

Design and Construction Features Form 2022 Multifamily Funding Programs

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 proposal application.
3. If funded, the project applicant will complete and submit the form again at final application with all changes from what was submitted at proposal application 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 at final application.

All communications related to the architectural review, including submission of architectural plans, must be sent to arch@ohiohome.org.

Helpful links:

- [2022 Design and Architectural Standards](#)
- [2022 Exception Request Form](#)
- [2022-2023 Qualified Allocation Plan](#)
- [2022 Multifamily Underwriting Guidelines](#)

SUBMISSION REQUIREMENTS

Preliminary Architectural Submission

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

- This form, completed and signed
- Exception Request form(s), if applicable.
- Preliminary drawings, which shall include all of the following:
 - Cover sheet with name of development as submitted to OHFA, 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 gross area of units and floor plans, as well as room designations and proposed finishes;
 - Exterior elevations with material notations;
 - Typical wall sections (new construction only); and
 - Schematic Drawings and/or schematic 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)
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- Single PDF file for all drawings specified above.
- Separate, single PDF for specifications.
- Hard copy
 - Full set of architectural plans, 11"x17" scaled to fit. **Full size plans will not be accepted.**

Upon request only, preliminary drawings shall be submitted in DXF R-2017 format or DWG AutoCAD R-2017 format.

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 this form. Substantive changes of any items that would affect competitive scoring will not be approved.

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

- This form, completed and signed. Information included in this document must be updated as needed from the proposal application submission, and must match the information in the 80% plans.
- Verification that the drawings comply 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, 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:
 - 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 (final application only):
- c. Address:
- d. City:
- e. Zip Code:
- f. Competitive Pool:
- g. Population Served:
- h. Construction Type:
- i. 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>
Gross Square Footage of all Buildings		<i>Measured from exterior face of exterior building; includes structured exterior spaces (stair, balcony, portico).</i>
Total Number of Low Income Units		
Commercial Space Condominium Areas:		<i>Legally separate space under control of another program or condominimized legal separation.</i>
Commercial Areas and Fee-Driven Space:		<i>Includes spaces for which residents must pay a fee for use/access (garages, storage).</i>
Market Rate Unit Area:		<i>Must include lofts, mezzanine and restricted headroom areas</i>
Low Income Unit Area:		<i>Must include lofts, mezzanine and restricted headroom areas</i>
Managers Unit Area:		<i>Must include lofts, mezzanine and restricted headroom areas</i>

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

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

TOTALS

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

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

d. **For any developments proposing adaptive reuse or rehabilitation with historic tax credits**, specify any restrictions or requirements that will be used to determine compliance with the Ohio Historic Preservation Tax Credit and/or Federal Historic Preservation Tax Credit programs.

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:

J. UNIVERSAL DESIGN COMPONENTS

Select all of the below items that will be included in the development. Mandatory items are marked with an asterisk. Refer to the pages 29 and 68-70 of the 2022-2023 QAP for more detail.

Additionally, specify the architectural page reference, or if it will be covered by a general/universal plan note, mark "Note".

Which of the below threshold options will the development be seeking? (select one)

- All mandatory items + 10 additional in 50% of units
- All mandatory items + 5 additional in 100% of units

Entry

Included? Page or Note Item

- *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

Included? Page or Note Item

- *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

Included? Page or Note Item

- *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 1/4 inch beveled or flush
- Pocket doors with easy-to-grip handles

Faucets

Included? Page or Note Item

- *Anti-scald faucets with lever handle for all sinks, bathtubs, and showers
- *Pressure balanced faucets

Electrical

Included? Page or Note Item

- *Thermostat and control panels that are easy to read and simple to operate
- *Rocker, touch light, or hands-free switches
- *Extra electrical outlets near the bed (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

Included? Page or Note Item

- *Countertops with beveled edges
- *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

Included? Page or Note Item

- *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

Included? Page or Note Item

- 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

K. 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, universal design, 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.

Company/Firm Name	Phone Number	Email
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Company/Firm Address

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.

Company/Firm Name

Phone Number

Email

Company/Firm Address

Printed Name (Firm Authorized Signatory)

Title

Signature

Date

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.

Company/Firm Name:

Phone Number

Email

Company/Firm Address

Printed Name (Firm Authorized Signatory)

Title

Signature

Date