"/> Energy Star Certified Homes     |
| <input type="checkbox"/> Energy Star MFHR Prescriptive Path                         | <input type="checkbox"/> Energy Star MF New Construction |
| <input type="checkbox"/> LEED Certified   | <input type="checkbox"/> LEED Gold                       |
| <input type="checkbox"/> LEED Silver  | <input type="checkbox"/> LEED Platinum                   |
| <input type="checkbox"/> ICC 700 NGBS Bronze  | <input type="checkbox"/> ICC 700 NGBS Gold               |
| <input type="checkbox"/> ICC 700 NGBS Silver  | <input type="checkbox"/> ICC 700 NGBS Emerald            |
| <input type="checkbox"/> 2020 Enterprise Green Communities                          |  |
| <input type="checkbox"/> OHFA Limited Scope Rehabilitation Sustainability Standards |  |

## G. EXCEPTION REQUESTS

Select the items an Exception Request form has been submitted for.

- No requests for exception were submitted for this development.

### New Construction

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

### Rehabilitation or Adaptive Reuse

- |   |   |
|---|---|
| <input type="checkbox"/> Accessibility requirements (if compliance is technically infeasible)         | <input type="checkbox"/> Common Areas         |
| <input type="checkbox"/> Items with 75% or more RUL (if replacement required for green certification) | <input type="checkbox"/> Elevators            |
| <input type="checkbox"/> Durable Materials - Exterior   | <input type="checkbox"/> Interior Doors       |
| <input type="checkbox"/> Main Entry   | <input type="checkbox"/> Floor Coverings      |
| <input type="checkbox"/> Sidewalks  | <input type="checkbox"/> Unit Sizes           |
| <input type="checkbox"/> Durable Materials - Interior   | <input type="checkbox"/> Bedroom Sizes        |
| <input type="checkbox"/> Major Building System Subcomponents  | <input type="checkbox"/> Bathrooms            |
|   | <input type="checkbox"/> Kitchen & Appliances |
|   | <input type="checkbox"/> Laundry Facilities   |





e. **Address any issues raised in the Physical Capital Needs Assessment (PCNA) and Scope of Work report(s) in the space provided below.** Include information for all developments proposing rehabilitation of existing units or the adaptive reuse of a building at proposal submission, especially where the scope of work and PCNA do not agree.

f. **SITE AND BUILDING COMPONENTS**

For each item listed below, provide a brief description of the specific improvements that will be incorporated in the proposed development. Attach additional pages if needed.

If no improvements will be made to the item, provide a description of their current state.

- Site Work (including security):

- Concrete:

- Masonry:

- Metals:

- Carpentry:
  
- Thermal and Moisture Protection:
  
- Doors and Windows:
  
- Finishes and Appliances:
  
- Furnishings:
  
- Plumbing:
  
- HVAC:
  
- Electrical:

## I. CERTIFICATION

*We represent, warrant and certify to OHFA that the following does and will apply to the proposed development:*

The Development will be designed and constructed to meet the requirements of all applicable laws, codes, program guidelines, as well as the OHFA Design and Architectural Standards and specific features applicable to the project as outlined in this form. This includes any and all local, state, or federal accessibility laws that currently exist and apply to the project. Any additional cost of construction required for the Development to be in compliance with any of these laws has been included in the development budget.

By signing this document, the owner, architect, and general contractor certify that the plans, specifications, and features submitted as part of this application will become a minimum standard for the proposed development. This hereby becomes a binding agreement for the actual construction intent if the development is awarded OHFA funding.

OHFA does not take responsibility for design, construction, and plan review or any other municipal or building department review or approval and in no way does this agreement supersede any requirement by such jurisdictions.

OHFA reserves the right to verify compliance with agreed-upon features including durability of materials, accessibility, green building requirements and energy efficiency components.

### 1. Architect:

**I certify that the plans, specifications, and scope of work for the Development meet, and will continue to meet, any and all requirements including those set forth in this form, the OHFA Design and Architectural Standards, and all other applicable laws, codes, program guidelines or policy documents.**

**I understand that I am contractually obligated to know the federal, state and local accessibility laws applicable to the Development and have applied them accordingly. To the best of my professional knowledge and belief, I agree that the Development as designed is in compliance with all applicable federal, state and local housing and accessibility laws and regulations.**

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Company/Firm Name	Phone Number	Email
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Company/Firm Address
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Printed Name (Firm Authorized Signatory)	Title
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Signature	Date
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**2. General Contractor:**

I certify that I have reviewed the plans, specifications, and scope of work for the Development and that the Development will be constructed in accordance with any and all requirements as set forth in this form, the OHFA Design and Architectural Standards, and all other applicable laws, codes, program guidelines or policy documents.

I understand that I am obligated to know the federal, state and local accessibility laws applicable to the Development and will build the project accordingly.

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Company/Firm Name	Phone Number	Email
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Company/Firm Address

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Printed Name (Firm Authorized Signatory)	Title
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Signature	Date
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**3. Owner:**

I certify that I have reviewed the plans, specifications, and scope of work for the Development and that the Development shall be constructed in accordance with any and all requirements as set forth in this form, OHFA Design and Architectural Standards, and all other applicable laws, codes, program guidelines or policy documents.

The undersigned understands that any deviations from federal and state accessibility requirements are the responsibility of the Owner and, as such, Owner is responsible for such deviations.

Further, if for any reason, the features are not constructed in accordance with the requirements set forth above, the undersigned understands that OHFA may revoke or recapture the Development's funding and/or limit or prohibit the future participation of the undersigned, any subsidiaries or related entities in OHFA programs.

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Company/Firm Name:	Phone Number	Email
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Company/Firm Address

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Printed Name (Firm Authorized Signatory)	Title
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Signature	Date
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