

Core-Development Manual (CDM)

(Formerly the Project Development Manual (PDM))

Version 3.1



Acknowledgements

Oregon Housing and Community Services

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Core-Development Manual

(Formerly the Project Development Manual (PDM))

CDM

OHCS Core-Development Platform

Housing Development & Preservation Standards

3.1 Version

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Vision:

*All Oregonians have
the opportunity to
pursue prosperity
and live free from
poverty.*

Oregon Housing & Community Services

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Part 1

Introduction

Chapter 1.1 CDM Purpose & Use
Chapter 1.2Current CDM Version Updates
Chapter 1.3Applicability
Chapter 1.4 Quick Start Guide
Chapter 1.5 General Conditions

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CDM Purpose & Use

1.1.01_ What is the CDM?

The Core-Development Manual (CDM) defines the Department's requirements and expectations related to project due-diligence, planning, design, rehabilitation, and the construction aspects of housing development undertaken with funding assistance provided through one or more Department administered programs. The CDM is distinguished from the Department's funding allocation processes and program guidance materials by its specific focus on Core-Development activities e.g. those activities associated with the physical planning, creation, modification, and delivery of housing funded by the Department.

The CDM is applicable to housing projects that are seeking new funding from the Department and to projects involving modifications or additions to properties that already exist within the Department's Asset Management Portfolio (AMP) even when such projects are not seeking new funding from the Department.



Quick Start Guide

For a quick, high level overview of how to use of this Manual see the CDM's Quick Start Guide located in Chapter 1.4.



Already Part of OHCS's Asset Management Portfolio?

If you are reviewing the CDM to determine Department requirements for a proposed modification to a property that already exists within the Department's Asset Management portfolio and you are not requesting new funding from the Department, you may, after reading this Chapter, want to skip directly to Part 8 of the CDM. Part 8 of this manual provides guidance specifically tailored to using the CDM with properties that already exist within the Department's Asset Management Portfolio.

1.1.02_ The CDM and its Connection to Other Department Issued Guidance Manuals and Documents (Associated Documents)

The CDM, and the Core-Development requirements and conditions that are its focus, are integrally connected to the funding allocation, underwriting, and program compliance requirements that are the focus of the manuals and documents listed below. Because of this close connection between Department functions and the overlap that Core-Development has with these functions, it is critical that Project Owners and the appropriate Project Team members familiarize themselves with all of the Associated Documents listed below (as may be applicable to each project).

Associated Documents

- Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR) applicable to Oregon Housing and Community Services (OHCS) funding programs
- OHCS Housing Policy Focused Strategic Plans
- OHCS General Policy and Guidance Manual
- OHCS Program Manuals (associated with the type of funding being sought)
- OHCS Qualified Allocation Plan (QAP) (applies to LIHTC funded projects only)
- OHCS Notice of Funding Availability (NOFA)

1.1 Introduction

CDM Purpose & Use

- OHCS Reservation and Conditions Letter
- OHCS Technical Advisories
- OHCS Project Specific Executed Legal Documents (Project-Owner/OHCS)

1.1.03_ Why OHCS Development Standards and OHCS Project Involvement are Important

The Department’s Development Standards serve a number of purposes that stem, in large part, from its unique stakeholder position in the project:

- 1) Housing Beyond Code
Beyond the life-safety, health, and accessibility requirements that are mandated by Federal, State and Local development codes there are affordability, livability, sustainability, and durability priorities that are not necessarily addressed by the development codes. The Department believes that the ‘beyond code’ priorities just cited must also be expressed and that a commitment to these priorities is fundamental to achieving meaningful gains in both housing opportunity and livability for Oregonians. Along with its stipulation that all externally mandated codes and regulations pertaining to housing be fully complied with, the CDM outlines the Department’s current ‘beyond code’ priorities for development of successful affordable housing.
- 2) The Long View
Because the Department, and by extension the Oregon public, maintain a 60 year or more interest in the health and viability of Department funded properties as affordable housing assets, the Department’s Development Standards serve to support and influence project decision making that is based on the best long-term financial and physical performance of these assets.
- 3) A Platform for Consistent and Supportive Engagement
The CDM provides an open and transparent platform and process from which the Department can engage on a predictable and consistent basis with project stakeholders in the support of housing development that meets the collective goals of all stakeholders.
- 4) Legislative Mandate and the Public Interest
As the primary steward of public funds that are deployed via Department administered programs, the Department is required by legislative mandate to establish standards to which Department funded projects are to be held. Development Standards given in the CDM have been, and continue to be developed and enhanced to meet or exceed the public’s expectations for efficiently produced, qualitative, and durable affordable housing solutions in Oregon.

1.1.04_ An Evolving Work

The CDM is a living, evolving document designed to be adaptive to rapidly changing social and economic influences on housing development. The Department continuously seeks out and incorporates input from the development, design, and construction communities in the ongoing development of the CDM. Repeat users of the CDM are advised to refer to Chapter 1.2 where they will find a brief synopsis of CDM changes that have occurred since the publication of the previously published CDM Version.

1.1.05 Structure of the CDM

The CDM currently consists of seven (7) Parts and a multi-section Appendix. CDM Parts and their primary purpose are listed in the table below.

Part 1	Introduction	Consists of five (5) brief Chapters covering Purpose & Use, Recent Changes, Applicability, Quick Start Guide, and General Conditions.
Part 2	Reserved	---
Part 3	Funding Application Requirements	Consists of three (3) Chapters describing the Core-Development related documents that must be submitted at the time of Application for project funding.
Part 4	Development Process Portal (DPP)	Consists of four (4) Chapters covering the Department's process for maintaining visibility into the project's design and construction phases.
Part 5	Baseline Project Requirements (BPR)s	Consists of two (2) Chapters covering Codes, Laws, and Policies that apply to all projects receiving Department administered program funding.
Part 6	Development Standards Overlay (DSO)	Consists of three (3) Chapters covering Department based Development Standards – Additional to the requirements given in Part 5.
Part 7	Sustainable Development Standards (SDS)	Consists of (4) Chapters Covering Department-Based Sustainability Requirements – Additional to requirements given in Part-5.
Part 8	Reserved	---
Appendix A	General References	Consists of (2) Appendix A sub-sections that cover definitions for terms and acronyms used in this Manual and Department approved methods for determining building and dwelling unit floor areas.
Appendix B	Rehabilitation Supplement	Consists of (3) Appendix B sub-sections that supplement the Department's Rehabilitation DSO.
Appendix C	Forms	Contains the forms that serve to administer certain aspects of the CDM.
Appendix D	Regulatory Compliance Guide	A Reference for Department Administrators and External Regulatory Reviewers. Appendix D maps how and where in the CDM certain externally driven requirements are implemented by the Department. There are no Project Development Team requirements listed in this section that are not already covered by the other operationally pertinent Parts of this Manual.
Appendix P	Other Document Guidelines	Contains format and content requirements for certain project related documents not defined elsewhere in the CDM.

1.1.06 Applicability of the CDM

Refer to Chapter 1.3.

1.1.07 General Conditions

Refer to Chapter 1.5.

1.1 Introduction

CDM Purpose & Use

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Current CDM Version Updates

1.2.01_ Overview

This Chapter covers changes that have occurred since the most recent previously published version of the PDM/CDM. **The most recent previously published version is:**

Version: 2017.12.01 and PDM Update 2018-R1

1.2.02_ Current CDM Update : Synopsis

This version of the CDM maintains much of the formatting that was established in last version however some changes to the format and content of the CDM have occurred. Changes that are considered by the Department to be substantive to returning users of the CDM are outlined in Section 1.2.03 below.

This Chapter is not intended to be a detailed account of everything that has changed, rather, it outlines only generally what important format and content changes have occurred and where important changes to critical requirements have been added or modified. The user should not assume that if a change is not listed in this Chapter that there has not been a change in content from the previous version. Each applicable section of this Manual should be reengaged by repeat users of this Manual.

Important:

Be sure to visit the Department's website to determine if any Technical Advisories related to this Version of the CDM have been issued since this CDM Version was published.

1.2.03_ General Outline of Significant CDM Changes/Updates

- 1) The Manual has been renamed from PDM to **CDM** or Core-Development Manual. The change in the name of the Manual serves to better align its title with the Core-Development focus of its content. For a definition of "Core-Development" see Appendix A.1 of this Manual.
- 2) The cover of the manual has been updated with a new look including incorporation of the Department's new logo.
- 3) Some re-numbering and updating has occurred to the New Construction and Rehabilitation DSOs (Chapters 6.1 and 6.2). All major modifications to the DSOs have been identified within the DSO checklists.
- 4) CNA requirements have been updated. CNA Requirements are located in Appendix B.1. Project Teams intending to undertake rehabilitation work and their CNA Provider should read the entire B.1 Appendix to ensure a full understanding of the requirements. Primary modifications to the CNA Requirements are as follows:
 - a. CNA Provider Qualifications modified
 - b. Minimum percentage of dwelling unit interior to be inspected modified
 - c. Minimum period for Analysis of Reserves for Replacement modified

1.2 Introduction

Current CDM Version Updates

- 5) Applicability threshold for Solar Ready and EV-Ready Requirements (SDS Modules 2 and 3) changed from projects with (3) or more dwellings to projects with (1) or more dwellings.

Introduction 1.2

Current CDM Version Updates

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Applicability

1.3.01 Overview

All Housing Development Projects receiving new funding support from OHCS and all Capital Restoration/Improvement Projects¹ associated with properties that currently exist within the Department's Asset Management Portfolio must comply with the Standards and Processes described in this Manual. Varying degrees of CDM Applicability have been established based on the type of new funding a project may receive from the Department and on what Department Section² will administer the project. This Chapter defines the degree to which a given project must comply with the Standards and Processes contained within this Manual. The Department, at its sole discretion, may modify the degree of CDM Applicability defined in this Chapter, as it pertains to a specific project or property, to better suit the unique circumstances of that project.

1.3.02 Baseline Applicability

Except where modified by Section 1.3.03 or Table 1.3-1 of this Chapter, the Standards and Processes described in this Manual apply, in their entirety, to all housing new construction, remodel, restoration, and major repair projects connected with any Department administered funding program and/or when such projects, either with or without new Department funding, are administered by the Department's Asset Management Section.

1.3.03 CDM Applicability Levels

As of the Version date of this edition of the CDM, the Department has established three (3) CDM Applicability Levels that modify the Baseline Applicability as defined in Section 1.3.02 of this Chapter. The three Applicability levels are defined in Table 1.3-1 located at the end of this Chapter. Levels of Applicability allow the Department to administer the CDM according to the varied needs of the Department's funding programs. CDM Applicability Levels are subject to change from one CDM Version to the next and can also be modified via Department published Technical Advisories. Project Owner's and their Development Teams must be sure they are using the appropriate CDM Applicability Levels based on the CDM Version that applies to their project (See Section 1.3.06 of this Chapter for determining the applicable CDM Version) and reviewing any subsequently published Technical Advisories that may also apply. CDM Versions and Department published Technical Advisories are available for review and download on the Department's website.

1.3.04 CDM Applicability Based on the Type of New Funding from OHCS

For projects that may receive new funding from a Department administered program, the CDM Applicability Level is determined by the program funding being sought and is given in Table 1.3-1 located at the end of this Chapter.

Footnotes:

- 1) Capital Restoration/Improvement Projects: Are generally defined as projects that extend the useful life of the asset, capital intensive restorations undertaken to return a damaged asset to its pre-damaged (or better) condition, and/or other additions or improvements to the property. More specifically, and for the purpose of this Manual, the Department, at its sole discretion, may regard any asset improvement/repair/alteration, regardless of its size or purpose, to be within the bounds of this definition.
- 2) Department Section: Typically, projects receiving new OHCS funding are administered by the Department's Multifamily Finance Section. Projects administered via the Department's Asset Management Section may or may not be receiving new funding from a Department administered program.

1.3 Introduction

Applicability

1.3.05_CDM Applicability to Projects Initiated Via the Department's Asset Management Section

By default, all projects undertaken on properties within the Department's Asset management portfolio and that are not receiving new funding from the Department have an Applicability Level 2 (refer to Table 1.3-1). This default Applicability Level may be modified by the OHCS Asset Manager who will determine, on a case by case basis, if and how the CDM will be administered with projects that are managed by the Department's Asset Management Section. Due to the wide variety of project types that are administered through the Department's Asset Management Section, a customized application of the CDM (different from the pre-defined CDM Applicability Levels given in Table 1.3-1) may be developed to fit the specific needs of a given project.

Important:

Modifications to Properties Already Within the Department's Asset Management Portfolio (AMP)

Property Owner's and/or their property management entity must contact the Department's Asset Management Section well in advance of undertaking any planning or design of modifications to properties that exist within the Department's AMP so that the appropriate level of Department guidance can be determined and implemented.

1.3.06_CDM 'Versions' and Determining What Version Applies

The CDM Version that is applicable to a specific project is determined as follows:

- 1) CDM Version Applicability According to Notice Of Funding Availability (NOFA)
CDM **Versions** are indicated on the cover of the Manual and on each page above the page number (e.g. V: XXXX.XX.XX). The CDM version that applies to a given project is determined by the specific NOFA under which the project has been awarded funding. Refer to the NOFA of interest where the corresponding applicable CDM version is identified for that NOFA. In cases where the CDM is referenced but the specific version of the CDM that applies is not identified, the version that is effective as of the date of publication of the NOFA will apply by default.
- 2) CDM Version Applicability for Projects Not Associated with a Notice Of Funding Availability (NOFA).
Projects not associated with a specific NOFA must use the most recent CDM Version that is published on the Department's website at the date that an application for funding assistance is made to the Department or as may otherwise be approved in writing by the Department.

1.3.07_CDM Applicability to Any Given Project Remains Constant

The CDM Version that applies to a project at the time of funding award will continue to apply to that project through to the completion of construction even if/when subsequent revised versions of the CDM are published and become effective during that period of time. See Section 1.3.08 of this Chapter for a potential partial exception to the conditions of this Section.

1.3.08_ Requesting Use of a Condition or Standard from a More Recent Version of the CDM than the One Under Which the Project is Being Administered.

At its sole discretion, the Department may grant a Variance that permits the use of a condition or standard (or lack thereof) from a more recent version of the CDM than the one under which the project is being administered. A variance of this type may be desired in cases where a more recent version of the CDM has relaxed or removed a standard or condition that exists or existed in an earlier CDM version. A request for a variance of this type must be made using form A-VR located in Appendix C of this manual. Requestors of a variance of this type should be aware that the competitive conditions under which a project may have been approved for funding and the fact that other

projects within the same funding cycle may have already borne the cost of integrating the subject requirement or condition into their project, may lead the Department to a decision to not approve some requests that fall into this category of Variance.

1.3.09_ Universal Applicability of CDM Chapter 5.1 : Development Codes & Regulations

Many of the Baseline Project Requirements (BPR)s listed in Chapter 5.1 are promulgated and enforced by regulatory bodies outside of OHCS and are made Department requirements by extension only. Any communication by Department staff regarding the Applicability of elements of Chapter 5.1 to any given project regardless of the accuracy of such communication will not limit the Project Owner’s and their Development Team’s responsibility to fully understand the legal obligations of the project as required by regulatory entities outside the Department and to fully comply with those obligations.

Chapter 1.3 continued on next page.

1.3 Introduction

Applicability

Table 1.3-1 CDM Applicability Levels		
Applicability Level	CDM Chapter/Section Exceptions (Non-Applicable Chapters & Sections of the CDM) See Important Note 1 at the end of this Table	OHCS Funding Program
Level 1	<ul style="list-style-type: none"> No Exceptions 	<ul style="list-style-type: none"> HOME Investment Partnership Program National Housing Trust Fund (HTF)
Level 2	<ul style="list-style-type: none"> Section 4.1.01 (Located in Chapter 4.1) Sections 4.1.02-1 through 4.1.02-3 (Located in Chapter 4.1) 	<ul style="list-style-type: none"> All Department Funding Programs Except Those Listed in Level 1
Level 3	<ul style="list-style-type: none"> Not Used 	<ul style="list-style-type: none"> Not Used

Important Notes:

- Table 1.3-1 defines only those parts of the CDM that do not apply (are exceptions) within each Applicability Level. All Sections of the CDM that are not listed remain applicable.
- In cases where a project is receiving funding via multiple Programs, the Program with the higher CDM Applicability Level will determine how the CDM is administered with that project.

Quick-Start Guide

This guide applies only to Project Teams seeking or receiving **new** funding via Department administered programs.

1.4.01 Overview

This Chapter provides an outline describing the basic steps needed to comply with the requirements of this Manual. The intent of this Chapter is to give the user a rapid, high level understanding of the anticipated manner in which this Manual will be deployed in their project development process. In addition to the Quick-Start Steps outlined in Table 1.4 below, a thorough review of all parts of the CDM is highly recommended.

Table 1.4 Quick-Start Guide	
Steps	Description
1	Review the currently applicable version of the CDM as soon as possible in the planning/pre-development phase of the project. The currently applicable CDM version is published on the Department’s website. Review of the CDM should be made in the context of the funding program(s) that the Project Owner intends to pursue. For return or repeat users of the CDM, Chapter 1.2 provides a brief overview of the most substantive changes that have occurred to the CDM since the most recent previously published version.
2	Understand what ways, and the degree to which, the CDM applies to the proposed project. The degree to which the CDM applies to a given project may vary depending on the type of Department administered funding that is being used. See Chapter 1.3, Applicability to determine how the CDM applies to a given project. Contact the Department with any Applicability related questions. It is important that return users of the CDM verify if Applicability of the CDM has changed from previous CDM versions.
3	Review Part 3 to determine if, and what type of Core-Development¹ related documents are required at the time of Application for Funding. Part 3 of the CDM identifies Core-Development document requirements that must be included with the application for funding. Note that Part 3 of the CDM applies only when the application materials make reference to Part 3 of the CDM or instruct applicants to refer to Part 3 of the CDM as part of the application process.

Steps Prior to Submitting an Application for Project Funding to the Department

Footnotes:

1) See Appendix A.1 for the definition of Core-Development and Core-Development Document (CDD).

1.4 Introduction

Quick-Start Guide

Steps After Receipt of Department’s Reservation & Conditions Letter (RCL)

4	<p>Review the Core-Development Conditions section of the RCL. Once a notice of funding reservation (Reservation and Conditions Letter) has been issued to the Project Owner by the Department, the Project Owner and their Development Team should review any <u>Core-Development</u>¹ related conditions that are contained in the Department’s Reservation and Conditions Letter to be sure that there are not any obvious conflicts between the Reservation Letter requirements and the CDM requirements. Notify the Department immediately if conflicts are discovered or for any other needed clarifications.</p>
5	<p>Review Part 4 (Development Process Portal (DPP)) to determine the extent to which the DPP applies to the project. The degree to which compliance with Part 4 is required is determined based on the type of funding the project is receiving. See Chapter 1.3 for determining the required degree of compliance with Part 4 of the CDM.</p>
6	<p>Review Part 5, Baseline Project Requirements (BPR)s. Part 5 of the CDM applies to all projects receiving funding via Department administered programs. Part 5 covers pass-through project requirements established by authority outside the Department (Chapter 5.1) and it covers the Department’s requirements for certain elements of the Owner’s project team (Chapter 5.2).</p>
7	<p>Review Part 6, Development Standards Overlay (DSO). Part 6 of the CDM applies to all projects receiving funding via Department administered programs. Part 6 covers Department established Core-Development related expectations and requirements that are in addition to those given in Part 5 of the CDM.</p>
8	<p>Review Part 7, Sustainable Development Standards (SDS). Part 7 of the CDM applies to all projects receiving funding via Department administered programs. Part 7 provides detailed information regarding the Department’s sustainable development expectations which are required by the Department’s DSO (CDM, Part 6).</p>

General Conditions

1.5.01_Applicability of the CDM

Refer to Chapter 1.3.

1.5.02_Potential Conflicts Between the CDM and Other Department Issued Documents

Any discovered conflict in guidance or direction given by the CDM and that provided by other Department manuals or legal documents must be brought to the attention of Department staff. When conflicts are discovered, the Department Architect, Funding Program Manager, and/or Asset Manager will determine how the conflict will be resolved. By default, the more restrictive of the requirements or conditions in conflict or the one that the Department determines is most beneficial to the interests of the Department will have precedence.

1.5.03_Variance Requests

Where the Project Owner's Team feels that the project is improved by deviating from a CDM condition or standard, or where a standard/condition has been identified to be in irreconcilable conflict with another standard/condition, or when a condition or standard cannot be met, the Project Owner's Team may submit a Variance Request using form **A-VR**. Form A-VR and instructions for completing the form are located in Appendix C of the CDM. Variance Requests requires a justification and, if applicable, a description of how the proposed alternate approach is equal to, or constitutes an improvement to the condition or standard being appealed.

Other important aspects of Variance Requests:

1) Form A-VR Submittal Timing Considerations

The following timing considerations are integral to VR review and approval:

a) **Earliest Point In Time to Submit Variance requests:**

Except as given in item b) below, Variance Requests should **not** be submitted to the Department until after a funding Reservation and Conditions Letter (RCL) has been issued by OHCS. Once an RCL has been received by the Project Owner, Variance Requests should be submitted as early as possible so that adequate time is available for Department review, and, if applicable, for adjusting the project design based on the Department's decision.

b) **Variance Requests Required at the time of Application for Funding Assistance:**

When deemed by the Owner's Development team to be necessary, Variance Requests pertaining to Visitability and Dwelling Unit Size must be submitted with the Application for Funding assistance to the Department. See CDM Part 3 for Funding Application Requirements.

c) **Last Opportunity to Submit Variance Requests:**

Except as given in item b) above, Variance Requests can be submitted any time prior to, or in conjunction with submission of DPP Submittal-3 (See Chapter 4.1, Section 4.1.02-3 for description of DPP Submittal-3). Variance Requests submitted after DPP Submittal-3 will be reviewed at the discretion of the Department and may be declined without review.

2) Form A-VR Submission Protocol

Except as given in item 1), b) of this Section, completed VRs should be emailed to the Department Loan Officer (when one has been assigned). If a Department Loan Officer has not been assigned, the completed VR should be emailed to the Department Architect. Additionally, the Department's NOFA Application process may stipulate that proposed deviations from Viistability (Chapter 5.1, Section 5.1.03-2

1.5 Introduction

General Conditions

or the Department's Dwelling Unit Size Standards (Chapter 6.1, N15.01) be submitted in an A-VR at the time of the funding application.

3) Department's Response to Variance Requests

The Department will promptly review and respond to Variance Requests received within the timeframes established in item 1, a) and c) of this Section. Variance Requests will be evaluated based on the Department's assessment of the overall impact and merits of the proposal being made. The Department, at its sole discretion, may approve or conditionally approve Variance Requests it deems to be reasonable. The Department will reject or will decline review of Variance Requests it deems unsatisfactory, unreasonable or that pertain to Development Standards over which it does not have sole authority.

1.5.04 [Reserved]

1.5.05 Quality Control & Compliance

The Department will exercise CDM related compliance controls as follows:

1) Department Maintains the Right to Request Additional Document Submittals

The Department may request documents that are not identified in this Manual depending on the particular circumstances of a given project and/or as the Department deems necessary or prudent to fulfill its fiduciary responsibility to project stakeholders.

2) Department Maintains the Right to Require Adherence to Department's Development Standards and to Delay Finance Closing and/or Withhold Funding

The Department maintains the right to enforce adherence to its Development Standards and processes by placing a "hold" on finance closing and/or on Department controlled funding to the project if the Standards and Processes outlined in the CDM are not conscientiously engaged by the Owner's Team. Maintaining close attention to the timing requirements, Core-Development requirements, and document submittal requirements outlined in the CDM is important to avoiding project delays and/or impacts to project funding.

1.5.06 CDM Authority Does Not Reduce or Change Requirements Imposed by Any Other Entity

Under no circumstance shall any part of the Core-Development Manual (CDM) including the requirements, conditions, and policies established herein be construed to abrogate or diminish the responsibility of the Project Owner and their Development Team to fully comply with all applicable laws and regulations, to satisfy all Department requirements, and to abide by all requirements and conditions of all other project stakeholders.

Part 2

[Reserved]

..... [Reserved]

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Part 3

Funding Application Requirements

Chapter 3.0Overview & Instructions
Chapter 3.1CDD Checklist
Chapter 3.2	...CDD Format & Content Requirements

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Overview & Instructions

3.0.01 Overview of Part 3 of the CDM

Part 3 of the CDM is comprised of Chapters 3.0 through 3.2 and defines the Core-Development Documents (CDDs)¹ that are required as part of an Application for funding assistance made to the Department. The Department refers Applicants via a NOFA or other formal Department communication to Part 3 of the CDM for guidance on what CDDs are required at the time of Application and any CDD content and format requirements that apply.

Make sure CDM Part 3 applies to your project



The requirements of CDM Part 3 are applicable to Program funding Applicants only when a Department Program notice, such as a NOFA, or other formal funding related communication has specifically directed them to Part 3 of the CDM for CDD¹ related submittal requirements that must be included with the Funding Application.

Unless you have been specifically directed to Part 3 of the CDM for funding Application requirements, you may disregard CDM Part 3 (Chapters 3.0, 3.1 and 3.2).

3.0.02 Introduction to the CDD Checklist

Chapter 3.1, which follows this Chapter, lists the CDD's that are required as part of the Funding Application process. Chapter 3.1 has been developed in a checklist format and is referred to as the CDD Checklist. When Applicants have been referred to Part 3 of the CDM for CDD Application requirements, the Applicant must comply with all requirements given in the CDD Checklist for the funding Application to be considered complete. Instructions for completing the CDD checklist are given in Section 3.0.03 of this Section.

Important:

Chapters 3.1 and 3.2 that follow this Chapter contain funding Application Submittal Requirements that constitute only a portion of the overall Application requirements. The applicable NOFA or other Department issued funding related communication will have other critical application requirements listed therein. Applicants must address all application requirements including those that are specified in Department Application materials that exist outside the CDDs listed in Part 3 of the CDM.

Important:

Scattered-Site projects must submit a separate CDD checklist for each site.

Footnotes

1. See Appendix A.1 for the definition of Core-Development Document (CDD).

3.0 Funding Application Requirements

Overview & Instructions

3.0.03 Instructions for Completing the CDD Checklist

The CDD Checklist is located in Chapter 3.1 of this Manual. Instructions for completing and submitting the CDD Checklist are as follows:

1. Enter the Project Name and Date where requested at the top of the Checklist.
2. Assemble the required CDDs as listed in the Checklist. Use the Checklist to ensure that you are providing all of the necessary CDDs with your Application.
3. All projects must submit the CDDs listed under (G) General Requirements.
4. In addition to documents required under item 3 of these instructions, projects must also submit all CDDs required under either (N) New Construction or (R) Rehabilitation as appropriate for the project type. Projects containing both New-Construction and Rehabilitation must submit CDDs required under all three parts of the CDD Checklist; Parts G, N, and R.
5. To complete the CDD Checklist, place a checkmark in the “√” box associated with each item listed that is applicable to the type of project proposed (affirms that the required CDD has been included in the Application).
6. Include the completed CDD Checklist itself with the other required CDDs listed in the Checklist to create a neatly organized CDD packet. Use the completed CDD Checklist as the CDD packet coversheet. Incorporate the other CDDs listed in this Checklist into the packet in the same order as they are listed in the CDD Checklist. Do not bind the CDD packet documents together.
7. CDD’s that contain content that is best presented in color (e.g. photographs in the CNA) must be submitted in color.
8. Incorporate the completed CDD packet into the Application submittal package as instructed by the NOFA or other Department funding Application instruction document.

3.0.04 CDD Format and Content Requirements

Chapter 3.2 contains specific content and format requirements for the CDDs listed in the CDD Checklist. Applicants must comply with all format and content requirements given in Chapter 3.2 for the Funding Application to be considered complete.

Funding Application Requirements 3.1

Funding Application CDD Checklist

Funding Application CDD Checklist

Core-Development Documents (CDD)s Required with Funding Application

Project Name	Date
---------------------	-------------

Important:

Before completing this Checklist, review Chapter 3.0 which provides critical instructions for correctly completing and submitting this form.

All CDDs¹ listed in this form must follow the specific format and content requirements identified in the following Sections of Chapter 3.2:



Item	√	(G) : General Requirements	Content & Format Requirements
G01	<input type="checkbox"/>	Completed Copy of this CDD Checklist	3.2.02-G01
G02	<input type="checkbox"/>	SDS Certification Part 1 (Form A-GC1) Must include any additional documents required by Form A-GC1	3.2.02-G02

Item	√	(N) : New Construction Requirements	Content & Format Requirements
N00	<input type="checkbox"/>	New Construction Not Applicable Check this box only if New Construction <u>is not</u> part of the subject project and leave boxes N01 through N05 unchecked.	---
N01	<input type="checkbox"/>	Conceptual Site Plan	3.2.02-N01
N02	<input type="checkbox"/>	Other Project Drawings (Optional)	3.2.02-N02
N03	<input type="checkbox"/>	Construction Cost Estimate	3.2.02-N03
N04	<input type="checkbox"/>	Unit Size Variance Requests	3.2.02-N04
N05	<input type="checkbox"/>	Visitability Variance Requests	3.2.02-N05

Item	√	(R) : Rehabilitation Requirements	Content & Format Requirements
R00	<input type="checkbox"/>	Rehabilitation Not Applicable Check this box only if Rehabilitation <u>is not</u> part of the subject project and leave boxes R01 through R02 unchecked.	---
R01	<input type="checkbox"/>	Capital Needs Assessment	3.2.02-R01
R02	<input type="checkbox"/>	Rehabilitation Proposed Scope of Work and Construction Cost Estimate	3.2.02-R02

End CDD Checklist

Footnotes

- See Appendix A.1 for the definition of Core-Development Document (CDD).

3.1 Funding Application Requirements

Funding Application CDD Checklist

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Funding Application Requirements **3.2**

CDD Format & Content Requirements

CDD Format & Content Requirements

3.2.01 Overview

This Chapter provides guidance on format and content requirements for Core-Development Documents (CDD)s¹ when specific format and content expectations for documents are given in Chapter 3.1 of this Manual. Refer to CDM Chapters 3.0 and 3.1 for information on how to use the information provided in this Chapter.

3.2.02 CDD Format and Content Requirements

General Requirements:

3.2.02-G01_Funding Application CDD Checklist

Refer to Chapter 3.0, Section 3.0.03 for instructions on completing and submitting the CDD Checklist.

3.2.02-G02_SDS Certification Part 1

Complete Form A-GC1 located at the end of Chapter 7.1 of this Manual and attach any additional documents that may be required by Form A-GC1. See Chapter 7.1, Section 7.1.02 for more information on SDS Certification.

New Construction Requirements:

3.2.02-N01_Conceptual Site Plan and Building Ground Floor Plan

The following criteria must be met:

1. Format: 11x17 folded to fit in 8-1/2x11 book format.
2. Show/Identify the following elements:
 - a) Drawing must be to scale and the drawing scale must be identified (There are no specific scale requirements other than the drawing should be legible).
 - b) North Arrow.
 - c) Property Lines
 - d) Land-Use (Zoning) Designation(s) including any applicable special overlay zones.
 - e) Special Environmental Conditions such as Wetland Areas.
 - f) Include Identification of all known Easements, Encroachments and Adjacent Land Uses.
 - g) Include Site Contours or, at a minimum, Spot Elevations at the corners of the property and each side of all proposed and existing buildings and showing preliminary grading including drainage away from buildings.
 - h) Site Features such as existing structures to be removed, trees or hedges to be retained and general areas of new plant materials.
 - i) All Buildings with Ground Floor Unit Front Entries indicated.

...Criteria continued on next page.

Footnotes:

- 1) See Appendix A.1 for the definition of Core-Development Document (CDD).

3.2 Funding Application Requirements

CDD Format & Content Requirements

- j) All Paved Surfaces and Site Lighting, (if determined).
- k) Any Fencing at Perimeter of Site and between Units and Buildings.
- l) Mechanical and Electrical Equipment such as Transformers (if determined).
- m) Refuse Holding Areas.

3.2.02-N02_Other Project Drawings that Describe Project Character

This section of the CDD Application packet is optional. Inclusion of Other project Drawings or the absence of such drawings in this Section will not affect Application Completeness and will not affect Application Scoring.

1. Limit this section of the CDD packet to no more than (3) 11x17 sized sheets or (6) 8-1/2x11 sized sheets with content on one side of the sheets only. Content may consist of any graphic information that describes the project i.e. building sections, elevations, renderings, etc.
2. Other Project Drawings submitted under this Section may be added to and combined with the Conceptual Site Plan required under Section 3.2.02-N01 and the combined drawing packet may be organized in any manner deemed appropriate by the Applicant. 11x17 sized sheets should be folded to fit in an 8-1/2x11 book format.

3.2.02-N03_Construction Cost Estimate

The following criteria must be met:

1. The Construction Cost Estimate submitted at the time of Application must, at a minimum, meet the Type II Criteria as defined in Appendix P.1, Section P.1.02b of this Manual.

Important:

In addition to the Type II Criteria Cost Estimate that is required with the funding application, applicants who receive a conditional award of funding from the Department may be required to provide a separate 3rd-Party Construction Cost Estimate complying with the Type I Criteria detailed in Appendix P.1 of this Manual (applies to New Construction projects only). The Reservation and Conditions Letter issued by the Department to Applicants that have been awarded funding will indicate if the 3rd Party Cost estimate is required and it will provide submission timing details. If required, the Type I Criteria Cost Estimate is typically required 30-60 days prior to close of the finance/underwriting phase of the project.

3.2.02-N04_Unit Size Variance Requests

Use form A-VR located in Appendix C of the CDM.

3.2.02-N05_Visitability Variance Requests

Use form A-VR located in Appendix C of the CDM.

Funding Application Requirements **3.2**

CDD Format & Content Requirements

Rehabilitation Requirements:

3.2.02-R01_Capital Needs Assessment

Capital Needs Assessment (CNA) format and content requirements are located in [Appendix B.1](#) of this Manual.

3.2.02-R02_Combined Rehabilitation Scope of Work and Construction Cost Estimate

The following criteria must be met:

1. The Combined Rehabilitation Scope of Work and Construction Cost Estimate submitted at the time of Application must, at a minimum, meet the Type III Criteria as defined in Appendix P.1, Section P.1.02c of this Manual.

3.2 Funding Application Requirements

CDD Format & Content Requirements

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Part 4

DPP Development Process Portal

Chapter 4.0 Overview
Chapter 4.1Design Phase
Chapter 4.2Construction Phase
Chapter 4.3 Completion Phase

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Overview

4.0.01 Chapter Overview

The Department’s Development Process Portal (DPP) outlines the document submittal requirements and other communication protocols that define how the Department maintains a “window” or “portal” connection to the project, and how it supports the Development Team’s progress in moving the project toward and through Project Completion in accordance with Department and Funding Program requirements.

The Department’s DPP closely overlaps standard project management practices for building and infrastructure related development. As such, the Department’s DPP is expected to have little, if any, impact on well-organized development teams to efficiently execute their projects while simultaneously fulfilling the requirements of the Department’s DPP.

Important:

The DPP covers only the document submittal and communications protocols connected with the project’s Core-Development tasks i.e. those tasks associated with project design, construction phase administration, and project completion. It does not address the financial/subsidy structuring or other general program funding document submittal and communications protocol requirements. For the latter, refer to the project’s Reservation & Conditions Letter and consult with the Department Loan Officer or Asset Manager assigned to the project.

4.0.02 Definitions

The definitions provided below are critical to using this chapter as well as other Chapters of the CDM. These definitions are provided again in Appendix-A1 (Definitions) of this Manual.

DPP : Development Process Portal

The Department’s process for engagement with the Owner’s Development Team in achieving mutually beneficial outcomes in the production of quality affordable housing. See Part 4 of this Manual for information on the DPP.

CDD : Core-Development Document

CDD refers to any Planning, Design or Construction related document, usually associated with the document Submittals required in Part 3 and Part 4 of the CDM. Example documents include, but are not limited to: Construction Drawings, Technical Specifications, Schedules, Cost Estimates, Contracts, Reports, Photos, Certificates, Etc. A more detailed definition of CDD is given in Appendix A of this Manual.

CDM : Core-Development Manual (This Manual)

A Department published guide containing Department requirements and expectations for housing development activities funded by Department administered programs.

RCL : Reservation and Conditions Letter

A project-specific, comprehensive list of Department and program based conditions for successfully maintaining funding eligibility for the full duration of the project.

4.0 DPP Development Process Portal

Overview

4.0.03 Structure and Focus of Part 4; The Development Process Portal

Part 4 is comprised of a total of four chapters which include this Overview plus a chapter dedicated to each of the three core project development phases listed below. Each chapter outlines the submittals that are required for its associated project phase. The three chapters that immediately follow this Overview are as follows:

- Chapter 4.1 : Design Phase
- Chapter 4.2 : Construction Phase
- Chapter 4.3 : Completion Phase

4.0.04 Level of Applicability of the Department’s DPP

Funding programs may require different levels of applicability of the DPP. Refer to the project’s Reservation & Conditions Letter and Chapter 1.3 of this Manual for funding program and project specific applicability.

4.0.05 Department’s Construction Phase Site Visits

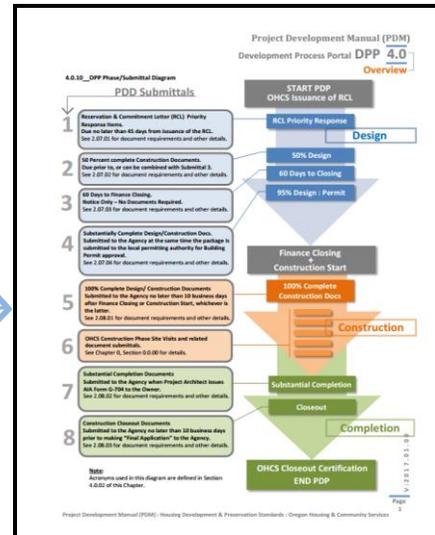
In addition to the project administration tasks and document submittal requirements defined in this part of the CDM (Part 4), the Department may conduct one or more construction phase site visits. The Department maintains an important level of understanding of the project’s construction management and general construction progress when performing these visits. The Department’s construction site visit involvement is defined in Chapter 4.2, Section 4.2.04 of this Manual.

4.0.06 DPP Phase/Submittal Diagram

A full page quick reference diagram of the Department’s DPP is given in Section 4.0.11 at the end of this Chapter.

4.0.07 Submittal Instructions

Unless specifically instructed otherwise, all documents submitted to the Department as required by this Manual must be submitted using the following protocols:



- 1) Electronic Transmittals of Submittal Documents
Documents transmitted electronically are to be uploaded to the Department’s project specific web-based document hub. A link for accessing the Department’s document hub will be sent to the appropriate members of the Owner’s Development Team early in the project. If a project folder link is not received by the Owner one should be requested by emailing the OHCS Architect at the email address given in section 4.0.10 of this chapter. If needed, other options for document access or transmittal can be arranged.
- 2) Notification to Department that a Submittal has been Uploaded to Department’s Web-Based Document Hub
When documents have been uploaded to the Department’s web based document hub, the OHCS Architect will need to be notified via email that the required Submittal is complete. The date of the email notification to the OHCS Architect establishes the official time of submission of the Submittal irrespective of the dates that the documents were uploaded to the hub.
- 3) Hard-Copy Document Transmittals
In addition to the electronic document submittal requirements per item 1) of this Section, ‘hard-copy’ versions of some CDD’s are required. Where hard-copy documents are required, the specific documents, the quantities needed, and any other specifics are given within each of the submittal descriptions

defined in Chapters 4.1 through 4.3. Also see Architectural/Engineering Drawing Set requirements in item 4 of this Chapter.

Hard-copy document transmittals to the Department, when required, should be sent to the following address:

Oregon Housing and Community Services
725 Summer St. NE, Suite B
Salem OR. 97301-1266
Attn:
OHCS Architect
Multifamily Housing Finance Section

4) Architectural/Engineering Drawing Set Requirements

a) **Drawing Sets Transmitted in Electronic File Format:**

- i. File must be in Portable Document Format (PDF).
- ii. Sets must be complete, including all sub-consultant disciplines to the Architect.
- iii. Electronic submittals of drawings must include a version where each discipline (i.e. Architectural, Structural, MEP, etc.) have all drawing sheets for that discipline combined into a single PDF file (as opposed to a separate file for each drawing sheet). A single file containing all drawing sheets for all disciplines is also acceptable.

b) **Drawing Sets Transmitted in Hard-Copy Format:**

- i. Sets must be half-size.
- ii. Sets must be complete, including all sub-consultant disciplines to the Architect.
- iii. Sets must be legible: Care should be taken in planning the drawing set conventions such that when the drawings are printed at ½-size the text and other important document information remain legible.
- iv. Sets must retain a conventional scale at the reduced size i.e. ¼ inch = 1 foot at full size has a physical scale of 1/8 inch = 1 foot when printed at half size.
- v. Sets must be neatly bound.

4.0.08 Department Review of Submitted CDD's

The Department reviews CDD submittals using the following review protocol:

1) Scope of Department Review:

a) **General:**

Documents are reviewed by Department staff for general level of completeness, conformance to Department format and content requirements, and relative conformance with standard industry practices.

b) **Project Scope and Cost Related CDD's:**

In addition to review per item a) above, documents that describe the proposed Scope and Construction Cost of the project are reviewed for their reasonableness" and "appropriateness" based on past and current similar projects and on industry accepted cost data sources.

4.0 DPP Development Process Portal

Overview

c) **Drawings & Specifications:**

In addition to review per item a) above, Construction Drawings and Specifications are reviewed for conformance with the BPR's defined in Chapter 5.1 of the CDM and the appropriate Department DSO as defined in Part 6 of the CDM.

2) Primary Focus of Department Review

Though CDD's are reviewed for a broad variety of content and format related requirements, the Department's review is focused on the following priorities:

a) **Project Scope and Cost**

b) **Accessibility**

c) **Building Envelope: Technical Design**

3) Department's Submittal Response Protocol

The Department will promptly acknowledge receipt of CDD submittals that are combined with, or are followed-up with an email to the OHCS Architect indicating that a submittal has been made. Unless significant issues are observed by the reviewer during the review process or the Development Team has questions or issues it wants to discuss with the Department regarding the submittal, there will be no further communication from the Department regarding the submittal and the Department assumes that the project will continue to move forward in accordance with the project schedule.

4) Department Does Not "Approve" Submitted CDDs

Unlike City/County building and development code review bodies, the Department does not issue "Permits" or "Approvals" of submitted CDDs as part of its review protocol. The Department will, however, take exception to, and will notify the Development Team when it observes significant deviations from Department development related expectations as defined by the Department's CDM. When such issues or Department concerns are brought to the attention of the Development Team, the Development Team must work expediently with the Department to satisfactorily resolve the issue to avoid jeopardizing Department administered program funding in the project.

5) Document Errors and Omissions

The Department does not assume any responsibility for errors and omissions that may go undetected in Development Team prepared documents it reviews. All such errors remain entirely the responsibility of the Development Team. The Development Team is required to preemptively engage with the Department on any project requirements defined in the CDM that may be unclear or may be deemed unsuited for a given project and to obtain from the Department a written record of how the item has been clarified or how the issue has been resolved.

4.0.09__Quality Control & Compliance

Refer to Chapter 1.5, Section 1.5.05.

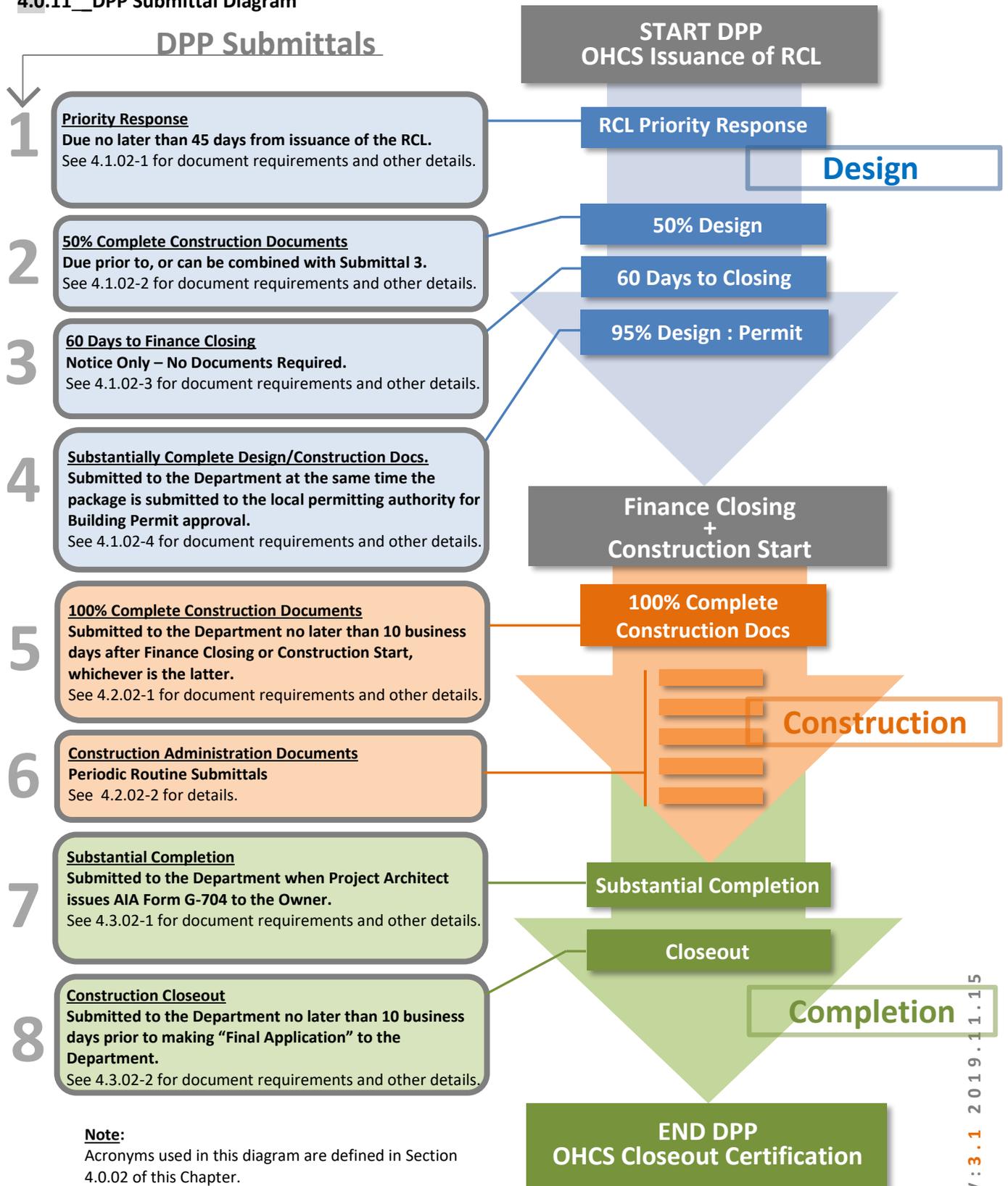
4.0.10__OHCS Architect Contact Information

Kevin Burgee

kevin.burgee@oregon.gov

503-986-6773

4.0.11__DPP Submittal Diagram



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Design Phase

4.1.01 Chapter Overview

Chapter 4.1 covers the Design Phase requirements of the Department's DPP. Four DPP submittals (1 through 4) are required during the project's Design Phase as defined in 4.1.02-1 through 4.1.02-4 of this Chapter. As illustrated in the DPP Diagram (Chapter 4.0, Section 4.0.11) the Design Phase of the Department's DPP begins at the point when a Reservation and Conditions Letter (RCL) is issued to the Project Owner and it transitions to the Construction Phase of the DPP when construction commences.

4.1.02-1 Submittal-1: Priority Response

The CDD's listed below are considered critical for determining the viability and scope of a project and are therefore referred to as "Priority Response" items or documents. These documents are reviewed by the Department early in the Design Phase of the DPP.

1) Required Documents

Submit documents listed below:

___ a) **Schematic Design Drawings**

Schematic Drawings are typically at a level of approximately 20%-25% complete. Drawings should include general site plan information, schematic floor plan layouts, unit types and layouts, exterior building elevations, basic building code and zoning code information.

Note:

Depending on the level of Site Plan development that existed at the time of Application for funding assistance, the same Site Plan without additional development will likely satisfy the Site Plan requirement for this submittal.

___ b) **Fully Executed Owner/Architect Contract**

Important:

- 1) Prior to signing any contract related to their project, the Project Owner must contact the OHCS Loan Officer assigned their project to confirm appropriate timing of executing (signing) the contract. Some funding programs such as HOME have strict timing requirements related to contracts that if not carefully followed can jeopardize funding eligibility.
- 2) Special Note for Projects with HOME Funding: The Contract must refer to the HOME Contract Provisions as being made a part of the Contract and they must be incorporated into the Contract as an exhibit. The HOME Contract Provisions can be obtained from the OHCS Loan Officer assigned to the project. Submittal of the Owner/Architect Contract may be delayed with approval of such request being made on a case-by-case basis by the Department.

4.1 DPP Development Process Portal

Design Phase

___c) **Current/Updated Project Schedule**

The Current Project Schedule is not the same as the “Proposed Project Timetable” that was requested by OHCS in the NOFA. The Current Project Schedule should, at a minimum, show the full project timeline from the time of Application for funding through to Construction Completion and should be submitted in Gant Chart format. In addition to identifying the critical phases and milestones that the Owner’s Team has identified for the project, the Project Schedule must clearly identify the following:

- i) **Projected placement within the project schedule of DPP Submittals 1 through 7.**
- ii) **Projected placement within the project schedule of a Stormwater Management Plan (SMP) Submittal to OHCS (When new Stormwater Mitigation is part of the project Scope of Work).**

Note regarding the SMP:

Because Stormwater Management Plans can vary in scope and complexity based on site and other project related dynamics, the SMP has not been specifically identified as a required part of either DPP Submittal 1 or 2. An SMP should, however, be included as part of Submittals 1 and 2 if its development has been started by those proposed submittal dates. At a minimum, the Owner’s schedule must show a 90% complete (minimum) SMP being submitted to OHCS no later than 120 days prior to Finance Closing or Construction Start. The completed SMP must be incorporated into the Construction Drawing Set and must therefore be included by default as part of Submittals 4, 5, and 7.

Detailed sub-phasing of the construction period is not necessary as part of the Current Project Schedule submitted with Submittal-1, however, more detailed Construction Phase scheduling will be required as part of Submittal-4.

___d) **Current/Updated Project Scope & Cost Report**

There are no specific formatting requirements for this item at this time. The intent of this item is to provide the Department with a document that summarizes where any scope and cost changes have occurred.

___e) **Other Documents (as may be specifically requested by the Department).**

2) Submittal Timing

Required documents must be submitted to the department within 45 days of the date of issuance of the RCL. Contact the Loan Officer assigned to the project if more time is needed to submit one or more of the required documents.

3) Transmittal Instructions

All documents listed for this Submittal must be submitted per the instructions given in Chapter 4.0, Section 4.0.07. Additionally, special hard-copy document submission requirements may apply to this submittal per item 4 of this Section.

4) Hard Copy Document Submission Requirements

None for this Submittal.

5) Department Response to Submittal-1

The Department will promptly acknowledge receipt of the submittal. Information provided in the documents submitted may have a bearing on the scope of the project and may require additional assessment and

documentation requirements. Department staff will work closely with the Owner and their team to determine if and how the information provided in Submittal-1 may influence the project.

4.1.02-2_Submittal-2: 50% Complete Review

This is a Department Progress Review related submittal.

1) Required Documents

___ a) **50% Complete Design Drawings & Specifications**

At a minimum, drawings should show the information that was shown in the drawings at the time of Submittal-1 with the following additional information: Building geometries fully developed, exterior finish materials identified, basic apartment unit plans provided with basic hypothetical furnishings shown, unit and common area square foot sizes indicated. All major site features with vehicle and pedestrian circulation paths should be shown. An outline specification should also be provided.

2) Submittal Timing

May be submitted any time prior to, or in conjunction with, but no later than the Notice of 60 Days to Finance Closing (See Submittal-3).

3) Transmittal Instructions

All documents listed for this Submittal must be submitted per the instructions given in Chapter 4.0, Section 4.0.07. Additionally, special hard-copy document submission requirements may apply to this submittal per item 4 of this Section.

4) Hard Copy Document Submission Requirements

None for this Submittal.

5) Department Response to Submittal-2

The Department will promptly acknowledge receipt of the submittal. The Department may issue questions or comments to the Owner's Project Team regarding the information provided. The Owner is expected to work diligently with the Department to resolve any issues or concerns that may be expressed by the Department as a result of the Submittal-2 review.

4.1.02-3_Submittal-3: Notice of 60 Days to Finance Closing (and/or Construction Start)

A minimal but important submittal consisting only of a brief message issued via email from the Project Owner or the Owner's Representative to the OHCS Loan Officer and the OHCS Architect indicating that Finance Closing is projected to be approximately 60 days out (but no fewer than 60 days¹) from the date the notice is received by the Department. This notice serves to give the Department time to schedule for and prepare adequate resources to complete review of Submittal-4. Once this submittal is made to the Department it can be amended to add additional time but it cannot be amended to shorten the timeframe.

1) Required Documents

___ a) **Email Notification**

___ b) **Any Final Development Standards Variance Requests (If Applicable)**

4.1 DPP Development Process Portal

Design Phase

Important Note:

This is the last opportunity to submit Development Standards Variance Requests (See Chapter 1.5, Section 1.5.03 for more information on the timing of Variance Requests).

4.1.02-3 Footnotes:

1. Once the 60 Notice is issued by the Owner, it is critical that the owner keep the OHCS Loan Officer apprised of anticipated changes in the projected Finance Closing date. Once the 60 Day Notice is received by the Department, preparations for the Submittal-4 review will commence. If Finance Closing occurs too long after the Department has completed the Submittal-4 documents review, a re-review may be necessary which could delay Finance Closing and/or Construction Start and additional Department review fees may be assessed.
- 2) Submittal Timing
60 Days prior to Finance Closing or Construction Start, whichever is the latter.
- 3) Transmittal Instructions
The 60 day notice can be a brief email sent to the OHCS Loan Officer and the OHCS Architect. If the Department has specifically requested other documents as part of this Submittal they must be submitted per the instructions given in Chapter 4.0, Section 4.0.07.
- 4) Hard Copy Document Submission Requirements
(Not Applicable unless specifically requested by the Department)
- 5) Department Response to Submittal-3
The Department will promptly acknowledge receipt of the submittal.

4.1.02-4 Submittal-4: Substantially Complete (95%+) Construction Document Review

Substantially Complete Design – Permit Ready Documents.

- 1) Required Documents
 - ___ a) **95+% Complete Drawings**
Fully developed documents of sufficient detail and completeness to receive a Building Permit. Drawings should be complete with all drawing sheets present and should include exterior envelope, material interface, and envelop penetration details.
 - ___ b) **95+% Complete Project Manual**
 - ___ c) **Completed Development Standards Overlay (DSO) Checklist**
See Part 6 of this Manual.

d) Current Draft of the Construction Contract (Should be fully prepared with the exception of signatures)

Important:

- 1) Prior to signing any contract related to their project, the Project Owner must contact the OHCS Loan Officer assigned their project to confirm appropriate timing of executing (signing) the contract. Some funding programs such as HOME have strict timing requirements related to contracts that if not carefully followed can jeopardize funding eligibility.
- 2) Special Note for Projects with HOME Funding: The Contract must refer to the HOME Contract Provisions as being made a part of the Contract and they must be incorporated into the Contract as an exhibit. The HOME Contract Provisions can be obtained from the OHCS Loan Officer assigned to the project. Submittal of the Owner/Architect Contract may be delayed with approval of such request being made on a case-by-case basis by the Department.

e) Current/Updated Project Schedule

Showing Major Construction Tasks and Sequencing.

f) Current/Updated Project Scope & Cost Report

There are no specific formatting requirements for this item at this time. The intent of this item is to provide the Department with a document that summarizes where any scope and cost changes have occurred since the most recent previous update was submitted.

g) Complete list of any Contractor Designed and/or any Deferred Permit Submittal related components of the project design (as applicable).

h) SDS Certification Part-2.

See Chapter 7.0, Section 7.0.03 for more information on SDS Certification.

2) Submittal Timing

Submit all of the required documents to OHCS at the same time an identical set of the drawings and specifications are submitted to the building permit issuing authority having jurisdiction (Application for Building Permit) but no later than 30 days prior to Finance Closing.

3) Transmittal Instructions

All documents listed for this Submittal must be submitted per the instructions given in Chapter 4.0, Section 4.0.07. Additionally, special hard-copy document submission requirements may apply to this submittal per item 4 of this Section.

4) Hard Copy Document Submission Requirements

None for this Submittal.

5) Department Response to Submittal-4

The Department will promptly acknowledge receipt of the submittal. The Department may issue questions or comments to the Owner's Project Team regarding the information provided. The Owner is expected to work diligently with the Department to resolve any issues or concerns that may be expressed by the Department as a result of the Submittal-4 review.

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Construction Phase

4.2.01 Chapter Overview

Chapter 4.2 covers the Construction Phase requirements of the Department's DPP. The Construction Phase of the DPP requires the Owner and their Development Team to give the Department a view into and access to the project in two fundamental ways:

- 1) Documents and Communications:
By providing access to certain critical construction administration related documents and including the Department in high level project management communications, and;
- 2) Construction Site Access:
By providing physical access to the construction site such that the Department can periodically observe construction activity and progress.

The Department's "view" into the project via item 1), above (access to documents and communications) is achieved via compliance with DPP Construction Phase Submittal-5 and Submittal-6 which are detailed in Sections 4.2.02-1 and 4.2.02-2 of this Chapter and compliance with Section 4.2.03 of this Chapter.

The Department's "view" into the project via item 2), above (access to the construction site) is detailed in Section 4.2.04 of this Chapter.

As illustrated in the DPP Diagram (Chapter 4.0, Section 4.0.11) the Construction Phase of the project begins when construction activity commences and transitions to the Completion Phase of the DPP when the project Architect issues a Certificate of Substantial Completion.

4.2.02-1 Submittal-5: 100% Complete Construction Documents

Submittal-5 serves to fully update the Department on any design and/or CDD modifications that have occurred since Submittal-4.

- 1) Required Documents
 - ___ a) **100% Complete Construction Drawings**
Updated complete set of drawings including all design disciplines. Drawings should contain all changes made in response to building permit authority review, other funding source entity related comments, OHCS comments, and all other changes/updates made since Submittal-4 as applicable.
 - ___ b) **100% Complete Project Manual w/Technical Specifications**
 - ___ c) **Copy of the Building Permit issued by the Permit Issuing Authority having Jurisdiction**

Important:

Though copies of Permits are not required to be submitted to the Agency until after Construction Start, the Agency requires that all Fire/Life-Safety and Planning/Zoning related approvals have been obtained from the permit issuing authority prior to commencing construction.

___d) Updated OHCS Design Standards Checklist (only if modified from Submittal-4)

___e) Fully Executed Construction Contract

___f) Current/Updated Project Schedule

___g) Current/Project Scope & Cost Report

There are no specific formatting requirements for this item at this time. The intent of this item is to provide the Department with a document that summarizes where and describes the extent of any project scope and/or cost impacts.

2) Submittal Timing

Submit the documents to OHCS after Finance Closing but no later than 10 business days following Finance Closing or Construction Start, whichever is the latter.

3) Transmittal Instructions

All documents listed for this Submittal must be submitted per the instructions given in Chapter 4.0, Section 4.0.07. Additionally, special hard-copy document submission requirements apply to this submittal per item 4 of this Section.

4) Hard Copy Document Submission Requirements

a) One (1) complete ½ size set of the Construction Drawings [ref. item 1) a) of this Section] and;

b) One (1) complete copy of the Project Manual [ref. item 1); b) of this Section]

Submit the required number of hard-copy documents directly **to each** of the following parties:

▪ **OHCS Architect**

Transmit documents to the address given in Chapter 4.0, Section 4.0.07; 3).

▪ **OHCS CA-Consultant¹**

Contact the OHCS Architect if the assigned CA-Consultant's physical address and/or contact information is not known.

5) Department Response to Submittal-5

The Department will promptly acknowledge receipt of the submittal. The Department may issue questions or comments to the Owner's Project Team regarding the information provided. The Owner is expected to work diligently with the Department to resolve any issues or concerns that may be expressed by the Department as a result of the Submittal-5 review.

Footnotes:

1) CA-Consultant refers to OHCS's Construction Administration Consultant.

4.2.02-2_Submittal-6: Construction Administration Related Documents & Communications

Submittal-6 refers, as a whole, to the Construction Administration (CA) related documents and communications that are required to be sent to the Department over the course of the project's Construction Phase. In general, the required documents are the same as those that are routinely transmitted to key members of the Owner's Development Team as a means of maintaining basic project management protocols.

1) Required Documents & Communications

The list of documents given below may be modified with written approval given by the Department on a case-by-case basis. Adequate rationale for the modification must be provided by the Owner's Development Team. The Department may also, on a case by case basis, request submission of documents that are not listed here.

- ___ a) **Contractor's Application for Payment: Forms AIA G702 (must be signed by the Project Architect) and AIA G703 (a non-AIA G703 equivalent with similar formatting is acceptable).**
- ___ b) **Construction Site Meeting Minutes.**
- ___ c) **Project Architect's Construction Observation Reports.**
- ___ d) **Observation Reports prepared by Sub-Consultants to the Project Architect.**
- ___ e) **Special Inspection Reports (as applicable).**
- ___ f) **Project Schedule Updates.**
- ___ g) **Change Order Log**
- ___ h) **All Change Order Requests (COR)s. (CORs must be issued to the Department for review prior to Project Owner Approval). Also see Section 4.2.03-1 of this Chapter.**

Note Regarding Change Orders:

The Department must be notified prior to Owner approval of the COR. Though Department approval of CORs is not required, the Department maintains the authority to disapprove the use of Program funding on COR line items when the Department deems the request to be outside of its expectations for the project. Any Department disapproval of CORs will be issued in writing to the Owner's Development Team.

- ___ i) **Owner and/or Development Team Knowledge of, or Communications Regarding, a Significant Unforeseen Project Development or Issue. Also see Section 4.2.03-1 of this Chapter.**
- ___ j) **Other documents as deemed necessary or prudent by the Department (as requested).**

2) Submittal Timing

Except for documents and communications that fall under item 1); i) and j) above, submit Required Documents and Communications listed under item 1) above to the Department at the same time they are routinely provided to other key members of the Owner's Development Team. Typically, monthly submittals of project status monitoring type documents/reports are sufficient unless substantive changes or events require more frequent communication as a means of keeping the Department apprised of important project related developments.

3) Important Submittal-6 Transmittal Instructions

- a) **How Department Access to Documents is Achieved:** The method of transmittal of Submittal-6 required documents to the Department will be determined by the OHCS Architect prior to, or at the start of construction. Typically, all such transmittals are made via email to the OHCS Architect and the project's OHCS Loan Officer however project specifics may require a different approach such as using the Department's project-specific web-based document hub or allowing Department access to a document hub established by the Owner's Development Team.

Important Note Regarding Use of Document Hubs:

In cases where documents are uploaded to the Department's document hub or have been made available via a document hub managed by the Owner's Development Team, the Department requires that an email be sent to the OHCS Architect apprising the Department that a new Submittal-6 document or set of documents has been submitted.

Important Note Regarding Inclusion of OHCS Loan Officer in Communications:

In addition to directing all DPP documents and communications to the OHCS Architect, the OHCS Loan Officer assigned to the project must be included, either directly or cc'd in all Submittal-6 document transmittals and communications.

- b) **OHCS CA-Consultant:** The Department may want the OHCS CA-Consultant to be automatically included in some or all Submittal-6 document submissions. How this will be managed for each project will be determined by the OHCS Architect prior to, or early in the construction phase of the project. Typically, the CA-Consultant is included in all Submittal-6 document related emails and is given the same CDD access via a project document hub that has been granted to the Department.
- c) **Development Team Initiative Required:** The Owner's Development Team must take initiative prior to, or early in the Construction Phase in making contact with the OHCS Architect to establish how Submittal-6 documents will be managed with the Department for their specific project. Further, once the Submittal-6 protocol is established for the project, it is the responsibility of the Owner and their Development Team to automatically include the Department as an interested party in all cases where the documents listed in 4.2.02-2; 1) of this Chapter are submitted to other project stakeholders and/or when important communications pertaining to a project development or issue occurs.
- d) **Highlighting "Important Issue" Related Information:** Submittal-6 documents or communications that contain information regarding important project developments/issues/concerns must be accompanied by an email sent to the OHCS Architect and the project's OHCS Loan Officer specifically apprising the Department of the development.

4) Department Response to Submittal-6 Document Submissions

Unless specifically called out as an issue needing attention or conspicuously identifying or suggesting that a reply is expected, the Department will typically not formally respond to routine, periodic Submittal-6 document submittals issued from the Owner's Development Team to the Department.

4.2.03_Emergent Issue and Project Change Related Communication

4.2.03-1_Special Handling of Important Change and/or Emergent Issue Related Communications

The Department requires the Development Team to promptly and directly notify both the OHCS Architect and the OHCS Loan Officer via email when the following occur:

- 1) Change Order Requests (COR)s where the proposed cost of a single item in the request is \$10,000 or more the Department must be notified prior to Owner approval of the COR.
- 2) Significant Emergent Issues when the issue can reasonably be considered substantive to a primary project stakeholder such as OHCS. In such cases, the Owner's Development Team will keep the Department apprised in a timely manner of the issue's development and the process by which it is being resolved by the Development Team. Periodic and timely reporting on the status of the issue by the Owner's Development team to the Department will continue until the issue is fully resolved.

4.2.04_OHCS Construction Observation

4.2.04-1_OHCS Construction Site Access and Construction Observation

This Section defines the Department's Construction Site Access related actions and expectations.

- 1) OHCS Construction Observation Site Visits
At its discretion, the Department may conduct one or more Construction Observation visits to the project site during the construction period to determine if the project is being executed in accordance with funding program requirements and Department's expectations generally. The frequency of site visits and the degree of related Project Team contact is based on a number project characteristics including, but not limited to, project complexity and applicable funding program requirements.
- 2) OHCS Construction Administration Consultant (CA-Consultant)
 - a) **Role of the Department's CA-Consultant**
At its discretion, the Department may engage a CA-Consultant to assist with CDD reviews and to assist with Construction Phase project site visits to observe the construction work. The CA-Consultant is engaged by the Department to inform the Department on matters of construction progress, quality of workmanship, and general conformance with the CDM. The role of the Department's CA-Consultant does not include providing guidance of any kind to the Owner's Project Team. Further, the Department's CA-Consultant will not be engaging with the Project Team in a formal inspection or enforcement related capacity.
 - b) **Communications between the CA-Consultant and the Project Team**
Some direct communication between the CA-Consultant and the Project Team is necessary and expected however care must be taken by both the CA-Consultant and the Project Team to keep communication within the expected guidelines of the Department. The following general communication guidelines must be understood and followed by both parties:

4.2 DPP Development Process Portal

Construction Phase

i. General:

The OHCS CA-Consultant is under contract with the Department to provide Construction Administration support to OHCS only. Any communication regarding the technical aspects of design or construction that may come directly from the CA-Consultant to the Project Team is strictly unofficial and does not represent the will or the position of the Department. Any official communication from the Department regarding the project will be issued in writing directly to the Project Team by Department staff.

ii. Construction Observation Reports:

Construction observation reports that have been generated by the CA-Consultant are for use by the Department only. The Department may, at its sole discretion, decide to share the CA-Consultant's observation reports with the Project Team so that the Project Team has the opportunity to determine if information in the report can be used to benefit the project. When CA-Consultant Observation reports are shared with the Project Team the following condition applies:

Construction Observation reports written by the Department's CA-Consultants commonly include suggestions or direction on how the design or the construction of the project could be improved. All such suggestions and direction are to be regarded as the personal opinion of the CA-Consultant and do not represent the opinion of the Department.

Regardless of the manner in which such opinions are conveyed in the CA-Consultant's reports, the Project Team is in no way to construe such opinions as defacto improvements to the observed condition, nor as directives from the Department, nor as presumptions on the part of the Department that such opinions will be followed by the Project Team.

Any use of the information in the CA-Consultant's Construction Observation Reports by the Project Team is entirely voluntary and must first be independently deemed by the legally responsible entities who control the work being performed to be the most prudent approach to be taken.

3) Responding to Department Requests

Based on observations made during site visits by Department personnel or a Department engaged CA-Consultant, the Department may suggest or require clarifications or revisions to the construction documents. The Project Owner and their Project Team are obligated by their acceptance of funding from one or more Department administered Programs to energetically engage with the Department in reaching satisfactory resolution to any issues or concerns that may be expressed by the Department. Failure to reach satisfactory resolution of Department identified issues or concerns may lead to project schedule delays, and may jeopardize project funding from the Department.

Completion Phase

4.3.01 Chapter Overview

Chapter 4.3 covers the Completion Phase requirements of the Department's DPP. Two DPP submittals (7 and 8) are required during the project's Completion Phase as defined in 4.3.02-1 and 4.3.02-2 of this Chapter. As illustrated in the DPP Diagram (Chapter 4.0, Section 4.0.11) the Completion Phase is the final phase of the Department's DPP.

4.3.02-1 Submittal-7: Substantial Completion

1) Required Documents

___ a) **Completed Form A-AS; Architect's Certification 1 of 2, and all documents that are required as attachments to Form A-AS. Form A-AS is located in Appendix C of this Manual.**

2) Submittal Timing

Submit the documents to OHCS when the Architect deems the project to be "Substantially Complete".

3) Transmittal Instructions

All documents listed for this Submittal must be submitted electronically per the instructions given under Chapter 4.0, Section 4.0.07. Additionally, special hard-copy document submission requirements may apply to this submittal per item 4) below.

4) Hard Copy Document Submission Requirements

None for this Submittal.

5) Department Response to Submittal-7

The Department will promptly acknowledge receipt of the submittal. The Department may issue questions or comments to the Owner's Project Team regarding the information provided. The Owner is expected to work diligently with the Department to resolve any issues or concerns that may be expressed by the Department as a result of the Submittal-7 review.

4.3.02-2 Submittal-8: Construction Closeout

1) Required Documents

___ a) **Completed Form A-CR; Owner's DPP Closeout Report and all supporting documents listed therein. Form A-CR is located in Appendix C of this Manual.**

Important:

The Owner's DPP Closeout Report requires the Project Owner to complete, collect from their Team, and submit to the Department a number of important final construction related documents. The Owner is encouraged to carefully review Form A-CR early in the project to fully familiarize themselves with the requirements associated with completing Submittal-8.

4.3 DPP Development Process Portal

Completion Phase

- 2) Submittal Timing
The satisfactory completion of this Submittal is essential for closing the project and for Department release of all remaining project funds. Though the precise timing for submission of Submittal-8 is not critical to the Department it is suggested that it be made as soon as reasonably possible to avoid delays in final release of funds or other potential program related complications.

- 3) Transmittal Instructions
All documents listed for this Submittal must be submitted electronically per the instructions given under Chapter 4.0, Section 4.0.07. Additionally, special hard-copy document submission requirements may apply to this submittal per item 4 below.

- 4) Hard Copy Document Submission Requirements
Refer to instructions on Form A-CR in Appendix C of this Manual for any documents that may be required in 'hard-copy' format. Refer to Chapter 4.0, Section 4.0.07 for hard-copy transmittal instructions.

- 5) Department Response to Submittal-8
The Department will promptly acknowledge receipt of the submittal. Once all of the Submittal-8 requirements have been completed to the Department's satisfaction, the OHCS Architect will issue a Construction Closeout Certification, Form A-CC (Intra-Department use only) to the OHCS Loan Officer in charge of the project. The issuance of Form A-CC identifies that the Department's Project Development requirements as defined by the Department's CDM have been satisfied by the Project Owner's Development Team.

Important:

Following issuance of the Construction Closeout Certification by the OHCS Architect, additional final steps administered by the OHCS Loan Officer assigned to the project will be needed to achieve Final Close-Out of any remaining underwriting and/or funding program related items and the release of any remaining Program funding.

Part 5

BPRs

Baseline Project Requirements

Chapter 5.1Development Codes & Regulations
Chapter 5.2Development Team Requirements

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Development Codes and Regulations

5.1.01 Chapter Overview

Chapter 5.1 covers broadly applicable project development codes and regulations that are mandated by federal, State, and local laws and that apply to all housing development and rehabilitation projects undertaken in the State of Oregon irrespective of their association with OHCS or any other project stakeholder. OHCS requires all applicable BPRs to be fully complied with on projects receiving any form of funding assistance from the Department.

Exceptions:

- 1) **OHCS Visitability:** Section 5.1.03-2 of this Chapter applies only to projects receiving funding from an OHCS administered program. See Section 5.1.03-2, a) of this Chapter for an applicability summary.
- 2) **Accessibility (Federally Funded Projects):** Section 5.1.03-3, b), 1 and 2 of this Chapter apply only to projects subsidized with federal funding.
- 3) **Natural Hazards Mitigation (HUD Funded Projects):** Section 5.1.03-5 of this Chapter applies only to projects subsidized with HUD funding.

Development Code and Regulation BPRs are generally categorized as follows and are further defined in Sections 5.1.03-1 through 5.1.03-6 and 5.1.04 of this Chapter:

- State and Local Jurisdiction Development Codes & Regulations
- OHCS Visitability (Applicable to OHCS Funded Projects Only)
- Federal Regulations Pertaining to Accessibility
- Natural Hazards Mitigation
- Construction Permits

5.1.02 [Reserved]

5.1.03-1 State and Local Jurisdiction Development Codes & Regulations

The Owner's Project Development Team is responsible for understanding how the codes and regulations listed in this section apply to their project and for ensuring that the requirements set forth therein are fully complied with.

- a) State of Oregon Construction Codes
As adopted and administered by the Department of Oregon Consumer & Business Services, Building Codes Division (BCD) and as applicable to each project.
- b) Local Jurisdiction Building/Development Codes, Planning/Zoning Codes, and Other Local Development Related Ordinances and Regulations
Based on the project site's location and the regulatory bodies having jurisdiction thereover and as applicable to each project.

5.1.03-2 OHCS Visitability

As required and defined by Oregon Revised Statutes ORS 456.506 through ORS 456.514 and Oregon Administrative Rules, Chapter 813, Division 310. Applies only to newly developed rental housing subsidized with funding via one or more programs administered by the Department (OHCS).

5.1 BPR(s) Baseline Project Requirements

Development Codes & Regulations

Important

Project Stakeholders, local development code jurisdictions, and/or project funders other than OHCS may have Visitability requirements separate from those identified in this Section.

- a) The following excerpt from OAR chapter 813, division 310 is included below as a quick reference only. The reader is encouraged to read all ORS and OAR references cited in 4.02, c) above pertaining to Visitability.

Applicability Excerpt from OAR 813-310-0010

These rules [Visitability] apply to the new construction of one or more rental housing units receiving development subsidies from the Department (OHCS) as described in ORS 456.508(7). Covered housing units include Department subsidized townhouses as well as other forms of rental housing. These rules also apply to group homes. These rules do not apply to homeownership housing, to farmworker housing located on a farm or to the acquisition, alteration, renovation or remodeling of existing structures. The Visitability requirements are not the same as federal or state accessibility or adaptability requirements.

- b) Also see **813-310-0020, (17), (b)** for exceptions additional to those mentioned in the Applicability excerpt in a) above and pertaining to projects funded with OHCS Bond Financing.
- c) Visitability Related Variance Requests
Requests for a Variance or “Exemption” from Visitability requirements per ORS 456.513 must be made per the Variance Request protocol given in Chapter 1.5, Section 1.5.03 of this Manual.

Important

Important timing requirements for Visitability Variance Requests apply and are defined in Chapter 1.5, Section 1.5.03 of this Manual.

5.1.03-3 Federal Regulations Pertaining to Accessibility

The Owner’s Project Development Team is responsible for understanding how the regulations listed in this section apply to their project and for ensuring that the requirements set forth therein are fully complied with.

a) **Federal Accessibility Regulations Pertaining to All Projects Regardless of how they are Funded:**

- 1) Titles II and III of the Americans with Disabilities Act (ADA); Implemented by 28 CFR parts 35 and 36. As applicable.

Reference: (The Americans with Disabilities Act, Titles II and III, may apply to housing. Title II applies to the activities of state and local governments, including housing. Title III applies to places of public accommodation, such as rental and sales offices.)¹

Footnotes:

- 1) Information in parentheses is referenced from the Fair Housing Accessibility First web site: <http://www.fairhousingfirst.org/resources/laws.html>

Core-Development Manual (CDM)
Baseline Project Requirements **BPR(s) 5.1**
Development Codes & Regulations

- 2) Fair Housing Act as Amended (applicable to **Covered Multifamily Housing Projects** as defined in 24 CFR 100.201). Implemented by 24 CFR 100.205.

Reference: (Prohibits discriminatory housing practices based on disability and family status. The Fair Housing Act also prohibits discrimination in the sale, rental, and financing of dwellings based on race, color, religion, sex and national origin. The Fair Housing Act establishes seven design and construction requirements for all covered multifamily dwellings consisting of four or more units designed and constructed for first occupancy on or after March 13, 1991. The sections of the regulations that address design and construction issues are 24 Code of Federal Regulations (CFR) 100.205 and some definitions are found in 24 CFR 100.201. Other portions of the regulations that deal with disability issues are in 24 CFR 100.201-.203.)¹

b) Federal Accessibility Regulations and Standards Additional to 5.1.03-3, a) & Pertaining only to Projects Subsidized with Federal Funding¹:

The two federal Acts listed below require projects that are receiving federal subsidies to comply with the Uniform Federal Accessibility Standards (UFAS). Projects with HUD funding may be interested in the HUD allowed alternate to UFAS described in the Important Notes part of this Section below.

- 1) Section 504 of the Rehabilitation Act of 1973; Implemented by 24 CFR Part 8. As applicable.

Reference: (Section 504 of the Rehabilitation Act bars recipients of federal funds from discriminating on the basis of disability. Section 504, is enforced by HUD. For recipients of funding from HUD, the law requires that in new construction and substantial alterations at least 5% of the housing units are accessible to people with mobility impairments and at least 2% of the housing units are accessible to people with vision or hearing impairments. In addition, Section 504 requires recipients to make reasonable accommodations, including structural changes, so that people with disabilities can use and enjoy housing. Section 504 covers all of the programs and activities of a recipient of federal financial assistance, and has additional requirements beyond those described here.)¹

- 2) Architectural Barriers Act of 1968 (ABA) and Uniform Federal Accessibility Standards (UFAS).

Reference: (The Architectural Barriers Act is a general accessibility law that requires buildings owned, leased, or operated by the federal government, and those financed by a grant or loan from the federal government, to be accessible)².

Important Notes:

- i. HUD Notice Allowing Alternative Standard to UFAS (Federal Register Doc. 2014-11556)
The HUD Alternative Standard to UFAS allows the use of the 2010 ADA Standards for Accessible Design as a substitute for UFAS (some restrictions apply). The Alternative Standard to UFAS applies only to HUD subsidized projects. Projects teams working on projects with USDA Rural

Footnotes:

- 1) Information in parentheses is referenced from the Fair Housing Accessibility First web site: <http://www.fairhousingfirst.org/resources/laws.html>
- 2) Federal Funding: See definition for this term as it is applied to this manual in Appendix A.1.

5.1 BPR(s) Baseline Project Requirements

Development Codes & Regulations

Development (RD) funding or other federal agency funding and where use of the UFAS alternative is desired must first contact RD or the appropriate federal agency to determine if the HUD Alternative Standard to UFAS is a permissible alternative to UFAS.

Excerpt from HUD Notice, FR Doc. 2014–11556¹:

In March 2011, the Department of Justice (DOJ), pursuant to its coordination authority under Section 504, advised Federal agencies that they may permit covered entities to use the 2010 ADA Standards for Accessible Design (2010 Standards) as an acceptable alternative to the Uniform Federal Accessibility Standards (UFAS)... except for certain specific provisions.

The subject HUD Notice can be accessed, as of the publish date of this Manual, via the following internet web address:

<https://www.gpo.gov/fdsys/pkg/FR-2014-05-23/pdf/2014-11844.pdf>

ii. Application of the UFAS and ICC A117.1 Standards:

Though the UFAS and Chapter 11 of the OSSC² (based on the ICC A117.1 standard) contain many overlapping or identical Accessibility related provisions there are critical differences. The Project Owner’s Architect is expected to be familiar with the differences between the two standards, their applicability to the subject project, and the appropriate integration of the OSSC and UFAS requirements into projects subsidized with federal funding.

c) Additional Federal Accessibility Related Resources:

- 1) As of the publish date of this Manual, additional general Information regarding federal accessibility laws was, and may still be obtainable at the following HUD based internet web address:

https://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/disabilities/accessibilityR

- 2) United State Access Board

The U.S. Access Board can provide assistance with interpretation of the federal laws pertaining to accessibility and can provide technical assistance with respect to approved pathways to achieving compliance with all federal laws and their respective accessibility requirements.

<https://www.access-board.gov/the-board>

5.1.03-4_Natural Hazards Mitigation : General

The Department currently looks to the individual local jurisdictions (cities and counties) to define, implement and enforce Natural Hazard risk reduction or resilient building strategies appropriate for each region or jurisdiction. State law requires all jurisdictions to develop and enforce comprehensive plans and implementing ordinances that are in fundamental alignment with Oregon’s Statewide Land-Use Planning Program. Of particular relevance is “Goal 7” of the aforementioned program that calls for local jurisdictions to establish inventories, policies and ordinances that guide local development within and away from areas prone to natural hazards. Unless more stringent requirements apply to the project stemming from Section 5.1.03-5 of this Chapter, OHCS regards projects that have been designed and constructed in accordance with all applicable State and Local Development codes per Section 5.1.03-1 of this Chapter to have satisfied this BPR.

Footnotes:

- 1) Federal Register / Vol. 79, No. 100 / Friday, May 23, 2014 / Rules and Regulations
2) OSSC : Oregon Structural Specialty Code

5.1.03-5_Natural Hazards Mitigation : HUD
(Reserved)

5.1.04__Construction Permits

The appropriate building permits must be obtained from all required authorities having jurisdiction over the subject project prior to commencing construction.

5.1.05__Project Development Requirements Imposed by Other Project Stakeholders

Project Partners and/or Stakeholders other than OHCS may have project requirements in addition to those identified in this Chapter and in other parts of this Manual. It is the responsibility of the Owner’s Development Team to identify and satisfy all project requirements expected from all project Stakeholders. Examples of other possible project stakeholders that may have development related requirements include but are not necessarily limited to:

- **United States Department of Housing & Urban Development (HUD)**
(Most notably potential development related limitations stemming from the required NEPA review. Also see 5.1.08-2.
- **United States Department of Agriculture (USDA) Rural Development**
- **LIHTC Equity Investor(s)**
- **Lenders**
- **Other**
(Federal and State government Department, quasi-governmental, and/or private sector funding entities that have an interest in the project).

5.1.06__Reconciling Potential BPR Conflicts

It is the responsibility of the Owner and their Development Team to resolve any conflict that may be identified between the BPRs to the satisfaction of the entities that administer or enforce the requirements that are conflicting. By default, where project requirements are determined to be in conflict with one another, the more restrictive requirement shall take precedence however, both requirements must remain satisfied.

5.1.07__Project Owner Responsibility for Accurate, Complete, and Appropriate Application of BPRs.

The Project Owner is solely responsible for their Development Team’s accurate, complete, and appropriate application of the BPRs to a given project. Where project development related documents are submitted to the Department for review and/or for record keeping purposes pursuant to the requirements of this Manual (CDM), such submittal in no way obligates the Department to determine that the documents are correct, complete, or in compliance with applicable laws, regulations and/or requirements established by project stakeholders outside of OHCS.

5.1.08_Related Requirements

Sections 5.1.08-1 through 5.1.08-3 that follow refer to project requirements that are defined in other Parts of this Manual or other Department guidance materials depending on their applicability to a given project.

5.1 BPR(s) Baseline Project Requirements

Development Codes & Regulations

5.1.08-1__OHCS Development Standards Overlay (DSO)

Separate from, and in addition to the BPRs referenced in this Chapter, OHCS has established Department-Based Development Standards that constitute a required “overlay” to the BPRs. OHCS Development Standard Overlays (DSO)s are located and further defined in Part 6 of this Manual.

5.1.08-2__NEPA Review

For projects seeking HUD funding assistance via a Department administered Program, OHCS is required, as a HUD designated Responsible Entity, to perform an Environmental Review of the project to determine compliance with the National Environmental Policy Act (NEPA) and other related Federal and State environmental laws. The NEPA review can lead to additional project requirements based on the project’s projected natural and cultural resource impacts. For more information regarding the NEPA review, contact the OHCS Federal Programs Manager.

5.1.08-3__State and Federal Prevailing Wage Rate (PWR) Laws

Depending on project characteristics, some affordable housing projects will have Davis Bacon Act and/or State of Oregon Bureau of Labor & Industry (BOLI) labor related regulations that apply. Because these laws are complex and because they can have significant financial and legal impacts on a project, it is important that the Project Owner be clearly aware of when and how these laws apply or when they do not apply to their project. An OHCS Loan Officer or Program Manager can assist in determining the applicability of these laws to a given project or provide guidance on where additional information on applicable labor laws can be obtained.

Project Owners that have received a conditional award of funding should refer to the Department issued, project specific Reservation and Conditions Letter for any Department requirements for demonstrating the Project Team’s compliance with PWR laws.

Development Team Requirements

5.2.01 Chapter Overview

Chapter 5.2 defines the Department's requirements pertaining to certain critical Development Team members during the Design and Construction phases of the project.

Development Team members that either perform services or fulfill one of the roles listed below during the Design and Construction Phases of the project have requirements established by this Chapter.

- Project Owner
- Architect of Record & Other Licensed Professionals Under Contract with the Project Owner
- Prime Construction Contractor (General Contractor (GC))

5.2.02 Definition of 'Development Team'

For purpose of this Manual, the terms 'Development Team' and 'Owner's Development Team' represent the Project Owner and all entities engaged directly by the Project Owner in any project development related capacity including, but not limited to, the planning, design, and construction of the project.

5.2.03 Applicability

Unless exempted from all or portions of the requirements of this Chapter per Table 1.0 (located in Chapter 1.0), the Project Owner and their Development Team must comply with the requirements of this Chapter.

5.2.04 Other Development Team Related Requirements and Conditions

The requirements given in this Chapter are supplemental to other Department issued guidance manuals and legally binding documents that may have Development Team requirements not referenced or duplicated in this Chapter. Development Team members identified in this Chapter must confirm with the Project Owner that they have been made aware of any such requirements and/or have been given access by the Project Owner to any Department issued documents that have requirements or conditions applicable to their respective role in the project. Also see related Section of this manual; Chapter 1.1, Sections 1.1.02.

5.2.05 Equity in Contracting

Central to the Department's mission is its belief that an Oregon economy based on inclusiveness promotes stronger, more interconnected, more resilient communities. In keeping with this belief and its core values, the Department encourages the engagement of Minority, Women, Emerging Small Business (M/WESB) and other under-served or disadvantaged Certified Oregon businesses on projects receiving funding via Department administered programs. Project Teams are expected to make concerted efforts to actively seek out opportunities to contractually engage with M/WESB businesses. Project teams that have received a conditional award of funding from the Department can find the Department's current requirements for demonstrating the Project Team's commitments to Equity-In-Contracting in their project specific [Reservation & Conditions Letter](#). Businesses interested in becoming M/WESB certified or parties interested in connecting with M/WESB certified businesses can contact COBID (Certification Office for Business Inclusion and Diversity) at the following web link: <https://www.oregon4biz.com/How-We-Can-Help/COBID/>

5.2 BPR(s) Baseline Project Requirements

Development Team Requirements

5.2.06 Project Owner

The Project Owner’s requirements under this chapter are as follows:

1) General Requirements

- a) Obtain the services of the Development Team professionals required under this chapter. Confirm that the proposed Development Team members meet the professional qualification requirements of this Chapter before engaging them on any OHCS funded project and confirm that they have the capacity to provide all contract and insurance requirements as given in this Chapter.
b) Obtain all insurance certificates from all Development Team members covered under Section 5.2.09 of this Chapter and submit them to the Department prior to Finance Closing.
c) Owner requirements additional to those listed in this Section are given in the project Specific Reservation & Conditions Letter.

2) Building Industry Professionals that Must Be Included on Project Owner’s Project Team and Requirements for Each

The professionals listed in the table below must be included on the Project Owner’s Project Team and must be under contract directly with the Project Owner entity. This list is not intended to name all professionals that may be necessary to competently engage housing development projects that contain Department program funding.

Table with 2 columns: Industry Professional, Detailed Requirements. Rows include Registered Architect, Oregon Licensed Construction Contractor, and [Reserved].

3) Owner Carried Insurance Requirements (During the Term of the Construction Contract)

Refer to Section 5.2.09 of this Chapter

5.2.07 Architect of Record

The following Department requirements must be met:

1) Licensed Architect Required

All projects receiving funding via one or more Department administered programs must have project design and construction administration services performed by an Architect licensed in the State of Oregon. This requirement pertains to all New Construction, Remodel, or Rehabilitation projects receiving OHCS funding and where any such work is performed, either with or without new OHCS based funding, on properties that exist within the Department’s Asset Management Portfolio. This requirement applies even when Oregon Statute does not require the involvement of a licensed design professional.

Exception:

In some limited circumstances where the scope of the project requires only a specific and specialized design discipline (e.g. design and project scope development for structural repairs only) the Department may, when permissible by law, allow an individual who is not an Oregon licensed architect to perform the needed design services.

2) Experience

The Project Owner must engage design professionals/firms that can demonstrate that they have prior experience in the capacity of 'Architect of Record' on publicly subsidized multifamily residential projects.

3) Contract & Scope of Work Requirements

At a minimum, the following contract elements are required:

- a) The contract between Owner and Architect must be developed using standard AIA contract forms.
- b) The scope of the Architect's services must be clearly delineated.
- c) The Architect's fee must be for a fixed amount.
- d) The Architect's scope of services must incorporate standard Construction Phase support including, but not necessarily limited to, periodic Construction Observation site visits and associated architect prepared Construction Observation reports.

4) Insurance Requirements

Refer to Section 5.2.09 of this Chapter

5.2.08 Prime Construction Contractor (General Contractor)

The following Department requirements must be met:

1) Oregon Licensed (Construction Contractor's Board (CCB)) Construction Contractor Required

The General Contractor (GC) and all sub-contractors must carry and maintain in good standing, for the full duration of their involvement in the project, the appropriate CCB endorsements for the work being undertaken. Additionally, the General Contractor and all sub-contractors must not have any current or previous (preceding 10 years) CCB disciplinary actions with the Board.

2) Current/Prior Litigation

Any current or previous construction contract related litigation involving the General Contractor, the General Contractor's organization, or any other individual with an ownership position in the General Contractor's organization over the past 10 years must be disclosed in writing to the Department prior to any Project Owner-GC contract being executed. The Department may disqualify the General Contractor from participation in the project if, at the Department's sole discretion, the circumstances of the litigation are deemed by the Department to be unsatisfactorily explained.

3) SAM Suspension or Debarment

Contractors listed as Suspended or Debarred on the US General Services Administration's (GSA) System for Award Management (SAM) website (<https://www.sam.gov/>) are ineligible to participate in any project receiving any form of funding from an OHCS administered program.

4) Experience

The Project Owner must engage a General Contractor that can demonstrate they have prior experience in the capacity of General Contractor on publicly subsidized multifamily residential projects.

5) Contract Between Owner and General Contractor

At a minimum, the contract must meet the following requirements:

- a) The contract must be developed using standard AIA contract forms.

5.2 BPR(s) Baseline Project Requirements

Development Team Requirements

- b) The contract must incorporate by reference the most current edition of form AIA A201, General Conditions of the Contract for Construction. Any modifications or additions to AIA A201 must be delineated in a Supplementary Conditions section of the contract.
- c) The Owner-GC contract amount must be for a stipulated sum (fixed price).
- d) The contract must comply with the all contract requirements that may be stipulated in legal documents executed between the Department and the Project Owner and any requirements that may be stipulated within the project specific Reservation and Conditions Letter issued by the Department to the Project Owner.

6) Contractor's Surety

OHCS does not currently have a Contractor's Surety requirement. The Project Owner should seek advice on the advisability of requiring a Contractor's Surety. Project Stakeholder's outside of OHCS may have a Contractor's Surety requirement.

7) Insurance Requirements

Refer to Section 5.2.09 of this Chapter

5.2.09 Development Team Insurance Requirements

In addition to Section 5.9.09's applicability to projects receiving new Department funding, project teams that are proposing rehabilitation or new construction work on assets that are already part of the Department's Asset Management Portfolio and that are not going to receive new funding from the Department may also be subject to some or all of the requirements under this Section as determined by the Department's Asset Manager assigned to the subject property or project.

Minimum insurance requirements are based on the type of Department funding in the project as follows:

- Projects that contain any form of funding via a Department administered program must comply with the requirements of Section 5.2.09a.
- When any amount of Department funding in the subject project is in the form of a grant or loan, then in addition to compliance with Section 5.2.09a, the project must also comply with Section 5.2.09b.

Important Notes:

1. The Project Owner is obligated to ensure that the Development Team entities identified in this Section are carrying the insurance coverages required. Further, Development Team principals are obligated to confirm with the Project Owner that they are carrying the appropriate insurance based on the type of Department funding in the project.

5.2.09a_General Requirements:

The following Insurance Requirements apply to all projects subsidized with any form of Department administered funding:

1) Project Owner Carried Insurance Requirements (During the Term of the Construction Contract)

a) Commercial General Liability conforming to the following minimum requirements:

- Coverage with limits for bodily injury and property damage of not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.
- Must name Oregon Housing & Community Services as a Certificate Holder and as an Additional Insured;
- Coverage must include Products and Completed Operations and must remain in force for at least twelve (12) months following the date of Substantial Completion.
- Insurer must provide OHCS with 30 days prior written notice in the event of cancellation, non-renewal or material change;
- Insurer must be authorized to transact business in the State of Oregon and must have an A.M. Best rating of A- or better.

2) Architect of Record & All Other Licensed Professionals under Contract with the Project Owner (Except Construction Contractor)

No Department Requirements under this Section.

Notes:

1. Also see Section 5.2.09b; 2) for insurance required under that Section.
2. Insurance requirements that may be identified in the Project-Owner/OHCS Legal Documents or the project's Reservation & Conditions Letter take precedence over Section 5.2.09a, 2).
3. Though OHCS does not have an insurance requirement under this Section of the CDM, the Project Owner should seek appropriate guidance on the types and levels of coverage needed to mitigate their project risk.

3) General Contractor

No Department Requirements under this Section.

Notes:

1. Also see Section 5.2.09b for insurance required under that Section.
2. Insurance requirements that may be identified in the Project-Owner/OHCS Legal Documents or the project's Reservation & Conditions Letter take precedence over Section 5.2.09a, 3).
3. Though OHCS does not have an insurance requirement under this Section of the CDM, the Project Owner should seek appropriate guidance on the types and levels of coverage needed to mitigate their project risk.

5.2 BPR(s) Baseline Project Requirements

Development Team Requirements

5.2.09b Supplemental Insurance Requirements:

In addition to the Insurance Requirements given under Section 5.2.09a of this Chapter, the following Insurance Requirements apply to all projects when Department administered Program Funding is in the form of a grant or loan or when otherwise specifically directed by the Department.

Important Notes:

1. Projects containing Department funding in the form of a grant, loan, or OHCS issued public debt (bonds) must also comply with section 5.2.09a of this Chapter.
2. Program funding in this category may include but is not necessarily limited to:
 - Home investment Partnership Program (HOME)
 - National Housing Trust Fund (HTF)
 - General Housing Account Program (GHAP)
 - Local Innovation & Fast Track (LIFT)
 - Housing Development Grant Program (HDGP)
3. Though some projects may not be required by the Department to carry the insurance required under Section 5.2.09b (such as projects with funding limited only to Low Income Housing Tax Credits (LIHTC) and/or Oregon Affordable Housing Tax Credits (OAHTC), entities other than OHCS with a financial interest in the project may require insurance similar to and/or in addition to coverages listed in this Section.

1) Owner Carried Insurance Requirements

a) "All Risk" Builder's Risk Insurance

Either the GC or the Project Owner must provide this coverage during the Construction Phase of the project. Coverage must conform to the following minimum requirements:

- Coverage with Limits not less than the amount of the Construction Contract or 100% of the insurable replacement value of such building(s) or improvements (whichever is greater);
- Must Name Oregon Housing & Community Services as Loss Payee;
- Must have a Replacement Cost Valuation Basis;
- Must include an Agreed Value Clause (no co-insurance);
- Must include Flood Insurance (when the subject site exists in a FEMA Map A Zone) in an amount equal to the lesser of the current amount of the OHCS administered funding in the project or the maximum limit of coverage allowed by FEMA.
- Insurer must provide Oregon Housing & Community Services with 30 days prior written notice in the event of cancellation, non-renewal or material change;
- Insurer must be authorized to transact business in the State of Oregon and must have an A.M. Best rating of A- or better.

b) Worker's Compensation Insurance (As required by the State of Oregon)

- Coverage meeting Statutory Limits.
- OHCS must be named as a certificate holder.
- Entities without employees must provide a written statement issued to OHCS stating that they do not have employees.
-

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Development Team Requirements

- c) Automobile Liability Insurance
 - Coverage including limits for bodily injury and property damage of not less than \$1,000,000 per occurrence.
 - OHCS must be named as both additional insured (provide endorsement) and as a certificate holder.
 - Entities without autos must provide written proof to OHCS of having “non-owned and hired” coverage.

 - d) Title Insurance
 - ALTA Extended Lender’s Policy (Standard coverage is acceptable for Acquisition and/or Rehabilitation projects)
 - The Endorsements listed below are required. The Department may require additional Endorsements as determined on a case-by-case basis and based on project specifics.
 - i. OTIRO 209.10-06 (Private Rights, Current Assessments, Restrictions, Encroachments, Minerals)
 - ii. OTIRO 208.2-06 (Commercial Environmental Protection Lien Endorsement)
- 2) Architect of Record & All Other Licensed Professionals (Except Construction Contractor) Under Contract with the Project Owner**
- a) Commercial General Liability
 - Coverage with limits for bodily injury and property damage of not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.
 - Must name Oregon Housing & Community Services as a Certificate Holder and as an Additional Insured;
 - Coverage must include Products and Completed Operations and must remain in force for at least twelve (12) months following the date of Substantial Completion.
 - Insurer must provide OHCS with 30 days prior written notice in the event of cancellation, non-renewal or material change;
 - Insurer must be authorized to transact business in the State of Oregon and must have an A.M. Best rating of A- or better.

 - b) Professional Liability or Errors & Omissions Insurance
 - Coverage with limits of not less than \$1,000,000 per occurrence.

 - c) Worker’s Compensation Insurance (As required by the State of Oregon)
 - Coverage meeting Statutory Limits
 - OHCS must be named as a certificate holder
 - Entities without employees must provide a written statement issued to OHCS stating that they do not have employees.

 - d) Automobile Liability Insurance
 - Coverage including limits for bodily injury and property damage of not less than \$1,000,000 per occurrence.
 - OHCS must be named as both additional insured (provide endorsement) and as a certificate holder.
 - Entities without autos must provide written proof to OHCS of having “non-owned and hired” coverage.

5.2 BPR(s) Baseline Project Requirements

Development Team Requirements

3) Prime Construction Contractor (General Contractor)

- a) "All Risk" Builder's Risk Insurance
(Either the GC or the Project Owner must provide this coverage during the Construction Phase of the project. See 5.2.09b; 1); a), for requirements.
- b) Comprehensive General Liability
 - Coverage with limits for bodily injury and property damage of not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.
 - Must name Oregon Housing & Community Services as a Certificate Holder and as an Additional Insured;
 - Coverage must include Products and Completed Operations and must remain in force for at least twelve (12) months following the date of Substantial Completion.
 - Insurer must provide OHCS with 30 days prior written notice in the event of cancellation, non-renewal or material change;
 - Insurer must be authorized to transact business in the State of Oregon and must have an A.M. Best rating of A- or better.
- c) Worker's Compensation Insurance (As Required by the State of Oregon)
 - Coverage meeting Statutory Limits
 - OHCS must be named as a certificate holder
 - Entities without employees must provide a written statement issued to OHCS stating that they do not have employees.
- e) Automobile Liability Insurance
 - Coverage including limits for bodily injury and property damage of not less than \$1,000,000 per occurrence.
 - OHCS must be named as both additional insured (provide endorsement) and as a certificate holder.
 - Entities without autos must provide written proof to OHCS of having "non-owned and hired" coverage.

Part 6

DSO Development Standards Overlay

Chapter 6.0Introduction & Instructions
Chapter 6.1New Construction Checklist
Chapter 6.2Rehabilitation Checklist

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DSO : Introduction & Instructions

6.0.01__ Chapter Overview

Part 6 of the CDM defines the Department’s Project Development Standards. These Standards are additional to the BPRs referenced in Part 5 of this Manual. Because the Standards outlined in Chapters 6.0 through 6.2 are “additive” to the BPRs they are referred to as Development Standards “Overlays” or, more simply; DSOs. The DSOs define what OHCS currently deems to be “best practice” project development goals for all housing projects supported by funding provided by the Department.

Part 6 of the CDM is comprised of three Chapters as follows:

- Chapter 6.0 : DSO Introduction & Instructions
- Chapter 6.1 : DSO for New Construction
- Chapter 6.2 : DSO for Rehabilitation

6.0.02__ Project and Development Team Conformance with DSOs Required

All projects receiving subsidy assistance from OHCS administered funding programs must comply with the appropriate DSO based on the type of project e.g. New Construction, Rehabilitation, or a combination of both types. The Owner’s Project Development Team must incorporate the design elements and principles required by the applicable DSO into the Project.

6.0.03__ Potential Exemption from Some Requirements of CDM Part 6

The following items may adjust how part 6 applies to a specific project:

- 1) Refer to the Project’s Reservation and Conditions Letter (RCL) for any project-specific exemptions that may be listed.
- 2) Potential exemptions/variances granted by the Department under Section 6.0.06 of this Chapter.

6.0.04__ Completing the DSO Checklist for Multi-Site Projects

Multi-site or “scattered”-site projects must complete an appropriate and separate DSO Checklist specifically tailored for each site. (Applies only to projects that are required to submit a completed DSO Checklist to the Department).

6.0.05__ Some DSO Items May Not Apply to All Projects

Some of the items listed in the Chapter 6.1 and 6.2 DSO Checklists may not apply to all projects. For example, some items listed apply only to project that are receiving federal funding. When a DSO item has limited applicability, the limitation will be identified in the checklist item. If the DSO Checklist item does not indicate any limit of applicability it applies to all projects irrespective of the type of funding it may be receiving via OHCS administered programs.

6.0.06__ Applicability of OHCS’s DSO According to Targeted Special Needs Populations

In addition to CDM applicability exceptions that may apply per Section 6.0.03, item 1) of this Chapter, projects that are intended to serve certain special needs populations may be granted an exception from having to comply with OHCS’s DSO requirements. Many such special needs focused projects require housing design approaches that are uniquely suited to the target population and therefore may render significant portions of OHCS’s DSO inapplicable. If the Owner’s Development Team believes that this is the case for a specific project, a Variance Request requesting to be relieved from having to comply with certain sections of the Department’s DSO may be submitted for Department review (see Section 6.0.15 of this Chapter for more information regarding Design Deviations from

6.0 DSO Development Standards Overlay

Introduction & Instructions

the DSO). Variance Requests based on Special Needs Populations may request that the project be exempted from OHCS’s DSO in its entirety, however, such blanket requests should be carefully considered to ensure that the requested exceptions are genuinely appropriate for the project.

6.0.07__ Structure and Required Use of Chapters 6.1 and 6.2 (DSO Checklists)

Chapters 6.1 and 6.2 have been developed in a “checklist” format that allow for easy tracking and review of the DSO requirements by the Project Owner’s Development Team and by OHCS staff. The Department requires that Chapters 6.1 and 6.2 be used by the Owner’s Development Team as a tool to track OHCS’s Development Standards and to assist the project Architect in assuring that they are addressed in the project drawings and specifications. The Project Architect is encouraged to refer to the DSO Checklists at regular intervals during the design process and to periodically update the Checklists in conjunction with the development of the Construction Documents. See Section 6.0.13 of this Chapter for more detailed instructions on completing the DSO Checklists.

6.0.08__ Other OHCS Project Requirements

Refer to the following Chapters for other OHCS-Based Development Standards Overlays that are additional to the requirements referenced in Part 6 of this Manual:

- CDM Part 7 : Sustainable Development Standards

6.0.09__ Changes made to the DSO Standard Since the Last Published Version of the CDM

The DSO is periodically modified based on Department needs and on feedback from CDM users. When a change has occurred to the DSO, the changed Standard is identified by the presence of a alphabetic letter code located in the “No.” (far left) column of the checklist as follows:

- A** = Added Standard (New or Reintroduced)
- M** = Modified Standard
- D** = Deleted Standard

Added, Modified and Deleted items are displayed in the DSO checklist similarly to the examples below:

N08.18 A	R	<input type="checkbox"/>	The Project Architect has confirmed with the Project Owner if any <u>wetland</u> preservation/mitigation related regulations and associated design requirements apply...
N07.01 M	R	<input type="checkbox"/>	A <u>Stormwater</u> Management Site Plan (SMSP) has been included as part...
N08.01 D	G	<input type="checkbox"/>	<u>As much as possible site design elements, especially building placement and massing, have been used to create and support outdoor...</u>

If a listed DSO Standards does not have one of the of the above letter codes shown in the far left column (a letter code will be absent in most cases) it means that the Standard has not changed from the previous CDM version.

Current DSO changes are identified for only one CDM version cycle after which Added and Modified Standards will no longer be identified as such and Deleted Standards will be removed from the DSO entirely. Standards that do not have one of the identifying letter symbols in the “No.” column of the table below are unchanged from the last CDM version. When a Standard is deleted from the DSO, the deletion should not necessarily be interpreted to mean that the Department no longer considers the Standard to be a good or sound design practice.

6.0.10__Precedence of CDM Chapter 5.1 (BPR)s Over CDM Part 6 (DSO)s.

By default, Federal, State, and Local Codes and Regulations take precedence over the OHCS DSOs when they are determined to be in direct and irreconcilable conflict. If a potential conflict is one of a matter of degree to which a particular condition is to be met then the higher Standard or the more restrictive Requirement shall take precedence as long as each Standard or Requirement remains satisfied. The Project Architect must notify the OHCS Architect in writing if and when such conflicts are identified.

6.0.11__Projects Involving Both New Construction and Rehabilitation

Projects falling into the following categories must complete the Checklists for **both** DSO 6.1 and DSO 6.2:

- Projects involving both rehabilitation of a building or portion of a building in conjunction with undertaking a new building addition or other major site improvements.
- Substantial rehabilitation where the character of the building envelope is substantially modified.

6.0.12__Development Standard Classifications or “Class”

The OHCS DSO is made up of Design Standards and Principles that fall in to the following categories:

Development Guideline “G”

Development principles or elements defined as a “Guideline” are deemed by the Department to be default best practice approaches. The Department understands that design is a complex process and that certain default Guidelines may not always be compatible with the best overall design opportunity given the unique set of project characteristics that may exist. Though Guidelines are to be regarded first as “Requirements”, the Department allows flexibility for the Project Team to adapt Guidelines as they deem prudent to better meet higher level design goals for the project. It should be stressed that the Department allows for this flexibility as long as it is clear from the alternate approach taken that deviation from a specific Guideline better allows the overall design to meet the Department’s priorities and goals for Affordable Housing Development. The Owner’s Project Team is responsible for ensuring that deviation from an OHCS Design Guideline will not jeopardize the project’s conformity with requirements that may be established by project stakeholders other than OHCS. Development Guidelines are indicated with a letter “G” in the “Class” column of the DSO Checklist.

Development Expectation “E”

Like “Guidelines” development principles or elements defined as an “Expectation” are deemed by OHCS to be default best practices. They are different from Guidelines in that they are deemed to be virtually universal and fundamental to any well considered project hence the given classification of “Expectation”. Development Expectations must be integrated into the project design. They are indicated with a letter “E” in the “Class” column of the DSO Checklist.

Development Requirement “R”

Development principles and elements defined as a “Requirement” differ from “Guidelines” and “Expectations” in that they represent design principles having one or more of the following characteristics:

- They represent a critical code or regulation reminder.
- They represent principles that are deemed by the Department to be fundamentally important to Department assisted housing projects and that might not otherwise be considered.
- They represent principles that are vulnerable to ‘erosion’ due to development related pressures that are peripheral to and are often in conflict with preserving livability, functionality, and/or durability.

Development “Requirements” are just that; they are **required** and they must be integrated into the project design. Design Requirements are indicated with a letter “R” in the “Class” column of the DSO Checklist.

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Value Added Upgrade “VAU”

Development principles and elements defined as “Value Added Upgrades” are suggested design related upgrades from the default minimum Standard. These elements are Elective or Optional and are indicated with a “VAU” in the “Class” column of the DSO Checklist.

6.0.13 Instructions for Completing and Submitting the DSO Checklist

Complete and Submit DSO checklists to the Department as follows:

1) Checking-Off the DSO Checklist

A checkmark should be placed in the box next to each item listed in the DSO Checklist (as applicable) as it is addressed within the Construction Document development process. Except for VAU classed items, all items listed in the DSO must be addressed in the drawings and/or the Specifications.

Important

If a Development Standard listed in the DSO Checklist cannot be addressed as expected or if the project design proposes a substantial deviation from the Standard, the checklist box associated with that item must be left empty and reference must be made in the “CD Ref.” column referencing the manner in which the Department has granted approval of the Design Deviation from the DSO (Variance Request, Email, Other). See Section 6.0.15 of this Chapter for more information on Design Deviations from the DSO.

2) Referencing Where the Standard is Addressed in the Construction Documents

As an aid to Department personnel who will be reviewing the completed Standards Checklist, the project Architect is requested to identify in the **CD Ref.** column of the Checklist where the Standard has been addressed within the Construction Documents. A very general reference to the location is sufficient, for example, “Site Plan Note number xx”, “Upper left corner of sheet xx”, “Page xx of the Project Manual”, etc. The Architect is not required to provide a referenced location for every item but may use their discretion in providing this information where they feel it would be helpful to the OHCS document reviewer.

3) Signing and Submitting the DSO Checklist

The Project Architect must sign and submit the completed Standards Checklist with Submittal-4. (See Chapter 4, Section 4.1.02-4 of this Manual regarding information on Submittal-4).

6.0.14 OHCS Guidance References

In some cases there may be an OHCS provided guidance related reference source indicated in the **OHCS Guidance Ref.** column of the checklist. Information provided in this column will refer the user of the Standards Checklist to additional information related to the associated item. This column of the checklist is for Department use.

6.0.15 Deviations from the DSO

Any proposed deviation from a DSO Development Expectation or Development Requirement necessitates issuance of a formal Variance Request to the Department. (See Chapter 1.5, Section 1.5.03 for information on Variance Requests).

Note:

A Variance Request is not automatically required when the project design deviates from a Development Guideline. Because Development Guidelines are typically more general and subjective in nature, the Department allows Architect discretion on Guideline classified items.

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However, when a substantive deviation from a Guideline is proposed by the Owner’s Team, a less formal form of communication with the OHCS Architect i.e. an email, etc. is still requested as a courtesy to the Department. The Department allows the Project Architect discretion in determining what constitutes a “substantive deviation from a Guideline” and where communication with the OHCS Architect is needed.

6.0.16 OHCS Maintains Right to Keep “Guideline” as “Requirement”.

Where the Owner’s Development Team proposes a substantial deviation from a Development Guideline and where the Department, at its sole discretion, considers the proposal to be misaligned with the spirit and intent of the DSO, the Department maintains the right to treat the Guideline as a Requirement and to exercise its right, when needed, to require full project compliance with the Guideline as a condition for maintaining the Project Owner’s funding eligibility with the Department.

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DSO Checklist

Project Name	Date
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Notes:

1. Refer to Chapter 6.0 for Introduction and Instructions related to this Checklist. Direction on completing and submitting the checklist is provided in Chapter 6.0, Section 6.0.13.
2. Refer to Chapter 6.0, Section 6.0.09 regarding changes to these Standards made since the last version of the CDM.
3. The number used to identify each listed Standard may have changed from the last CDM version.

N01__Housing Design : General

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N01.01	G	<input type="checkbox"/>		<p><u>Attentive Design</u> The Department considers contemporary architectural design approaches and principles to be in alignment with the fundamental goals of Affordable Housing Development: Building form and composition are borne out of an honest expression of function, purpose, and time; a sensitive response to site and environment; a conscientious use of resources; and an efficient and intuitive application of the contemporary design vernacular. To the extent possible, “affordable housing” design preconceptions have been challenged, unnecessary complexity reduced to elemental solutions, design clichés, and arbitrary architectural adornment have been avoided.</p>	

N02__Development & Construction Codes/Regulations

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N02.01	R	<input type="checkbox"/>		<p><u>Conformance with CDM Chapter 5.1 (BPR)s</u> To the best of the Project Architect’s knowledge, the project has been designed in conformance with the Baseline Project Requirements (BPR)s as defined in Chapter 5.1 of this Manual and as deemed by the Architect to be applicable to the subject project.</p>	

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N03 Accessibility

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N03.01	R	<input type="checkbox"/>		<p>Code/Regulation Reminder <u>Oregon Structural Specialty Code (OSSC) Chapter 11:</u></p> <p>The required number and types of Accessible, Type A, and Type B dwelling units including all related design characteristics have been incorporated into the project design as governed by <u>Chapter 11 of the Oregon Structural Specialty Code (OSSC)</u>.</p>	
N03.02 M	R	<input type="checkbox"/>		<p>Code/Regulation Reminder <u>Fair Housing Act and Americans with Disabilities Act (ADA):</u></p> <p>Compliance with Chapter 11 of the OSSC (see N03.01 of this checklist) is intended to meet or exceed ADA requirements and the accessibility requirements of the Fair Housing Act. Nevertheless, the Project Architect has familiarized themselves with the ADA and the accessibility aspects of the Fair Housing Act and has, independently from reliance on the OSSC, affirmed that the project design satisfies the requirements of these two Acts.</p>	
N03.03 M	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Code/Regulation Reminder <u>Section 504 of the Rehabilitation Act of 1973</u> (hereinafter referred to as <u>Section 504</u>):</p> <div style="background-color: #e0e0e0; padding: 5px; margin: 10px 0;"> <p>This item applies only to projects subsidized with federal funding.</p> </div> <p>In addition to the accessibility requirements listed in N03.01 and N03.02 of this checklist, the Project Architect has done all of the following:</p> <ol style="list-style-type: none"> 1) Confirmed with the Project Owner the type of funding subsidies the project is receiving and whether any such funding is federally sourced. 2) Familiarized themselves with the scoping and technical requirements of Section 504. 3) Reviewed the <u>Note</u> located at the end of this DSO item. 4) Provided an integrated approach to accessibility in the design of the project that complies with all applicable accessibility laws and their associated requirements including the requirements of <u>Section 504</u>. <p>Note: Section 504 attaches an added layer of overlapping accessibility scoping and technical standards to projects subsidized with federal funding. Project Architects responsible</p>	

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				<p>for the design of projects receiving federal funding must ensure that project designs comply with both the scoping and associated technical requirements of Section 504 while also maintaining compliance with all other accessibility scoping and technical requirements that apply to the project.</p> <p>Additional information and resources given in Chapter 5.1, Section 5.1.03-3, b) and c) may be of some assistance in satisfying this requirement.</p> <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	
N03.05	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p><u>Code/Regulation Reminder</u> OHCS <u>Visitability</u> requirements, as applicable, have been incorporated into the project design.</p> <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	
N03.06 D	G	<input type="checkbox"/>		<p><u>Wayfinding for Sight Impaired Persons</u> In addition to minimum accessibility related code and regulation requirements that may apply, braille or tactile type signage has been employed in the project design where it could improve wayfinding capabilities for sight impaired persons.</p>	
N03.07 D	G	<input type="checkbox"/>		<p><u>Automatic Door Closing Device</u> In addition to accessibility related code and regulation requirements that may apply, Accessible dwelling units have been specified to have automatic closing devices i.e. closers, spring hinges, etc. on exterior doors.</p>	
N03.08 D	R	<input type="checkbox"/>		<p><u>Accessibility Summary</u> The code summary sheet of the construction drawing set contains an area where the Accessibility/Visitability related codes and regulations listed in Section N.03 of this Checklist are listed (e.g. item numbers N03.01 through N03.05 from this section). The Accessibility related section of the drawing sheet must state after each Accessibility law/regulation listed that the item "applies" or is "not applicable" to the subject project.</p>	

N04__ Natural Hazards Mitigation

No.	Class	✓	CD Ref.	Item	OHCS Guidance Ref.
N04.01	R	<input type="checkbox"/>		<p><u>Natural Hazards Mitigation</u> Natural Hazards Risks (Earthquake, Flood, Landslide, Wildfire, Etc.) as may be applicable per investigative reports and/or project scope defining tasks, or stemming from compliance with Chapter 5.1, Sections 5.1.03-4 and 5.1.03-5 of this Manual, have, to the satisfaction of the Project Architect,</p>	

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			been adequately addressed by the project design and the Construction Documents.	
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N05 Environmental Hazards

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
R05.01	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Radon Unless more stringent or restrictive radon mitigation requirements apply per authority outside that of OHCS, the project design incorporates radon mitigation strategies complying with the Oregon Structural Specialty Code, Section 1812 when either or both items a) and b) below apply to the project. This OHCS requirement applies to areas of the State covered by items a) and b) even when such areas are not identified in the OSSC as areas required to employ radon mitigating design features.</p> <p>a) When radon mitigation related design protocols are required by State and/or Local Construction and Development Codes.</p> <p>b) When the project site is located in a moderate to high risk area as determined by Oregon Health Authority’s (OHA) Online /Interactive Map of Radon Risk Levels in Oregon. Projects located in areas of the map that are shaded in light yellow, yellow, pink, and red are considered by OHCS to be moderate to high level areas requiring radon mitigation design strategies.</p> <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the “NA” box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	

N06 Sustainability / Energy Conservation

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N06.01	R	<input type="checkbox"/>		<p>General The project design complies with Part 7 of this Manual, Sustainable Development Standards (SDS).</p>	

N07__Stormwater Management

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N07.01 M	R	<input type="checkbox"/>		Stormwater Management Plan A Stormwater Management Plan (SMP) has been included as part of the Construction Drawing Set. The SMP must be a separate site plan drawing sheet dedicated to conveying the stormwater management design strategy for the project site.	
N07.02	G	<input type="checkbox"/>		Avoiding Off-Site Discharge To the greatest extent practical, the stormwater management strategy for the project manages all stormwater on the project site and avoids discharge to the municipal stormwater system.	

N08__ Site Elements

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N08.01 D	G	<input type="checkbox"/>		As much as possible site design elements, especially building placement and massing, have been used to create and support outdoor common areas.	
N08.02 D	G	<input type="checkbox"/>		As much as possible, buildings are oriented so that unit front entries are visible from the street and/or the parking area used by visitors and emergency vehicles.	
N08.03 M	G	<input type="checkbox"/>		Privacy The relationship of dwelling units and outdoor common use areas such as walkways, roadways, parking, play areas, etc. have been conscientiously designed to maximize privacy and minimize the impact of outdoor activity on the dwelling unit interiors.	
N08.04	R	<input type="checkbox"/>		Code/Regulation Reminder <u>Slope at Paved Areas:</u> All paved areas are designed to slope so that water does not accumulate on the surface. Cross-slopes at accessible paved areas including accessible parking spaces and loading zones do not exceed 2%.	
N08.05 D	G	<input type="checkbox"/>		50% or greater permeability paving materials have been used in newly paved areas and where old paving has been replaced with new paving.	
N08.06 D	G	<input type="checkbox"/>		The site design keeps the use of site steps and stairs to a minimum. Topography has been used to the greatest extent practical to gain level entry at different areas of the site and at building entrances.	
N08.07 D	E	<input type="checkbox"/>		Accessible walkways adjacent to vehicle parking areas are designed and indicated in the drawings to allow for a 2 foot vehicle overhang and still maintain a 4 foot clear path of travel. Wheel stops to prevent vehicles from encroaching into	

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				walkways is one acceptable method, among others.	
N08.08 M	E	<input type="checkbox"/>		Refuse Collection Areas Refuse collection stations are designed and specified in the CD's to include the following: 1) Screened with a durable permanent enclosure. 2) Conscientiously located to balance convenience for residents with adequate separation for minimizing sound and odor impacts and for allowing adequate access for the refuse hauler.	
N08.09 D	E	<input type="checkbox"/>		Site lighting is provided to enhance the safety and security of residents and physical property. As much as possible, lighting is conscientiously designed to avoid unwanted impacts on unit interiors.	
N08.10 D	G	<input type="checkbox"/>		As much as possible, privacy screening is deployed between private outdoor areas.	
N08.11 D	G	<input type="checkbox"/>		As much as possible, fencing or vegetative screening is used to buffer or soften the transitions between incongruent uses on adjacent sites, between common and private use areas and to mitigate the visual impacts of vehicles and parking areas.	
N08.12 D	G	<input type="checkbox"/>		Unit entryways are designed such that residents are not required to pass over or through the entryway of another resident to gain entry to their own unit.	
N08.13 D	G	<input type="checkbox"/>		Visual privacy between units and from unit interiors and common exterior walkways and spaces is supported to the greatest extent possible.	
N08.14	R	<input type="checkbox"/>		Landscaping The landscape design is in keeping with the project site's native biome and is designed such that irrigation and maintenance are minimized to the greatest extent practical.	
N08.15	E	<input type="checkbox"/>		Relationship of Buildings to Landscaping Plant materials are kept clear of the building envelope. Plant species located near the building(s) have been placed and specified to have little to zero negative impact on the building envelope as the plants mature.	
N08.16 D	E	<input type="checkbox"/>		All disturbed areas of the site are shown in the plans to receive some form of landscape stabilization—no areas of the site/landscape plan are left undefined.	
N08.17	R	<input type="checkbox"/>		Invasive Plant Species Unless a more restrictive requirement is given as part of compliance with CDM Part 7, Sustainable Development Standards (SDS), a minimum of 50% of all new vegetation is specified to be "native" or "adapted" with respect to the project site's region or locality. Species considered to be invasive have not been specified.	
N08.18 A	R	<input type="checkbox"/>		Wetland Preservation The Project Architect has confirmed with the Project Owner if any <u>wetland</u> preservation/mitigation related regulations and associated design requirements apply to the project <u>based on the presence of federal funding in the project</u> . Further, other federal, State and local regulatory agencies often have wetland preservation/mitigation requirements that are not associated with project funding sources. To the best of the project	

			architect’s knowledge, all wetland preservation/mitigation related requirements have been incorporated in to the project design.
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N09 Exterior Elements

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N09.01	R	<input type="checkbox"/>		Durability of Essential Exterior Elements Essential Use Exterior Building Elements and Appendages such as stairways, landings, elevated walkways, etc., that are exposed to rain and/or direct sun are designed to be highly durable low maintenance building elements. Structural members are designed with dimensionally stable sized pressure treated wood members, hot dipped galvanized (HDG) steel, aluminum, concrete or similar highly decay and corrosion resistant materials. Railings and guards are shown to be HDG steel, aluminum, or similar material. Decking materials are shown to be durable, highly decay and corrosion resistant, highly stable materials such as market proven wood/plastic composites, concrete, sustainably harvested tropical hardwoods, etc.	
N09.02	R	<input type="checkbox"/>		Non-Essential Exterior Elements 1 of 2 Non-Essential Use Building Elements and Appendages such as decks and balconies that are not necessary for providing access to upper level living units <u>have not</u> been included as part of the project design, or if they have been included, they have been designed for durability per N09.01. (Note: OHCS may not approve decks or balconies that are exposed to weather if they are considered by the Department to pose a high cost maintenance and/or safety risk to the project).	
N09.03	R	<input type="checkbox"/>		Non-Essential Exterior Elements 2 of 2 Decorative exterior Building Elements either attached or unattached to the primary structure(s) such as trellises, pergolas, gazebos, platforms and other non-essential accents that are exposed to weather (if present) have been designed for long term durably and maintenance-free service similar to that described in N09.01.	
N09.04	R	<input type="checkbox"/>		Thoroughly Detailed Documents The Architect’s drawings demonstrate that stairs, ramps, decks, balconies, elevated walkways and similar structures, all associated railings and guards, all associated structural connections and all associated attachments to the primary building structure(s) have been carefully detailed to defeat the damaging effects of moisture on these elements and on the primary building envelope components.	
N09.05 D	E	<input type="checkbox"/>		As much as possible Mechanical Equipment is screened from view in an aesthetically pleasing and/or inconspicuous manner.	
N09.06	R	<input type="checkbox"/>		Protection from Weather at Primary Entrances The building is designed such that all <u>exterior</u> front doors to	

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				dwelling units and to common spaces have overhead protection from weather. At a minimum, the protective elements are designed to completely shed water (as opposed to overhead spaced decking) and are ample enough to provide cover for a minimum of two people.	
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N10__ Building Envelope

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N10.01	G	<input type="checkbox"/>		Roof Geometry Simple, unobstructed planes are maintained to the greatest degree possible. Arbitrary accents such as false dormers are avoided. Roof areas that are not bounded by parapets maintain a minimum 4:12 slope unless higher level design priorities dictate otherwise. More steeply pitched roofs are encouraged to lengthen the service life of the roof covering and to minimize the potential for water intrusion.	
N10.02	E	<input type="checkbox"/>		Roof Covering A durable low maintenance system with a minimum 20 year Estimated Useful Life has been specified. For proposed systems where a 20 year EUL is not available or reasonable a Variance Request must be issued to the Department.	
N10.03	E	<input type="checkbox"/>		Roof Overhangs/ Eaves Where applicable, roof overhangs have been designed to aid in the protection of the building envelope from exposure to sun and rain.	
N10.04	E	<input type="checkbox"/>		Roof Drainage When external downspouts are deployed they are shown/specified to be piped away from the building perimeter to an approved stormwater pretreatment/retention area or other approved stormwater management system.	
N10.05	G	<input type="checkbox"/>		Roof/Attic Venting (Where Applicable) Has been designed to exceed code minimums where possible and where practical.	
N10.06	R	<input type="checkbox"/>		Exterior Walls / Rainscreen One of the following approaches has been taken in the design: 1) A back- draining and ventilated (top and bottom vent) Rainscreen with a 3/8 inch minimum ventilated cavity is employed as part of the envelope design where annual average rainfall is 20 inches or more. Also see a) below. a) Structures located in areas prone to higher than average incidences of wind either in frequency of occurrence or force e.g. coastal and Columbia Gorge regions of the State, or when the subject structure exceeds four stories, the option 1 rainscreen described above is also a pressure moderated (compartmentalized) system. 2) In buildings consisting of four or fewer stories that are not	

				located in areas prone to high or frequent wind events and where the annual rainfall is less than 20 inches; a Rainscreen complying with option 1) above is preferred however a system without a ventilated cavity but employing a Weather Protective Barrier (WRB) having a 90% drainage efficiency per ASTM E 2273 is permissible as an alternate.
N10.07	G	<input type="checkbox"/>		<u>Exterior Traffic Areas Built Over Interior Space or Over Concealed Floor/Ceiling Cavities</u> The project design does not include such spaces or if such spaces are proposed a Variance Request has been approved by the Department. Due to the construction complexity associated with these areas the department may require the participation of an envelope consultant as a condition of approving a Variance Request.
N10.08	E	<input type="checkbox"/>		<u>Exterior Wall Cladding</u> The design employs a proven, highly durable, low maintenance cladding system.
N10.09	E	<input type="checkbox"/>		<u>Exterior Cladding Design</u> The design demonstrates an emphasis on durability and low maintenance. Building geometries have been kept simple, unnecessary surface complexities are avoided, material interfaces have been designed such that the dependence of the system on caulk/sealants is minimized.
N10.10 M	R	<input type="checkbox"/>		<u>Synthetic Stucco (EIFS)</u> <u>Exterior Insulation Finishing Systems</u> are not an approved cladding system and have not been deployed in the design of the project.
N10.11 A	R	<input type="checkbox"/>		<u>Hard Coat Portland Cement Based Stucco</u> When used as part of the exterior cladding system Cement Stucco must be installed over a drainable and vented cavity per item N10.06, item 1 of this Section. Item 2 under N10.06 is not applicable to cement stucco cladding regardless of the site's location.
N10.12	E	<input type="checkbox"/>		<u>Envelope Response to Building Orientation</u> To the maximum degree possible, the Architect has considered and accounted for the effects of sun (south and west orientations) and prevailing storm driven rain exposure on the building skin; its geometry, material, and detailing.
N10.13	E	<input type="checkbox"/>		<u>Exterior Doors and Windows</u> These elements have been specified based on proven performance and durability.
N10.14	R	<input type="checkbox"/>		<u>Exterior Door and Window Material</u> Wood exterior doors and windows that are not protected with an integral weather protective cladding <u>have not</u> been specified.
N10.15	R	<input type="checkbox"/>		<u>Exterior Door and Window Installation</u> Detailed installation guidance has been provided in the Construction Documents that clearly specifies the installation procedures for these elements and their integration with related exterior envelope components.
N10.16	R	<input type="checkbox"/>		<u>Window Testing</u>

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				The project specifications include and require an industry standard protocol for window testing during construction.	
N10.17	R	<input type="checkbox"/>		<p>Exterior Envelope Mock-Up</p> <p>The project specifications include and require an industry standard protocol for a building envelope “mock-up” during construction including, but not necessarily limited to, window, siding, and other prominent envelope related installation details and methods. Specifications require the Contractor to coordinate timing of construction of the Mock-Up with the Project Architect, the OHCS Architect, and the OHCS CA Consultant as applicable.</p>	
N10.18	R	<input type="checkbox"/>		<p>Building Envelope Details</p> <p>The drawings include a complete set of building envelope details showing how all surface transitions, material and geometric interfaces, penetrations, and critical connections are to be made. Information given in the details demonstrates how the weather barrier, flashings, and cladding system maintain a weather tight interface at all conditions. Cladding details have been developed such that the need for caulk/sealants are minimized or not needed as part of the assembly.</p>	
N10.19	R	<input type="checkbox"/>		<p>Trim and Other Accents</p> <p>Have been efficiently utilized and tightly integrated in to the envelope design such that caulks and sealants can be kept to a minimum. Durable, stable, decay resistant materials have been specified.</p>	
N10.20	R	<input type="checkbox"/>		<p>Flashings at Transitions</p> <p>Durable corrosion resistant flashings are shown integrated in a weather-lapping manner into the envelope system at all material transitions, horizontal trim surfaces, and as otherwise deemed prudent by the Architect. Flashings are specified to slope at horizontal surfaces to guide water away from the building envelope. Drips at terminal edges are shown.</p>	
N10.21	E	<input type="checkbox"/>		<p>Grade to Cladding Separation</p> <p>Building cladding is held up away from grade at least 8 inches unless durably and aesthetically designed for less separation.</p>	
N10.22	E	<input type="checkbox"/>		<p>Grade at Building Perimeter</p> <p>Grade is sloped to drain away from the building foundation such that water flows naturally to a storm water management system or is easily managed by the surrounding soils without pooling near the building. A low to zero maintenance design for stormwater drainage and management at the building perimeter is reflected in the drawings. Plant materials are kept clear of the building perimeter. A low maintenance non-vegetative groundcover designed to minimize storm and irrigation related ‘splash-up’ on the building envelope is shown.</p>	

N11 Common Areas

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N11.01 A	G	<input type="checkbox"/>		<p>Gender-Neutral Facilities Restrooms and other spaces that traditionally have been given gender specific designation and are intended to be used in common by the residents or by the public are, to the greatest degree permissible (as determined by the building code official having jurisdiction) designed as, and designated with appropriate signage as Gender Neutral Facilities.</p> <p>Note: The Department encourages gender-neutral design but leaves the decision regarding how, when, and to what extent this priority is addressed in the project to the Project Owner and the Project Architect. Some code jurisdictions such as the City of Portland (Oregon) have adopted code interpretations that allow greater flexibility in the design and gender-neutral designation of restrooms. Other code jurisdictions may require a building code appeal to allow greater gender-neutral design flexibility than what is currently permissible under OSSC 2902.2. At the time of this writing, the City of Portland code interpretation of “separate facilities” and associated alternative design requirements can be accessed via the following web link: https://www.portlandoregon.gov/bds/article/591508</p>	

N12 Elevator

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N12.01 M	R	<input type="checkbox"/>		<p>General In addition to compliance with elevator requirements that may apply based on authority outside OHCS, the degree/extent of elevator access proposed for the subject project is at least equal to the degree/extent of elevator access that is present in similar residential development located in the same market area and that is serving a similar resident demographic as that expected to occupy the proposed project.</p>	

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N13__ Dwelling Units : General

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N13.01	E	<input type="checkbox"/>		<u>Proportional Sizing of Spaces</u> Unit common spaces i.e. Living, Dining, Kitchen spaces are sized appropriately for the overall size of the unit. For example, a living room in a 1000 SF apartment is designed to be larger than a living room in an 800 SF apartment.	
N13.02	R	<input type="checkbox"/>		<u>Hypothetical Furniture Layout Shown</u> The drawings show hypothetical furniture layouts for the typical unit types proposed. To the greatest extent possible the units have been sensitively designed to accommodate “real life” expected use scenarios of the future inhabitants, on reasonable expected furnishings, on reasonable sizes of the furnishings, on reasonable spacing between furnishings, and on circulation needs generally.	
N13.03	G	<input type="checkbox"/>		<u>Efficient Use of Space</u> As much as possible, the proposed design maximizes the efficiency of the space by avoiding hallways and other spaces devoted more to circulation than to usable “living” space.	
N13.04	G	<input type="checkbox"/>		<u>Openness and Interior Views</u> The design maximizes the flexibility and openness of the spaces to the greatest extent possible by balancing the use of walls with maximizing visual continuity across the unit and to windows.	
N13.05	E	<input type="checkbox"/>		<u>Access to Bathrooms</u> In units with two or more bedrooms, bathrooms not associated with a master bedroom are designed such that they are not accessed directly from any of the main spaces but rather access is achieved via a transition space.	
N13.06	R	<input type="checkbox"/>		<u>Functional Design of Bedrooms</u> All bedrooms have been sensitively configured with respect to their space, window and door locations, and heat source locations such that they are capable of being furnished with two twin beds.	
N13.07 D	E	<input type="checkbox"/>		Eight foot (nominal) or greater ceiling heights have been provided. 7’ 6” ceiling heights (minimum) are permissible where necessitated by more dominant design goals. Soffited areas can be a minimum of 7’ 0” AFF where the affected area does not exceed 20% of a room’s total area.	

N14__ Interior Environment

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
---	-	-		(Reserved)	

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N15 Dwelling Unit Size & Room Size Standards

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N15.01	R	<input type="checkbox"/>		<p>Dwelling Unit Size Dwelling Unit Sizes associated with the proposed design comply with Table N15.01 or, alternatively, the project has requested and received an approved Variance Request from the Department.</p>	

Table N15.01 Dwelling Unit Size Standards			
Unit Type	Min. Unit Floor Area (Sq. Ft.)	Max. Unit Floor Area (Sq. Ft.)	
		Units other than Townhouses & Accessible Units	Townhouses and Accessible Units
SRO	175	---	---
Studio	350	---	---
1 Bedroom	600	690	740
2 Bedroom	800	925	950
3 Bedroom	1,000	1,200	1,250
4 Bedroom	1,250	1,400	1,450

Notes:
 1) See Appendix A.2 for OHCS Approved Area Calculation Methods.

N15.02	R	<input type="checkbox"/>		<p>Living Room Size Living Rooms in dwelling units other than Studio Apartments are designed to be a minimum of 150 SF in size and are 10 feet or greater in width and length.</p>	
N15.03	R	<input type="checkbox"/>		<p>Size of Rooms (Except Living Room) Habitable rooms other than Living Rooms are designed to be a minimum of 100 SF in size and are 9 feet or greater in width and length.</p>	
N15.04	R	<input type="checkbox"/>		<p>Unit Square Foot Sizes Shown on Plans Dwelling Unit SF sizes have been clearly indicated on the Floor Plans.</p>	

N16 Dwelling Unit Kitchens

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N16.01	E	<input type="checkbox"/>		<p>Kitchen Size Kitchens in three and four bedroom dwelling units have been designed to accommodate at least 2 people working in the</p>	

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				space at the same time.	
N16.02	R	<input type="checkbox"/>		Pantry A pantry cabinet or closet with 24" minimum door width has been provided in or near the kitchen in dwelling units with 1 or more bedrooms.	
N16.03	R	<input type="checkbox"/>		Finished Accessible Sink Areas Kitchens and bathrooms with accessible sink bases, have been designed such that the below counter knee space area is completely finished i.e. flooring, walls, cabinet side panels, pipes neatly insulated, etc. An easily removable front panel may be incorporated into the design if desired.	
N16.04	R	<input type="checkbox"/>		Storage at Accessible Kitchens Fully accessible dwelling units have been designed such that, at a minimum, the kitchens have the same amount of cabinet/pantry space as standard dwelling units.	
N16.05 M	R	<input type="checkbox"/>		Full Size Appliances Except for SROs and Efficiency Units, all dwelling units have been designed to include a kitchen area that, among other elements, includes a standard size range/oven unit and a full size refrigerator.	
N16.06 M	R	<input type="checkbox"/>		Dishwasher At a minimum, kitchens in dwelling units with two or more bedrooms have been designed to include a dishwasher. <u>Approved Alternate:</u> In cases where the Project Owner has determined that dishwashers are not a desired amenity to the target clientele, then all kitchens required to have dishwashers under this section may, as an alternate, be designed to be ' <u>Dishwasher-Ready</u> '. Dishwasher-Ready requires that a space sized to accept a standard, under-counter dishwasher has been provided directly adjacent to the sink and that such space has been wired for electric power. Such space may be filled by a different use such that the initial use of the space can be removed and a future dishwasher installed without requiring destructive impact or reconfiguration of surrounding elements.	
N16.07 D	R	<input type="checkbox"/>		Anti tip devices have specified on all appliances when such devices are required or recommended by the appliance manufacturer.	

N17 Dwelling Unit Bathrooms

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N17.01	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	Required Number – One Bedroom One bedroom units have been designed with at least one and no greater than one full bathroom. ----- <i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to</i>	

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				the left of this column and leave the orange check box unchecked.	
N17.02	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Required Number – Two Bedroom Two bedroom units have been designed with at least one full bathroom and no more than 1-1/2 bathrooms. A Variance Request allowing two bedroom units to have two full bathrooms may be granted when the target population justifies the exception.</p> <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	
N17.03	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Required Number – Three Bedroom Three bedroom units have been designed with at least 1-1/2 bathrooms and no more than 2 full bathrooms.</p> <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	
N17.04	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Required Number – Four Bedroom Four bedroom units have been designed with at least 2 and no greater than 2 full bathrooms.</p> <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	
N17.05	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Half-Bathroom on Grade Level When the proposed design includes new Townhouses, a half bathroom has been included on the main grade-level floor and the walls of the bathroom have been reinforced where appropriate to accept either immediate or future installation of accessibility grab bars.</p> <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	

N18__ Laundry

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N18.01 M	R	<input type="checkbox"/>		<p>General The manner and degree to which laundry space and equipment have been included in the design is at least equal to what similar conventional market-rate housing developments in the local community provide but in no case has less than the following been provided: (i) Laundry space has been provided</p>	

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				<p>either within each unit and/or in a shared laundry room(s) within the building or complex. (ii) Units having three or more bedrooms have been provided with a laundry space and associated hook-ups within the dwelling unit.</p> <p><u>Note regarding (ii) above:</u> Where a clothes washer and dryer is not deemed to be a currently needed or desired amenity, the water, drain and ventilation connection points may be covered with a code compliant covering such as, but not limited to, an access panel. The cover or coverings must allow for finishing out the service connections in the future without requiring significant modification to the service connections or to the surrounding space(s). The designated area may be used for another purpose except that it <u>cannot</u> be used to serve a fundamental or critical function of the dwelling that would be displaced if or when there were to be a future desire to install appliances in the designated space.</p>
N18.02	E	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Minimum Space Where laundry facilities have been provided within the dwelling unit, the space provided is a minimum of 36 inches deep measured from the back wall to the inside face of the door when the door is fully closed.</p>
N18.03	E	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Ventilation When a laundry space has been provided within the dwelling unit, provision for adequate ventilation has been provided to the space such as, but not necessarily limited to, a through-door ventilation grill.</p> <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the blue check box unchecked.</i></p>

N19 Dwelling Unit Storage Space

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N19.01	E	<input type="checkbox"/>		<p>Linen Storage Linen storage located near the bedroom(s) and/or bathroom(s) has been included in the proposed design. Storage can be provided via a closet(s) or built-in cabinetry.</p>	
N19.02	E	<input type="checkbox"/>		<p>Clothes Closet in Bedrooms A clothes closet at least equal in size to similar market-rate housing developments has been provided in each bedroom. Where walk-in closets have been provided that are 36 inches or greater in depth from the back wall to the door, an overhead light operated by a wall switch has been provided.</p>	
N19.03	E	<input type="checkbox"/>		<p>Additional Storage Additional household related storage space has been provided to the greatest extent practical but in no case has each dwelling unit been provided with dedicated storage space</p>	

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			available to the tenant that that is less than similar conventional market-rate housing developments located in the local community.	
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N20__ Interior Finishes

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N20.01	R	<input type="checkbox"/>		Floor Finishes The architect has specified easily obtainable, easily repairable, highly durable finishes. Finishes have been specified to perform well under the conditions predicted for each area and its use. Use of wall to wall carpet is highly discouraged due to the difficulty of repair, the propensity for it to hold allergens and contribute to other negative indoor environmental impacts, its high life cycle cost, and its high environmental impacts related to its production, relatively short service life and its disposal.	
N20.02	E	<input type="checkbox"/>		Low VOC Coatings Low VOC coatings have been specified.	
N20.03	E	<input type="checkbox"/>		Window Coverings Durable window coverings have been specified for all windows.	

N21__ HVAC / Plumbing / Electrical

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N21.01	E	<input type="checkbox"/>		Grab Bar Reinforcing Prefabricated shower and/or bathtub units have been specified to have factory installed integral reinforcing at the grab bar compliant locations of the unit.	
N21.02	R	<input type="checkbox"/>		Smart Exhaust Fan All Bathrooms are equipped with an exhaust fan that is automatically controlled by activity/inactivity and or humidity in the space.	
N21.03 M	E	<input type="checkbox"/>		Built-In Lighting and Controls Built-in lighting with a wall switch is specified for all bedrooms and living rooms.	
N21.04	E	<input type="checkbox"/>		Communication/Data/ TV Communications/Data/Television related wiring and jacks have been specified in accordance with current, local market expectations.	
N21.05	E	<input type="checkbox"/>		Landline Telephone Landline Telephone Service Connections in dwelling units have been specified in localities where such access is still customary or needed or where the clientele being served expect access to	

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				such service. Not providing such lines should be carefully considered with respect to its potential to limit residents' ability to obtain the most cost effective access to telephone services.	
N21.06 D	E	<input type="checkbox"/>		A hardwired door bell has been specified at all dwelling units where the main entry door connects the dwelling unit directly to the building exterior.	

N22__Appliances

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
---	-	-		(Reserved)	

Special Requirements by Housing Construction Type and/or Housing Intended Primarily for a Specific Demographic.

The Parts of the Standards Checklist that follow are additional requirements that apply to housing associated with a specific construction type or intended for a high concentration of a specific resident demographic. The following Parts of the Standards Checklist may not apply to some projects.

N23__Housing with Children

Section N23 Does Not Apply.

Check this box if this Part of the Standards Checklist does not apply to the subject project, leave the rest of this Part of the Checklist unchecked and move to the next Part of the Checklist.

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N23.01	R	<input type="checkbox"/>		At least one (1) on-site play area(s) for children under 6 years of age have been provided in the project plans. The play area(s) incorporate provisions for adults to sit near the play area(s). To the greatest extent possible, play areas have been located such that the area(s) are viewable from as many apartment units as possible and such that children do not need to cross roadways and parking areas to access the play area(s) from their dwelling units.	

N24__Housing for Seniors

Section N24 Does Not Apply.

Check this box if this Part of the Standards Checklist does not apply to the subject project, leave the rest of this Part of the Checklist unchecked and move to the next Part of the Checklist.

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
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N24.01	--	-	(Reserved)	
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N25__ Manufactured Housing

Section N25 Does Not Apply.

Check this box if this Part of the Standards Checklist does not apply to the subject project, leave the rest of this Part of the Checklist unchecked and move to the next Part of the Checklist.

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N25.01	--	-	(Reserved)		

N26__ Architect’s Endorsement

Project Architect:

Sign and submit the completed DSO Checklist with Submittal-4 (See Chapter 4, Section 4.1.02-4 for more information regarding Submittal-4).

As the Project Architect for this project, I have, to the best of my ability, incorporated the elements listed in this DSO Checklist into the project’s design and the Construction Documents.

Signature of Project Architect

Date

Printed Name

Firm Name

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DSO Checklist

Project Name	Date

Notes:

1. Refer to Chapter 6.0 for Introduction and Instructions related to this Checklist. Direction on completing and submitting the checklist is provided in Chapter 6.0, Section 6.0.13.
2. Refer to Chapter 6.0, Section 6.0.09 regarding changes to these Standards made since the last version of the CDM.
3. The number used to identify each listed Standard may have changed from the last CDM version.

R01__ General

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
R01.01	G	<input type="checkbox"/>		<u>Maximizing Function and Durability</u> To the greatest extent possible the proposed improvements to the building and site reflect an emphasis on qualitative, highly pragmatic design approaches aimed at maximizing functionality and durability.	
R01.02	G	<input type="checkbox"/>		<u>Taking Advantage of Opportunities</u> Where the project's Scope of Work has determined that certain elements be rehabilitated, replaced, reconfigured or where new elements are to be added to the project, the proposed modifications, to the greatest extent possible, take advantage of opportunities to move the project closer to the design and livability goals of OHCS's DSO for New Construction (Chapter 6.1). For example, opportunities to improve energy efficiency, durability, acoustics, functionality, and livability have been actively sought out and, where practical, they have been integrated into the project design.	

R02__ Development & Construction Codes/Regulations

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N02.01	R	<input type="checkbox"/>		<u>General</u> To the best of the Project Architect's knowledge, the project has been designed in conformance with the Baseline Project Requirements (BPR)s as defined in Chapter 5.1 of this Manual and as deemed by the Architect to be applicable to the subject	

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project.

R03 Accessibility

No.	OClasses	√	CD Ref.	Item	OHCS Guidance Ref.
R03.01	E	<input type="checkbox"/>		<p>General In addition to the applicable Accessibility requirements as governed by <u>Chapter 11 of the OSSC</u> (and ICC A117.1, Chapter 10 as referenced therein) the project design seizes opportunities to improve accessibility of the site, building common areas, and dwelling units to the greatest extent practical.</p>	
R03.02 M	R	<input type="checkbox"/>		<p>Code/Regulation Reminder <u>Fair Housing Act</u> and <u>Americans with Disabilities Act (ADA)</u>:</p> <p>Compliance with the OSSC is intended to meet or exceed ADA requirements and the accessibility requirements of the Fair Housing Act. Nevertheless, the Project Architect has familiarized themselves with the ADA and the accessibility aspects of the Fair Housing Act and has, independently from reliance on the OSSC, affirmed that the project design satisfies the requirements of these two Acts or that a code compliant plan for bringing the project into compliance with these Acts over time has been developed and that the proposed project scope and design is in compliance with that plan.</p>	
R03.03 M	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Code/Regulation Reminder <u>Section 504 of the Rehabilitation Act of 1973</u> (hereinafter referred to as <u>Section 504</u>):</p> <div style="background-color: #e0e0e0; padding: 5px; margin: 10px 0;"> <p>This item applies only to projects subsidized with federal funding.</p> </div> <p>In addition to the accessibility requirements listed in R03.01 and R03.02 of this checklist, the Project Architect has done all of the following:</p> <ol style="list-style-type: none"> 1) Confirmed with the Project Owner the type of funding subsidies the project is receiving and whether any such funding is federally sourced. 2) Familiarized themselves with the scoping and technical requirements of Section 504. 3) Reviewed the <u>Note</u> located below. 4) Provided an integrated approach to accessibility in the design of the project that complies with all applicable accessibility laws and their associated requirements 	

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				<p>including the requirements of <u>Section 504</u>.</p> <p>Note: Section 504 attaches an added layer of overlapping accessibility scoping and technical standards to projects subsidized with federal funding. Project Architects responsible for the design of projects receiving federal funding must ensure that project designs comply with both the scoping (the required quantity and type of accessible dwellings) and the associated technical requirements of Section 504 while also maintaining compliance with all other accessibility scoping and technical requirements that apply to the project. Additional information and resources given in Chapter 5.1, Section 5.1.03-3, b) and c) may be of some assistance in satisfying this requirement.</p> <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>
R03.04 D	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Code/Regulation Reminder <u>Uniform Federal Accessibility Standards (UFAS):</u> Where applicable, the project has been designed using the <u>Uniform Federal Accessibility Standards (UFAS)</u> or per the <u>HUD Notice Allowing Alternative Standard to UFAS (See Chapter 5.1, Section 5.1.03-3, b), 2), i. for more information on the above referenced HUD Notice).</u></p> <p>This item applies only to projects subsidized with federal funding.</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>
R03.05	G	<input type="checkbox"/>		<p>Visitability Though Rehabilitation projects are not subject to Visitability, (See Visitability; Chapter 5.1, Section 5.1.03-2) the project design still strives to meet the provisions and the intent of Visitability to the greatest degree practical.</p>
R03.06 D	R	<input type="checkbox"/>		<p>Accessibility Summary The code summary sheet of the construction drawing set contains an area where the Accessibility/Visitability related codes and regulations listed in Section R.03 of this Checklist are listed (e.g. item numbers R03.01 through N03.05 from this section). The Accessibility related section of the drawing sheet must state after each Accessibility law/regulation listed that the item "applies" or is "not applicable" to the subject project.</p>

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R04 Natural Hazards (Disaster) Mitigation

No.	Class	✓	CD Ref.	Item	OHCS Guidance Ref.
R04.01	R	<input type="checkbox"/>		<p>General Natural Hazards Risks (Earthquake, Flood, Landslide, Wildfire, Etc.) as may be applicable per investigative reports and/or project scope defining tasks, or stemming from compliance with Chapter 5.1, Sections 5.1.03-4 and 5.1.03-5 of this Manual, have, to the satisfaction of the Project Architect, been adequately addressed by the project design and the Construction Documents.</p>	

R05 Environmental Hazards

No.	Class	✓	CD Ref.	Item	OHCS Guidance Ref.
R05.01	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Lead-Based Paint (Non-Federal Funding) <i>(Applicable to Projects that do not contain Federal funding).</i></p> <p>The project drawings and specifications have been developed such that they require General Contractor compliance with the following regulations as applicable:</p> <ol style="list-style-type: none"> 1) <u>U.S. EPA Lead Renovation, Repair, and Painting Rule</u> 40 CFR 745 Subparts D, E, and L (As adopted and administered by the Oregon Health Authority (OHA)). 2) Local jurisdiction requirements. <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	
R05.02	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Lead-Based Paint (Federal Funding)</p> <p>This item applies only to projects subsidized with federal funding.</p> <p>In addition to requirements given under item R05.01 of this Checklist, the project drawings and specifications have been developed such that they require General Contractor compliance with the following regulations as applicable:</p> <ol style="list-style-type: none"> 1) <u>U.S. HUD Lead-Safe Housing Rule</u> 24 CFR Part 35. <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to</i></p>	

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				<p><i>the left of this column and leave the orange check box unchecked.</i></p>
	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Asbestos The drawings and specifications have been developed such that they require General Contractor conformance with State and local jurisdiction guidelines related to the removal and disposal of asbestos-containing materials as applicable.</p> <p style="text-align: center;">----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>
R05.04	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Radon In addition to investigation and mitigation requirements that may apply per authority outside the Department, projects where radon testing shows Radon levels equal to or greater than the EPA recommended limit of 4 picocuries per liter of air (pCi/L) include mitigation strategies conforming to the following Standard:</p> <p>1) ASTM E 2121-11 (or most recent edition), <u>Standard Practice for Installing Radon Mitigation Systems in Existing Low-Rise Residential Buildings</u>. High-Rise buildings (4 or more stories) may also use this standard or other commonly accepted industry standard as deemed appropriate by the Project Architect.</p> <p><u>Note:</u> OHCS requires all Rehabilitation projects to be assessed (based on location) for the need for Radon testing. CDM Appendix B.1, B.1.11, e, 2) specifies when and how testing is to occur.</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>

R06__ Sustainability / Energy Conservation

The requirements under Section R06 of this Checklist are additional to any Sustainability related expectations that may be listed in the Target Expectations for Rehabilitation (TER) located in CDM Appendix B.2.

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
R06.01	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>General The project design has adopted and complies with Part 7 of this Manual, Sustainable Development Standards (SDS).</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to</i></p>	

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				the left of this column and leave the orange check box unchecked.	
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R07 Building Envelope Requirements

The requirements under Section R07 of this Checklist are additional to any Building Envelope related expectations that may be listed in the Target Expectations for Rehabilitation (TER)s located in CDM Appendix B.2.

No.	Class	✓	CD Ref.	Item	OHCS Guidance Ref.
R07.01	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Window Testing When window replacement is proposed as part of the project scope, the project specifications require and include an industry standard protocol for window testing during construction.</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	
R07.02	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Exterior Envelope Mock-Up When siding replacement or other significant envelope related work is proposed as part of the project scope, the project specifications require and include an industry standard protocol for a building envelope "mock-up" during construction including but not necessarily limited to window, siding, and other prominent envelope related installation details and methods. Specification requires Contractor to coordinate timing of construction of the Mock-Up with the Project Architect, the OHCS Architect, and the OHCS CA Consultant as applicable.</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	
R07.03	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Exterior Envelope Improvement Where envelope work is proposed as part of the project's scope of work, the rehabilitation design, to the greatest extent possible, improves on the functional design of the building and its envelope system. The Architect has reviewed Sections N09 and N10 of Chapter 6.1 (DSO for New Construction) and has, to the greatest degree possible, incorporated the requirements of those sections into the project's rehabilitation design and scope of work.</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	

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R08__ Dwelling Units : General

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
R08.01 A	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Unit Type Change Existing dwelling units that have been modified from one type of unit to a different type of unit (e.g. a one bedroom unit changed to a two bedroom unit) have been designed to meet the New Construction DSO criteria applicable to the new unit type.</p> <p><i>If this item does not apply to the subject project place a check mark in the “NA” box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	

R09__ Supplemental Requirements

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
R09.01	R	<input type="checkbox"/>		<p>Target Expectations for Rehabilitation (TERs) TERs are located in Appendix B.2 of this Manual and are supplemental conditions of this DSO.</p> <p>The TERs have been reviewed by the Project Architect to identify those aspects that are applicable to the project. Where an aspect of the TERs is deemed applicable, the project design, to the greatest extent practical, serves to bring the site, buildings, and other improvements into conformance with the applicable parts of the TER.</p>	
R09.02	R	<input type="checkbox"/>		<p>UPCS Based Deficiencies (UPCS) UPCS based Deficiencies are located in Appendix B.3 of this Manual and are supplemental conditions of this DSO. Though typically reserved for projects that are funded with federal subsidies, OHCS has adopted the UPCS as part of its Development Standard and has made it applicable to all OHCS funded projects regardless of the type of funding a project may be receiving.</p> <p>The UPCS Based Deficiencies have been reviewed by the Project Architect to identify those aspects that are applicable to the project. Where an aspect of the UPCS Based Deficiencies is deemed applicable, the project design, to the greatest extent practical, serves to remediate the identified deficiency.</p>	

6.2 DSO Development Standards Overlay
Rehabilitation

R10__Architect’s Endorsement

Project Architect:

Sign and submit the completed DSO Checklist with Submittal-4 (See Chapter 4, Section 4.1.02-4 for more information regarding Submittal-4).

As the Project Architect for this project, I have, to the best of my ability, incorporated the elements listed in this DSO Checklist into the project’s design and the Construction Documents.

Signature of Project Architect	Date
Printed Name	Firm Name

Part 7

SDS Sustainable Development Standards

Chapter 7.0 Introduction
Chapter 7.1a Sustainable Building Path
Chapter 7.1b Solar-Ready
Chapter 7.1c EV-Ready
Form A-GC SDS Certification

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Introduction

7.0.01__ Overview

Projects receiving funding via Department administered Programs must demonstrate a commitment to sustainable design and construction practices. In addition to the Baseline Project Requirements defined in Part 5 of this Manual, and the OHCS Development Standards Overlay defined in Part 6 of this Manual, the Department requires Department funded projects to comply with the three OHCS Sustainable Development Standards (SDS) Modules listed below.

7.0.02__ OHCS Sustainable Development Standards (SDS) Modules:

The Department’s SDS is composed of the SDS Modules listed below. Applicability and specifics of each module are detailed in Chapters 7.1a, 7.1b, and 7.1c which directly follow this Chapter.

SDS Module 1: Sustainable Building Path.

Refer to Chapter 7.1a for SDS Module 1 details.

SDS Module 2: Solar-Ready.

Refer to Chapter 7.1b for SDS Module 2 details.

SDS Module 3: EV-Ready (Electric Vehicle Ready).

Refer to Chapter 7.1c for SDS Module 3 details.

7.0.03__ SDS Certification

Compliance with the SDS Modules is certified by the Project Owner and the Project Architect via a 3-Part Certification Form consisting of Form parts A-GC1, A-GC2, and A-GC3. In addition to Architect and Owner certification, Part 3 of the A-GC certification (Form A-GC3) requires documentation by the third-party Sustainable Building Consultant and/or documentation from the third-party Sustainable Building Path that the completed project has successfully completed and conforms with the requirements of the selected path.

The 3-part A-GC Series Certification Form is located at the end of Chapter 7.1c of this Manual.

The A-GC series Form is submitted to the Department at three different points as identified in the table below. Follow the electronic document submittal instructions provided on the A-GC Form Series itself.

SDS Certification	Form	When and How to Submit to the Department
Part 1	A-GC1	Submit with the Project Owner’s Application for Funding. Form A-GC1 is one of documents listed in CDM Chapters 3.1 and 3.2 that define what documents are required with the Application for funding.
Part 2	A-GC2	Submit with CDM DPP Submittal-4. (Substantially Complete Construction Documents) See CDM Chapter 4.1, Section 4.1.02-4, Items 2) and 3) for information on DPP Submittal-4
Part 3	A-GC3	Submit with CDM DPP Submittal-7. (Substantial Completion (Construction)) (See CDM Chapter 4.3, Section 4.3.02-1, items 2) and 3) for information on DPP Submittal-7)

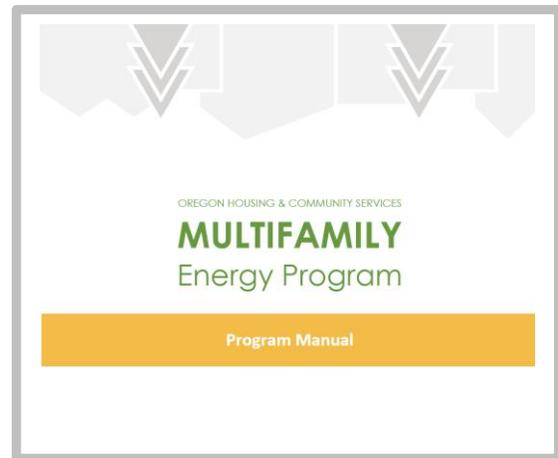
7.0 SDS Sustainable Development Standards

Introduction

7.0.04 OHCS' Multifamily Energy Program (OR-MEP)

OR-MEP is a Department administered funding program tailored for increasing energy efficiency in multi-family rental housing in Oregon. The purpose of OR-MEP funding is to reduce energy use and heating costs for low income Oregonians through energy efficiency improvements in existing multifamily housing and new construction multifamily development.

Project teams should familiarize themselves with OR-MEP and its potential to inform and support the energy efficiency goals of their multifamily housing projects.



Applications issued to the Department requesting OR-MEP funding are accepted for review and approval on a continuous basis making the program one that is easily integrated with other funding offerings by the Department or the offerings of other funders. OR-MEP has limited funds and will reserve incentives based upon the order projects complete the enrollment process. There are per-project caps for the total amount of OR-MEP funding that can be applied, and other project criteria must be met to qualify.

For more information about OR-MEP contact:

Phone: 503-505-6787

Email: OHCSMultifamilyEnergy@trccompanies.com

Website: www.oregonmultifamilyenergy.com

OR-MEP is mentioned in the context of the Department's SDS because it plays an important role in supporting the sustainability priorities of the Department. Currently, there are no SDS requirements related specifically to OR-MEP and participation in OR-MEP is not required for maintaining compliance with the Department's SDS. This Section of the CDM (7.0.04) is provided as an informational resource only.

7.0.05 Quality Control and Compliance

See CDM General Conditions, Chapter 1.5, Section 1.5.05 of this Manual.

Sustainable Building Path

SDS Module 1

7.1a.01__ Chapter Overview

This Chapter addresses the Department's Sustainable Building Path requirement. For an overview of how the requirements of this chapter relate to the broader context of the Departments Sustainable Development Standards (SDS) refer to Section 7.0.01 in Chapter 7.0.

7.1a.02__ Applicability

The requirements of this chapter apply to all projects receiving funding via one or more Department administered programs.

7.1a.03__ Path Options and Selection

Based on the type of project proposed; New Construction or Rehabilitation, one of the Sustainable Building Paths listed below must be selected and the path requirements must be integrated into the project design. Project teams will be asked to identify which Sustainable Building Path they will pursue at the time they apply for funding from the Department.

Department Approved Paths:

New Construction Projects

- **Enterprise Green Communities**
(All dwelling units must be at or below 60% AMI to qualify)
<https://www.enterprisecommunity.org/solutions-and-innovation/green-communities/certification/eligibility>
- **Earth Advantage EA Multifamily**
(Silver Level Certification Minimum)
<https://www.earthadvantage.org/certifications/earth-advantage-multifamily-certification.html>
- **LEED for Homes**
(LEED = Leadership in Energy and Environmental Design)
<https://www.usgbc.org/articles/getting-started-homes>

Rehabilitation Projects

- **Enterprise Green Communities**
(All dwelling units must be at or below 60% AMI to qualify)
<https://www.enterprisecommunity.org/solutions-and-innovation/green-communities/certification/eligibility>
- **OHCS Self-Directed Sustainable Building Path**
See Section 7.1a.06 of this Chapter for details regarding the OHCS Self-Directed Sustainable Building Path.

7.1a SDS Sustainable Development Standards

Sustainable Building Path

Important

Before committing to one of the Department approved Sustainable Building Paths, the Project Owner should familiarize themselves with the program requirements of the path they are considering and confirm program expectations with their Architect and with a 3rd party program facilitator / Sustainable Building Consultant certified by the program of interest.

7.1a.04 Proposing an Alternate 3rd Party Sustainable Building Path

The Department may, at its sole discretion, accept Project Team proposals to pursue a sustainable building path that is different from the ones listed in Section 7.1a.03C. The proposal must, at a minimum, conform with the following items:

- 1) The proposal must be submitted to the Department within 45 calendar days after the date of the Department's reservation of award to the Project Owner. This means that one of the approved paths listed in Section 7.1a.03 must be selected as part of the funding application as a default and the project team must be prepared to follow the default path should their proposal for an alternate path be denied by the Department.
- 2) The proposal must provide a brief statement explaining why the project team is interested in pursuing the proposed path.
- 3) The proposal must provide a narrative description of how the proposed path is equal to or superior to the Department's approved paths.
- 4) The proposal must describe how the path is certified (in addition to the Department's self-certify protocol outlined in Chapter 7.0, Section 7.0.03).

7.1a.05 Certification

SDS Module 1 Certification is achieved by following the 3-part certification process defined in Chapter 7.0, Section 7.0.03.

7.1a.06 Self-Directed (SD) Sustainable Building Path

(As referenced in Section 7.1a.03 of this Chapter. This Section applies only to Rehabilitation Projects that have chosen this Path to comply with Module 1 of the Department's SDS).

The Self-Directed (SD) Sustainable Building Path is intended to allow the Project Owner and their third-party Sustainable Building Consultant to develop a project specific sustainable building approach that best fits the unique characteristics of their rehabilitation project. Rehabilitation Projects that have chosen to follow the SD Sustainable Building Path must comply with the following protocols:

1) Engagement of a Third-Party Sustainable Building Consultant Required

The project team must include a third-party Sustainable Building Consultant with a contracted scope of involvement that allows them to reasonably fulfill the expectations defined in this Section. The consultant must be a member of a bona fide business that routinely engages in sustainable design and construction related consulting and that has prior experience performing work similar to that described in this section.

Core-Development Manual (CDM)
Sustainable Development Standards **SDS 7.1a**
Sustainable Building Path

2) Energy and Water-Use Assessment Required

An Energy and Water Use Assessment of the subject project must be conducted that meets the requirements given under Appendix B.1; Section B.1.11; a) of this Manual. If a CNA has been performed that meets all of the requirements given under Appendix B.1 of the CDM, the Energy and Water Use Assessment part of the CNA satisfies this requirement.

3) SD Sustainable Building Path Scope of Work Content and Format Requirements

A written scope of work covering only the Sustainable Building measures/upgrades that will be included in the project must be developed. At a minimum, the SD Sustainable Building Path Scope of Work must comply with all of the following:

- a) The Scope of Work must be authored by the third-party Sustainable Building Consultant and must be submitted on the Consultant's letterhead. The Scope of Work should reflect a consensus between the Project Owner and the Sustainable Building Consultant regarding what Sustainable Building measures/upgrades make the best sense for the project.
- b) The Scope of Work must be formatted as an itemized and numbered list of proposed measures/upgrades. Additional information or a brief rationale for the listed items is encouraged where it may be useful to OHCS staff in understanding the proposed scope.
- c) The Scope of Work must have a copy of the Energy and Water-Use Assessment described in item 2) of this Section appended to it.
- d) The Scope of Work must include a section that briefly identifies any significant differences – if any (both additions and omissions), between what is recommended in the Scope of Work and what is recommended in the Energy and Water Use Assessment part of the project's CNA (as defined in CDM Appendix B.1, Section B.1.11, a), item 5.)

4) When and How to Submit the Sustainable Building Path Scope of Work to the Department

Submit the Scope of Work with SDS Certification Part 1 (Form **A-GC1**). Refer to Chapter 7.0, Section 7.0.03 for required timing of SDS Certification related submittals.

5) Certification Statement from the Sustainable Building Consultant Required

As part of the certification requirement given in Chapter 7.0, Section 7.0.03, Part 3 of the three part certification process (form **A-GC3**) for SDS Module 1 must include a written statement from the Sustainable Building Consultant that declares that the completed construction has, in their professional opinion, satisfactorily incorporated all of the elements of the SD Sustainable Building Path Scope of Work. The written statement must be submitted on the Consultant's letterhead and must be included with submission of a completed A-GC3 form at Substantial Completion of the project.

Note:

Unless it is specifically required by one of the other Sustainable Building Paths that may be chosen to satisfy Module 1 of the SDS, the Sustainable Building Consultant's written statement described above is required only when the Self-Directed Sustainable Building Path has been chosen by the project team.

7.1a SDS Sustainable Development Standards
Sustainable Building Path

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Solar-Ready

SDS Module 2

7.1b.01 Chapter Overview

This Chapter addresses the Department’s Solar-Ready requirement. For an overview of how the requirements of this chapter relate to the broader context of the Departments Sustainable Development Standards (SDS) refer to Section 7.0.01 in Chapter 7.0.

7.1b.02 Applicability

OHCS Solar-Ready Requirements apply to housing projects characterized by all of the following:

- a) Consist of proposed New Construction and/or proposed Substantial Rehabilitation. (Also see Note below).

Note:

Substantial Rehabilitation, for the purpose of this Section, is defined as a rehab where construction cost is 75% or greater of the cost to completely reconstruct the building or buildings.

- b) Are receiving or will receive project funding from OHCS.

7.1b.03 Department Approved Alternate Approach for Meeting the OHCS Solar-Ready Requirement

Programs listed below are Department Approved Alternate Approaches to the OHCS Solar-Ready Requirement.

Energy Trust of Oregon (ETO)	Satisfactory completion (through construction) of an <u>Energy Trust of Oregon (ETO)</u> Solar or Solar-Ready Incentive Program will be regarded by the Department as having fulfilled the intent of OHCS Solar-Ready Requirement. See Section 7.1b.06 of this Chapter for more information on the ETO Alternate Approach.
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7.1b.04 OHCS Solar-Ready Requirement

Projects subject to the requirements of this Section per Section 7.1b.02 above must be designed and constructed to be “Solar-Ready” (either Solar-Thermal or Solar-Electric) per these Solar-Ready Requirements. Project Teams must have or must obtain solar design expertise sufficient to ensure competent execution of the requirements under this Section.

Department direction given under this Section (7.1b.04) applies only when the project is not participating in a Department Approved Alternate Approach per Section 7.1b.06.

- a) Feasibility Assessment

An assessment of the relative practicality or impracticality of incorporating solar energy provisions into the project must be engaged with a qualified solar consultant. The ETO’s website contains a list of ETO Solar Electric Trade Allies, all of whom provide solar feasibility and design consulting even when the project site is not within the ETO’s incentive program boundaries.

7.1b SDS Sustainable Development Standards

Solar-Ready

At a minimum, the Feasibility Assessment must include the following information:

i. General Information:

- Date of the Assessment Report.
- Solar Consultant’s name and their company name.
- Solar Consultant’s credentials and experience (include resume if available). Indicate if the Solar Consultant is listed with the ETO as a Solar Electric Trade Ally.
- Project name and location.
- Project Owner entity’s name and name of person acting as the primary contact for the owner on Solar-Ready design.
- Brief physical description of the property including; general site characteristics, existing building(s) characteristics and a brief description of any proposed new buildings if applicable.

ii. Opinion of Solar-Ready Practicality

Provide a brief summary of the assessment findings and a rationale for why the Solar Consultant believes that inclusion of Solar-Ready provisions in the project is, or is not “practical”. The assessment of Solar-Ready practicality should be forward looking, taking into account rapid advancements in solar energy systems technology, rapidly declining costs of solar energy systems, projected future costs of renewable vs. non-renewable energy sources, and the urgency of reducing dependency on non-renewable energy sources as a key factor in mitigating the harmful effects of climate change. The assessment may be based on any evaluation method(s) deemed appropriate by the Solar Consultant.

When Solar-Ready provisions are determined to be impractical:

If inclusion of Solar-Ready provisions in the project is determined to be Impractical, the Feasibility Assessment can be completed having addressed items i. and ii. of this Section. The remaining parts of Section 7.1b.04 are not applicable when Solar-Ready provisions have been determined to be impractical.

Submit the completed Feasibility Assessment to the Department as soon as it is completed and as early in the design phase of the project as possible.

When Solar-Ready provisions are determined to be feasible:

If inclusion of Solar-Ready provisions in the project is determined to be feasible, the Solar-Ready Feasibility Assessment must also include items 3), a), iii through vii of this Section.

Additionally, when Solar-Ready provisions are determined to be feasible, Section 7.1b.04, item b) and Section 7.1b.05 must also be engaged and completed during the design and construction phases of the project.

iii. Solar-Ready Design Concept

The Assessment must include a brief outline description of the fundamental Solar-Ready design attributes and considerations that are projected to be involved in making the subject project Solar-Ready. This part of the Assessment must address the design considerations and elements listed below as they relate to the subject project. Any additional design considerations deemed important to the Project Team should also be discussed in this part of the Assessment. *(Items listed below are closely based on the ETO's Solar Ready Commercial Design and Construction Requirements (V3)). As this is still in the "Feasibility Assessment" phase of SDS Module 2, the Solar-Ready Design Concept can be provided in a brief narrative format that simply affirms that the items listed below will be addressed in the Design Phase of the project and, where possible, provides additional detail on how they will likely be addressed in the Design Phase. Providing as much detail as possible and inclusion of design graphics (drawings, diagrams, etc.) in this part of the Feasibility Assessment is encouraged but is not required.*

The Solar-Ready Design Concept part of the Feasibility Assessment, at a minimum, must address/acknowledge the following system attributes and considerations:

- a. Roof appurtenances such as HVAC equipment, vent stacks, plumbing stacks, ventilators, penthouses, communications systems/antennae, pipe runs and ductwork should, to the greatest extent possible, be minimized and when required, located on sections of the roof that are the least valuable areas for solar collection.
- b. Roof appurtenances should, to the greatest extent possible, be located such that large contiguous areas of roof can be reserved for solar collection equipment.
- c. The roof structure must be capable of accommodating the additional dead load anticipated as a result of the future rooftop solar equipment. Structural calculations must be performed to verify that the building structure will withstand solar system related wind and seismic forces as required by the building code. Solar system related structural loads must be clearly documented within the project's structural calculations.
- d. The project's roof plan must show the following:
 - Schematic layout of future solar collection equipment.
 - Location of the chase or conduit that will be installed as part of the currently planned project and designated as reserved for future solar system related wiring.
 - Location of fall protection anchors when roof pitch at the area of solar collection equipment exceeds 2:12. Anchors must be installed as part of the currently planned project when new roof coverings are part of the project scope.
- e. As part of the currently planned project, an appropriately sized area of wall and floor space in the electrical room, or other adjacent area to an electrical panel, must be designated in the construction documents as being reserved for future placement of inverter(s), meter(s) and switchgear associated with the future solar energy system. The construction documents should show schematic positioning of the future equipment both in plan-view and elevation-view and include the code required clearances. The size of these areas should be based on the inverter/equipment dimensions typical for the size of the proposed future solar system.
- f. As part of the currently planned project, an easily accessible chase or conduit must be installed from the proposed solar equipment at the roof to the location where the future solar energy

7.1b SDS Sustainable Development Standards

Solar-Ready

inverter(s) meter(s) and switchgear will be located to accommodate future wire runs between the points of connection. If conduit is used, it must be of a type and size appropriate for the proposed system.

- g. A point of electrical interconnection (electrical panel) must be identified and sized in the construction documents to accommodate the greater of 20% above the calculated panel loads or an additional 12 watts per square foot of the proposed solar collection area. The electrical interconnection must be sized to include additional breaker positions to accommodate the sized system and the reserved breaker space must be labeled “Reserved for Solar Feed.” The construction documents must indicate that a sign or label be clearly posted on or near the solar interconnection point indicating that the building is “Solar Ready.”

- iv. **Estimate of Initial Cost Premium (Construction Cost) and Potential Financial Incentives or Sources**
This part of the Assessment must include an opinion (estimate) of the initial construction cost associated with adding Solar-Ready provisions to the project. Guidance should also be given regarding incentives or potential sources of funding that may be available to offset the projected cost of making the project Solar-Ready.

- v. **Preliminary Solar Design Assumptions & Goals**
This part of the assessment must describe reasonable future solar energy potential for the project. e.g. solar energy production, rough estimate of total energy demand served by solar energy, other reasonably assumable benefits and goals of a future solar energy system.

- vi. **Service and Fee Proposal for Providing Solar Consulting Services during the Design and Construction Phases of the Project**
This part of the Assessment must include a proposal for Solar Design Consulting and associated fees for assisting the Project Owner and their Architect in making the project Solar-Ready.

- vii. **Submission of the Completed Solar-Ready Feasibility Assessment to the Department**
Submit the completed Feasibility Assessment to the Department as soon as it is completed and as early in the design phase of the project as possible.

- b) Detailed Solar-Ready Design
Once the Solar-Ready Assessment is completed, detailed Solar-Ready Design, based on the Solar-Ready concept outlined in the Feasibility Assessment must be integrated into the project. Detailed Design must include construction document level design definition of the Solar-Ready approach that will be taken. The Project Owner, in conjunction with their Architect, will determine the type and scope of Solar Design expertise that their team needs to complete a detailed Solar-Ready design for the project. Unless the Project Owner requests a more fully designed Solar System for the project, Solar-Ready design should be taken only as far as necessary and prudent to accomplish the aim of avoiding costly retrofit work when and if a full Solar System is added to the site and building(s) after the current scope of work for the subject project is completed.

7.1b.05 Certification

SDS Module 2 Certification is achieved by following the 3-part certification process defined in Chapter 7.0, Section 7.0.03.

7.1b.06__ ETO Alternate Approach to Meeting OHCS Solar-Ready Requirement

(As referenced in Section 7.1b.03 of this Chapter).

When the ETO Alternate Approach is chosen to satisfy the OHCS Solar-Ready Requirement Section 7.1b.04, item a) Feasibility Assessment and item b), Detailed Solar-Ready Design are not applicable as long as the Feasibility Assessment and the Detailed Solar-Ready Design tasks are completed as part of the ETO Solar or Solar-Ready Program. **The SDS Certification protocol per Chapter 7.0, Section 7.0.03 of this Chapter is still required when the ETO Alternative Approach is taken.**

Note:

The ETO's Solar-Ready Incentive Program is not applicable to all regions of the State. Contact the Energy Trust of Oregon for more information on Solar and Solar-Ready incentive programs. At the time of this writing, ETO Solar and Solar-Ready program information can be obtained at the following web link:

<https://www.energytrust.org/programs/solar/>

Required Document Submittals:

When the ETO Solar Incentive Program is chosen as an alternate Approach to satisfying the OHCS Solar-Ready Requirement, participants must submit the following to the Department:

1. Completed Solar Feasibility Assessment as prepared in accordance with an ETO Solar or Solar-Ready Program must be issued to OHCS immediately upon its completion. The Feasibility Assessment and should be completed as early as possible in the project's design phase. Submit the Feasibility Assessment via email to the OHCS Architect and to the OHCS Loan Officer assigned to the project.
2. SDS Certification protocol per Chapter 7.0, Section 7.0.03.

7.1b SDS Sustainable Development Standards
Solar-Ready

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EV-Ready

SDS Module 3

7.1c.01 Chapter Overview

This Chapter addresses the Department's Electric Vehicle Ready requirement. For an overview of how the requirements of this chapter relate to the broader context of the Departments Sustainable Development Standards (SDS) refer to Section 7.0.01 in Chapter 7.0.

7.1c.02 Applicability

OHCS Electric Vehicle Ready (EV-Ready) Requirements apply to housing projects characterized by all of the following:

- a) Consist of proposed New Construction and/or proposed Substantial Rehabilitation. (Also see Note below).

Note:

Substantial Rehabilitation, for the purpose of this Section, is defined as a rehab where construction cost is 75% or greater of the cost to completely reconstruct the building or buildings.

- b) Consists of one or more on-site parking spaces intended for use by any combination of the following users:
 - i. Residential Tenants/Residents/Home Owners
 - ii. Visitor Parking associated with the Residential functions of the property
 - iii. Employee and/or Visitor Parking associated with Residential Leasing Offices or any other business functions associated with the residential operations of the property.
- c) Are receiving or will receive project funding from OHCS.

7.1c.03 Exempt Projects Must Still Certify

Projects that are exempt from the EV-Ready requirement due to not having any of the use descriptions given under Section 7.1c.02, b) of this Chapter must still follow the SDS Certification protocol per Chapter 7.0, Section 7.0.03.

7.1c.04 OHCS EV-Ready Requirement

Projects subject to the Requirements of this Chapter per Section 7.1c.02 above must be designed and constructed to be "EV-Ready" per the EV-Ready Requirements given in this Section.

- a) Scope
A minimum of ten percent (rounded up) but no less than one on-site parking space(s) falling within the use description given under Section 7.1c.02, b) of this Chapter must be designed and constructed to be EV-Ready.
- b) Design and Construction Requirements
The following elements must be included in the project:
 - i. A conduit system installed between the building electrical service panel to the EV-Ready parking spaces. The conduit system must be capable of supporting electrical wiring associated with the future installation of Electric Vehicle Charging Stations that will serve the EV-Ready parking spaces.

7.1c SDS Sustainable Development Standards

EV-Ready

- ii. The project's electrical system must be designed to accommodate the future electrical loads and electrical equipment associated with providing a minimum Level-2 charge capability to the required number of spaces as determined from Section 7.1c.04, item a.
- iii. The building's electrical panel must be sized to accommodate the future overcurrent devices needed for the EV-Ready system or space for an additional panel may be reserved to accommodate such devices.
- iv. Conduit, electrical panel slots, and floor/wall space reserved for future EV system components must be durably labeled: "For Future EV Charging Stations."

7.1c.05 Certification

SDS Module 3 Certification is achieved by following the 3-part certification process defined in Chapter 7.0, Section 7.0.03.

Form **A-GC1**
SDS Certification

SDS Certification Part 1
Funding Application

This Form constitutes the first part of the 3-Part Sustainable Development Standards Certification.

Instructions:

Complete and submit only Part 1 of this 3-part Certification **with** the Project Owner’s Application for OHCS Program Funding (Submit form A-GC1 only at the time of Application). Should the project be selected to receive a reservation of funding, parts A-GC2 and A-GC3 must be submitted later in the project timeline per the instructions given on each of those parts of the A-GC series Form.

Official Use:

A. General Project Information

Project Name	Official Use
Project Owner (Organization Name)	

B. Acknowledgement and Declaration

Read the Acknowledgement/Declaration below then sign and provide the other information requested. **SDS Certification Part 1 must be signed by the Project Owner or an Owner’s Representative.** The Owner’s or their Representative’s signature below certifies that the Owner is aware of the Department’s SDS requirements and agrees to comply with them on the subject project.

The Project Owner and the Owner’s Project Team are aware of the Sustainable Development Standards (SDS) per Part 7 of the Department’s Project Development Manual (PDM). Should the subject project receive a reservation of funding from the Department it will be designed and constructed to comply with the Department’s Sustainable Development Standards.

Acknowledgement and Declaration

Signature of Representative	Date
Representative Printed Name	Organization Name (if not the Project Owner in Part A of this form)

SDS Certification Part 1 Continued on Next Page

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A-GC1 Form

C. SDS Module 1 : Sustainable Building Path

The project will complete the Green Building Path indicated below. (Refer to PDM Chapter 7.1a for guidance).

Check **one** of the following Boxes:

√	Selected Path	Path Notes
<input type="checkbox"/>	Enterprise Green Communities	Available for New Construction or Rehabilitation All dwelling units must be below 60% AMI to qualify.
<input type="checkbox"/>	Earth Advantage	Available for New Construction Only
<input type="checkbox"/>	LEED for Homes	Available for New Construction Only
<input type="checkbox"/>	OHCS Self-Directed (SD) Sustainable Building Path	Available for Rehabilitation Only Selection of this Path requires that an <u>SD Sustainable Building Path Scope of Work</u> be submitted with this Form at the time of Application for funding. See PDM Chapter 7.1a, Section 7.1a.06 for guidance on the <u>SD Sustainable Building Path Scope of Work</u>.
<input type="checkbox"/>	Alternate Path An alternate to the other paths listed in this table has been authorized by the Department in writing.	Attach a copy of written documentation of OHCS authorization.

D. SDS Module 2 : Solar-Ready

The project will meet the OHCS Solar-Ready Requirements in the manner indicated below.

Check **one** of the following Boxes:

√	Selected Approach	
<input type="checkbox"/>	OHCS SDS Module-2 Approach per PDM Chapter 7.1b.	
<input type="checkbox"/>	Energy Trust of Oregon Solar or Solar-Ready Incentive Program (An OHCS Approved Alternate Approach. Refer to PDM Chapter 7.1b.03).	
<input type="checkbox"/>	Other Alternate An alternate to the other approaches listed in this table has been authorized by the Department in writing.	If 'Other Alternate' is selected attach a copy of written documentation of OHCS authorization with submittal of this form.
<input type="checkbox"/>	Solar-Ready Exempt: SDS Module 2 is not applicable due to the project not meeting the Applicability criteria given in PDM Chapter 7.1b, Section 7.1b.02.	

E. SDS Module 3 : EV-Ready

The project will meet the OHCS Electric Vehicle Ready Requirements in the manner indicated below.

Check **one** of the following Boxes:

√	Selected Approach	
<input type="checkbox"/>	OHCS SDS Module-3 Approach per PDM Chapter 7.1c.	
<input type="checkbox"/>	Alternate Approach An alternate to the other approaches listed in this table has been authorized by the Department in writing.	If 'Alternate Approach' is selected, attach a copy of written documentation of OHCS authorization with submittal of this form.
<input type="checkbox"/>	EV-Ready Exempt: SDS Module 3 is not applicable due to the project not meeting the Applicability criteria given in PDM Chapter 7.1c, Section 7.1c.02.	

Form **A-GC2**
SDS Certification

SDS Certification Part 2

Pre-Construction Start

This Form constitutes the second part of the 3-Part Sustainable Development Standards Certification.

Instructions:

Complete and submit only Form A-GC2 **with** PDM DPP Submittal-4 (See PDM Chapter 4, Section 4.1.02-4 for more information on DPP submittal-4). Form A-GC1 (part 1 of this 3-Part certification) should have been submitted previously; at the time a funding Application was made to the Department. Form A-GC3 (Part 3 of this certification) must be submitted with PDM DPP Submittal-7 (at Substantial Completion).

Official Use:

A. General Project Information

Project Name	Official Use
Project Owner (Organization Name)	

B. Acknowledgement and Declaration

Read the Acknowledgement/Declaration below then sign and provide the other information requested. **SDS Certification Part 2 must be signed by the Project Architect.** The Project Architect's signature below means that the signatory certifies that the Declaration is consistent with their knowledge of the project.

Except as identified on page 2 of this Form, the completed Construction Documents associated with the subject project incorporate design provisions that meet or exceed the requirements of the Department's Sustainable Development Standards Modules (SDS Modules 1, 2, and 3) as defined in Chapters 7.1a, 7.1b, and 7.1c of the PDM.

Acknowledgement and Declaration	
Project Owner or Project Architect's Signature	Date
Printed Name	Organization Name

SDS Certification Part 2 Continued on Next Page

A-GC2 Form

C. Changes to SDS Scope since Submission of SDS Certification Part 1 (Form A-GC-1)

In the Space below or on a separate sheet of paper list any substantive changes to the SDS Scope since Form A-GC1 was submitted. Include substantive changes pertaining to any of the three SDS Modules. Provide a brief explanation for each item listed. Check all applicable boxes below:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | No substantive scope changes have occurred since submission of Form A-GC1. |
| <input type="checkbox"/> | Information regarding changes to SDS scope have been included on separate sheets and are included with this Form. |

D. Exceptions to the Signatory’s Acknowledgement/Declaration on Page 1 of this Form.

Check all boxes that apply in the table below.

√	Exceptions
<input type="checkbox"/>	<p><u>Solar-Ready Not Practical</u>: The Solar-Ready Feasibility Assessment has been completed for the subject project and the study has concluded that inclusion of Solar-Ready provisions are not practical for this project. Solar ready provisions have not been included as part of the project’s design.</p> <p>Include with the submission of this Form to the Department an excerpt from the Solar Consultant’s feasibility report with the pertinent “Solar-Ready provisions not practical” conclusion highlighted.</p>
<input type="checkbox"/>	<p><u>EV-Ready Exempt</u>: SDS Module 3 is not applicable due to the project not meeting the Applicability criteria given in PDM Chapter 7.1c, Section 7.1c.02.</p>
<input type="checkbox"/>	<p>Other Department approved SDS Exception. Identify in the space below and attach documentation with submission of this Form:</p>

Form **A-GC3**
SDS Certification

SDS Certification Part 3
Substantial Completion

This Form constitutes the third and final part of the 3-Part Sustainable Development Standards Certification.

Instructions:

Complete and submit only Form A-GC3 **with** PDM DPP Submittal-7 (See PDM Chapter 4, Section 4.3.02-1 for more information on DPP submittal-7). Forms A-GC1 and A-GC2 (Parts 1 and 2 of this 3-Part certification) should have been submitted to the Department previously. Submittal of Form A-GC3 completes the SDS Certification process.

Official Use:

A. General Project Information

Project Name

Official Use

Project Owner (Organization Name)

B. Acknowledgement and Declaration

Read the Acknowledgement/Declaration below then sign and provide the other information requested. **SDS Certification Part 3 must be signed by the Project Architect.** The Project Architect's signature below means that the signatory certifies that the Declaration is consistent with their knowledge of the project.

Except as identified previously in Form A-GC2, to the best of my knowledge, the subject project has been constructed such that it meets or exceeds the requirements of the Department's Sustainable Development Standards Modules (SDS Modules 1, 2, and 3) as defined in Chapters 7.1a, 7.1b, and 7.1c of the PDM.

Acknowledgement and Declaration

Signature

Date

Project Architect's Printed Name

Architect's Organization Name

SDS Certification Part 3 Continued on Next Page

A-GC3 Form

C. Changes to SDS Scope since Submission of SDS Certification Part 2 (Form A-GC-2)

In the Space below or on a separate sheet of paper list any substantive changes to the SDS Scope since Form A-GC2 was submitted. Include substantive changes pertaining to any of the three SDS Modules. Provide a brief explanation for each item listed. Check all applicable boxes below:

<input type="checkbox"/>	No substantive scope changes have occurred since submission of Form A-GC2.
<input type="checkbox"/>	Information regarding changes to SDS scope have been included on separate sheets and are included with this Form.

D. Required Attachments

The document types listed below must be submitted with this Form. Place a checkmark in either the column or the NA column in the table below.

<input checked="" type="checkbox"/>	NA	Attachments
<input type="checkbox"/>	<input type="checkbox"/>	Documentation from the 3 rd -Party Sustainable Building Path Organization and/or the Project Owner’s 3 rd -Party Sustainable Building Consultant demonstrating that the selected path has been successfully completed is attached herewith.
<input type="checkbox"/>	<input type="checkbox"/>	Documentation from the Energy Trust of Oregon that a Solar or Solar-Ready Incentive program has been successfully completed is attached herewith.

Part 8

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Appendix A

General References

Appendix A.1	Glossary of Terms
Appendix A.2	Area Calculation Methods

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Glossary of Terms

The following abbreviations, acronyms and terms have been used in the body of the CDM and are defined and/or explained as follows:

ANSI	American National Standards Institute
ASTM	American Society for Testing and Materials
BPR(s)	Baseline Project Requirements (<i>See Part 5 of the CDM</i>)
CA	Construction Administration
CD	Construction Document
CDD	Core-Development Document(s) – Also See ‘Core-Development’
CDM	<u>Core-Development Manual</u> (The title of this Manual)
CFR	Code of Federal Regulations
CNA	Capital Needs Assessment
Core-Development	As defined by OHCS, a division of development related work that is most closely associated with determining the physical viability of a project, defining its physical scope and character, and the administration of the project’s physical execution.
Also:	
Core-Dev (Abbr)	
Core-Development Activities	Core-Development is distinguished from other affordable housing related development related divisions of work most notably those elements of work that are associated with the legal and financial structuring of the project, with funding program development and administration, and maintaining compliance with funding program and other regulatory requirements. The list below outlines the primary Core-Development aspects of a typical project.
Core-Development Documents	<ul style="list-style-type: none"> • Site Selection, Site Characteristics, Site Research and Investigations, Zoning, Land Survey, Title Reports, Utility Service Access, Site Context • Existing Conditions Assessment • Project Scope, Cost, and Schedule Development • Construction Contracts • Project Design, Construction Administration, and Closeout • Building & Development Code/Regulation Compliance
	(+Ref NOFAs)
CSI	<u>Construction Specifications Institute</u> . A widely recognized national organization of construction industry professionals focused on the development and maintenance of industry standards and publications, professional certifications, and continuing education.
Department	When Capitalized, “Department” refers to Oregon Housing & Community Services (OHCS)
DPP	Development Process Portal (<i>See Part 4 of the CDM</i>)
DSL	Oregon Department of State Lands
DSO	Development Standards Overlay (<i>See Part 6 of the CDM</i>)
EIFS	Exterior Insulating Finish System (Synthetic Stucco)
Federal Funding	As used in this Manual, the term “federal funding” refers to any funding that is

A.1 Appendix : General References

Glossary of Terms

	sourced directly from a federal agency such as, but not necessarily limited to, the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Agriculture, and the U.S. Department of Health and Human Services and further, that is used to develop housing projects connected with specific sites or to subsidize the rent associated with housing located at specific sites (project based rental assistance). The complete definition of federal funding is complex; any questions regarding federal funding, as this term is used in this Manual, and its implications on project requirements should be addressed with the assistance of the local housing authority or with Oregon Housing and Community Services.
HDG	Hot Dipped Galvanized
HOME	HOME Investment Partnerships Program
HTF	National Housing Trust Fund
HUD	U.S. Department of Housing and Urban Development
HVAC	Heating Ventilation and Air Conditioning
ICC	International Code Council
LEED	Leadership in Energy and Environmental Design
LIHTC	Low Income Housing Tax Credit
Manual	As used in this Manual, when capitalized, this term refers to the OHCS Core-Development Manual or CDM (Formerly the PDM)
MasterFormat	A standard for organizing specifications and other written information for commercial and institutional building projects in the U.S. and Canada. MasterFormat is a product of the <u>Construction Specifications Institute (CSI)</u> and <u>Construction Specifications Canada (CSC)</u> . ^[1]
NA	Not Applicable
NEPA	National Environmental Policy Act
NOFA	Notice of Funding Availability
OAHTC	Oregon Affordable Housing Tax Credit
New Construction	New Construction for the purpose of this Manual is defined as any proposed new building footprint area, any site improvement work that requires a building permit, and/or any change that significantly modifies the character of an existing building envelope.
OHCS	Oregon Housing and Community Services also; “Department” as used in this Manual
OSSC	Oregon Structural Specialty Code
Owner	As used in this Manual this term refers to the Owner of a project that has been accepted to participate in one of OHCS’ funding programs
Part	When capitalized and used in this Manual this term refers to the primary subject divisions of the CDM.
PDM	<u>Project Development Manual</u> (The title of this Manual before it was changed to CDM)
PJ	Participating Jurisdiction : The term given to any State or local government that HUD has designated to administer a HOME Program.
RCL	As used in this Manual: Reservation and Conditions Letter or “Reservation Letter” (Issued by OHCS to Project Owners as notification of acceptance into a funding Program).
SDS	As used in this Manual: <u>Sustainable Development Standards</u>
Section	When capitalized and used in this Manual this term refers to the Sections that make up the CDM’s (this Manual’s) Chapters.
SF	Square Feet
SMP	Stormwater Management Plan
UFAS	Uniform Federal Accessibility Standards
UniFormat	A standard for classifying building specifications, cost estimating, and cost analysis in

Core-Development Manual (CDM)
General References : Appendix A.1
Glossary of Terms

	the U.S. and Canada. The elements are major components common to most buildings. The system can be used to provide consistency in the economic evaluation of building projects. It was developed through an industry and government consensus and has been widely accepted as an ASTM standard. ^[2]
USDA	United States Department of Agriculture
VR	Variance Request
WDO	Wood Destroying Organism

Endnotes:

- [1] Wikipedia; <https://en.wikipedia.org/wiki/MasterFormat>
- [2] Wikipedia; <https://en.wikipedia.org/wiki/Unifomat>

A.1 Appendix : **General References**
Glossary of Terms

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Area Calculation Methods

Floor area calculations must comply with the following OHCS approved methodology:

Calculating Unit Floor Area

Floor areas for each dwelling unit are to be determined using the following dwelling unit boundary line locations:

- Outside face of exterior walls.
- Center line of dwelling unit party walls and walls separating dwelling units from adjacent common spaces.
- Corridor face of corridor walls

All interior spaces, walls, structural elements and voids will be included in the calculated floor area, except as specifically excluded below.

Exclusions:

- In multi-story dwelling units, the floor area dedicated to stairs should only be counted once, for a total maximum exclusion of 50 (fifty) square feet.
- Vertical Mechanical and Electrical chases are exempt from unit floor area calculations.
- Balconies, porches, patios and exterior storage spaces are exempt from dwelling unit floor area calculations.

Calculating Room Floor Area (Net Useable Area)

Floor area for each room will be calculated by measuring to the inside face of each wall.

Calculating Total Building Floor Area (Gross Area):

- Calculating total building area shall be determined as follows:
- Total building floor area will be the sum of the areas enclosed by the exterior face of the exterior walls on each floor.
- Balconies, porches and patios will be excluded from calculation of total building floor area.

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Area Calculation Methods

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Appendix B

Rehabilitation Supplement

Supplemental Scope Setting Criteria for
Rehabilitation Projects

Appendix B.1	CNA
Appendix B.2	TERs
Appendix B.3	UPCS

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CNA Requirements

B.1.01_ Overview

When a Capital Needs Assessment (CNA) is required by the Department per Chapter 3.1 of this Manual, or as otherwise directed, the required CNA must, at a minimum, comply with the provisions of Appendix B.1.

B.1.02_ Purpose of the CNA & Department Expectations

Of the several important functions the CNA serves, one of its most critical functions is to provide an independent, neutral party assessment of the existing conditions of the site and its improvements from which a scope of work for the planned rehabilitation will be developed. Because the CNA plays a central role in rehabilitation projects, the Department expects a high level of CNA Provider neutrality and objectivity. CNA Provider neutrality and objectivity is essential to the development of efficient, value driven scopes of work and budgets in keeping with the public's and other project stakeholder expectations.

B.1.03_ Owner Identification & Coordination of Stakeholder Users of the CNA

Multiple project stakeholders will likely require access and use of the project's CNA making it critically important that all parties interested in the CNA be identified by the Owner prior to engaging a CNA Provider. Each interested party may have a number of unique requirements that will need to be satisfied by the CNA. Further, some interested parties may maintain an approved list of CNA Providers that determine whose services and work products they will accept. Currently, the Department does not maintain an Approved Provider List for CNA Providers and requires only that the requirements of this Appendix Section be complied with when CNA's are required by the Department.

B.1.04_ Importance of Early Project Owner/CNA Provider Contact & Engagement

Capital Needs Assessments are detailed, time intensive capital planning and risk assessment based analyses. The Project Owner is encouraged to make early contact with a qualified CNA Provider to determine appropriate timing and coordination of the needed CNA with the CNA Provider's projected work load. When planning for the CNA it is particularly important to consider potential lead-time impacts due to surges in CNA requests that often coincide with cyclical funding deadlines established by the Department and other entities that require CNA's in conjunction with their involvement in housing development and rehabilitation projects.

B.1.05_ Baseline Standard for Property Condition Assessment

The Department requires that the Property Condition Assessment (PCA) portion of the CNA be performed following ASTM E2018-15; Standard Guide for Property Condition Assessments protocols. The ASTM baseline Standard may be exceeded as long as the baseline Standard remains satisfied by the approach taken. This Appendix also contains PCA related requirements that are supplemental to those defined in ASTM E2018-15. Where an ASTM E2018-15 protocol is determined to be in conflict with the supplemental requirements of this Appendix, the more stringent requirement will have precedence.

B.1.06_ CNA Provider Qualifications

The CNA Provider must comply with the following Qualification Standards:

- a) The Primary Responsible Professional (Principal Provider) for the CNA must possess a State of Oregon Architect license, a State of Oregon Professional Engineer license, or State of Oregon Commercial Construction Contractor license.

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Capital Needs Assessment (CNA)

Exception:

The Department may, at its sole discretion, accept a provider who does not have one of the required credentials listed under this item provided their qualifications are otherwise deemed acceptable to the Department and they have the experience required under item b) of this section. Department acceptance of a provider not meeting the criteria under item a) of this section must be in writing and must occur prior to the project owner's engagement of the CNA provider.

- b) Principal Provider Experience: The Principal Provider must have a minimum of 3 years of previous experience in Capital/Physical Needs Assessment which includes work on at least two projects of similar or greater size, scope, and complexity as the subject project.
- c) CNA Provider Sub-Consultants: Specialized sub-consultants may be used to provide expertise on specific elements of the CNA. All CNA Provider sub-consultant contributors must possess the qualifications required by the specific disciplines or work scopes described in this Appendix or if not specifically defined, then at a minimum, they must have performed similar services on at least two prior projects of similar size, scope and complexity as those proposed for the subject project. CNA Contributors must have entered into a formal prime/sub-consultant contractual relationship with the Principal Provider for the proposed services.
- d) Resume: The CNA must include a resume or brief professional biography for each of the major individual contributors (Principal Contributors) to the CNA including the Principal Provider and any sub-consultants tasked with providing specialized CNA related services. For each Principal Contributor, their resume or professional bio must list a minimum of two prior projects that are similar or greater in size, scope, and complexity to the subject project and in which professional services similar to those being proposed were rendered. The resume or professional bio must also, at a minimum, identify the number of years that the individuals have been performing the services they propose and must identify any pertinent and current licenses they hold including the license number, license expiration date, and the name of the license issuing authority as applicable.
- e) Identity of Interest: The individuals providing CNA services, and their firms, must not have an identity of interest with the Project Owner, the Owner's property, or any management entity for the property and further must not provide other services (services outside the scope of the CNA, e.g. architectural design, construction, etc.) on the same project. If any pending litigation or claims exist against any of the involved firms or individuals related to their professional service (either as the primary consultant or as sub-consultant), these must be disclosed in writing to the Project Owner and to OHCS prior to engagement of services.

B.1.07 Format of the CNA Report

The CNA report can be organized as deemed most appropriate by the CNA provider but should, wherever applicable and possible, follow standard industry practices.

B.1.08 Accepted Period of Validity

The CNA must have been originally performed or "updated" no more than 12 months prior to the submission deadline for the CNA Report to the Department. CNA reports that are not more than 12 months old from the original date of the report to the Department's deadline for receiving the report do not require updating. CNA reports that older than 12 months at the deadline time for receiving the report must be updated per B.1.09 of this section.

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Capital Needs Assessment (CNA)

B.1.09_CNA Updates

- a) Updates to the CNA, when applicable per c) and d) below, must be performed by a CNA provider with the qualifications required by B.1.06 of this Appendix.
- b) When updated, the CNA must conspicuously identify that it is an update, it must clearly highlight any changes from the original Report and it must give the date of the update. Additionally, the update must address any new CNA requirements and/or any modifications to the CNA requirements that have taken affect since the CNA was originally prepared.
- c) CNA reports that are originally dated 24 months (730 days) or less prior to the date of the Department NOFA application deadline to which they apply may be a desk-based update¹ provided that maintenance and repair records have been carefully maintained since the time the original assessment was performed. Sufficiency of the records to qualify the CNA for a desk-based update as opposed to a full site review based update will be determined by the Department.
- d) CNA's that are originally dated more than 24 months (730 days) prior to the date of the Department NOFA application deadline to which they apply must be updated based on a full site-based review of the property. In such cases, the degree of site review needed for the update will be determined by the Department with the CNA Provider's input. At a minimum, the site-based update must be of sufficient depth and detail to accurately reflect actual current conditions and current replacement reserve needs.

B.1.10_Element and Systems Descriptions and Conditions

The CNA report must include a section dedicated to describing the basic characteristics and current condition of the site and building elements and systems. This section of the CNA report must be based on and/or include the following:

- a) Scope of Review: The CNA must be comprehensive in scope including, but not necessarily limited to, the assessment of the site, site amenities, building envelope, structural system, foundation, electrical/plumbing/HVAC systems, interior finishes and elements, elevators, egress components, fire protection systems, other elements and systems as applicable and appropriate to the unique physical characteristics of each project.
- b) Extent of Access and Inspection: Except for dwelling unit interiors as noted in the exception below, 100% of the building(s) including all interior and exterior spaces to be acquired and/or rehabilitated and all areas of the site must be inspected and included in the CNA. If an area of the building(s) or site cannot be inspected at the time of the scheduled inspection, the CNA must include an explanation for why the areas were not investigated and a rational given for any assumptions that may be made in the CNA Report regarding the condition of the uninspected areas. The Department may, at its sole discretion, require that the uninspected areas be inspected prior to accepting the CNA as being complete. A brief summary that describes the areas that were observed as part of the building and site inspection must be provided.

Footnotes:

1. Desk-Based Update : As used in this manual, means that the assessment does not necessarily require a physical visit to the site, if, in the CNA providers opinion, reasonable assumptions can be drawn from conversations, review of documents, etc. that can occur remotely.

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Capital Needs Assessment (CNA)

Exception (Dwelling Unit Interiors Only):

Inspection of dwelling unit interiors may be limited to **no less than 33%** of the total number of dwelling units within each building however no fewer than 3 units will be inspected in buildings containing four to nine units and 100% of the dwelling unit interiors will be inspected in buildings containing 3 or fewer dwelling units. The inspection of dwelling unit interiors should be divided evenly among all the dwelling unit types present. Care should be taken to be sure the dwelling unit sampling size as required by this Section is sufficient to satisfy all stakeholder users of the CNA.

- c) Interviews: Individuals familiar with the site and buildings must be interviewed as part of the CNA. At least two (2) individuals must be interviewed who maintain one or more of the following roles or responsibilities related to the subject property:
- Owner
 - Property Manager
 - Maintenance Lead
 - Other (In possession of significant and pertinent knowledge of the property)

All interviews conducted must be documented in the CNA and must include the individual's name, their position/relationship to the property, and the general nature of the information discussed.

- d) Document Review: Documents fundamental to developing a sound understanding of the site and buildings must be requested and reviewed when available as part of the CNA. The ASTM Standard referenced in B.1.05 of this Appendix lists the documents that should be reviewed. Documents recommended for review as listed in the ASTM E2018-15 standard that are not available for review must be disclosed in the document review section of the CNA report.
- e) Pre-Survey Questionnaire: The CNA Provider's Pre-Survey Questionnaire must be completed by the Property Owner or their designated representative and the completed questionnaire must be included in the CNA Report.
- f) Total Expected Service Life: The CNA must include an estimate of the total expected service life of each of the building and site elements and systems identified.
- g) Remaining Useful Life: The CNA must include an estimate of the remaining useful life of each of the building and site elements and systems identified.
- h) Condition Rating System: The CNA may use any component grading system deemed appropriate by the CNA provider to describe the condition of the elements and systems identified.

B.1.11 Required Specific Areas of Inclusion

The following property condition related areas must be addressed by the CNA:

- a) Energy and Water Use Assessment: If the subject building(s) are 15 years or older in age (taken from the date of the architect's certificate of substantial completion) the CNA must include an Energy and Water Use Assessment as defined in this Section. The following minimum requirements apply:
1. Energy and Water use Audits must be performed by an Energy Consultant possessing a minimum of three years of experience conducting Multi-Family housing energy audits and must have

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Rehabilitation Supplement : Appendix **B.1**

Capital Needs Assessment (CNA)

personally conducted energy audits on at least two (2) prior projects of equal or greater size and complexity as the subject property. A Resume per B.1.06, d, demonstrating that the Consultant meets Department experience requirements must be included in the CNA.

2. The Assessment report must disclose any potential conflicts of interest of the Assessment provider or their firm with the project or any member of the Owner's Project Team.
3. The Assessment must include interviews of the owner, property manager(s), and maintenance staff about their knowledge or awareness of energy and water efficiency related deficiencies and any indoor air quality issues. A written synopsis of any pertinent information gathered must be included in the Assessment report.
4. Extent of Access and Inspection: Refer to Section B.1.10, b) for requirements.
5. At a minimum, the Assessment Report must describe the general character and condition of the elements listed below relative to their impact on energy and water use efficiency. For each item listed include recommendations for corrective work or element/system upgrades or replacement as deemed appropriate. Where possible, provide a hierarchical rating of the proposed improvements in order of their magnitude of positive impact on energy/water efficiency or quality of life of the occupants.
 - i. Combustion Appliances.
 - ii. Indoor Air Quality and Ventilation Systems. Include cfm ratings for all kitchen and bathroom exhaust systems in units assessed. Test and describe functionality of clothes dryer venting in all assessed units and in common laundry areas.
 - iii. Building Envelope including but not limited to doors, windows, condition of weather resistive barrier (WRB) when visible, insulation type, condition, and R-values for wall, attic, and below floor insulation.
 - iv. Domestic Hot water System.
 - v. Heating and Cooling Systems.
 - vi. Lighting in all assessed dwelling units, all common areas, and all outdoor lighting.
 - vii. Water Use Fixtures in all assessed units and all common areas.
 - viii. Provide a general visual based assessment of the outdoor water use e.g. high/low summer-time irrigation demand, pools, fountains, etc. Generally describe the apparent efficiency/functionality of the irrigation system if present and when such generalized assessments can be made.
 - ix. Appliances.
 - x. Other Equipment as applicable to the subject property.

Exception:

A waiver of some or all of the Energy and Water use Assessment requirement may be granted by the Department when the project constitutes a Change of Use as this term is defined by the Oregon Structural Specialty Code, and where the finished project will meet or exceed current Oregon Energy Code requirements for new construction as well as any OHCS required "green" building standards. In such cases, the project owner must submit a Variance Request (Form A-VR located in Appendix C of

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Capital Needs Assessment (CNA)

the CDM) justifying a waiver of the Energy and Water Use Audit. If approved, the Department approved A-VR must be included in the CNA.

Important Note Regarding Energy and Water Use Assessments:

Funding Programs such as the Department's Multi-Family Energy Program (OR-MEP) may have specific Energy Audit requirements that are additional to or may be different from the CNA requirements given in this Section of the CDM. Project's receiving MEP funding must verify current Energy Audit requirements for the program to ensure program compliance is maintained. Should a conflict in the Department Energy Audit requirement for a given project occur the more restrictive of the conflicting requirements will control.

- b) **Wood Destroying Organisms:** The CNA must include investigation and reporting on Wood Destroying Organism (WDO) damage and/or activity. Wood Destroying Organisms include both fungi and insects that can degrade the integrity of organically based building materials.

Exception:

WDO Inspection and reporting may be waived at the Department's discretion when the CNA Provider believes the WDO inspection to be unnecessary and when one or more of the following conditions apply:

- i. The building's structural frame is comprised primarily of steel and/or concrete
- ii. The building does not have a crawlspace and it does not have an attic
- iii. The building will be undergoing a substantial (gut) rehabilitation

WDO waiver requests must use Form A-VR located in Appendix C of the CDM. The form must include a brief statement from the CNA Provider that they believe the WDO Inspection to be unnecessary for the subject project. If approved, the Department approved A-VR must be included in CNA.

1. **Inspector Qualifications:** The following minimum provider qualifications are required:

- i. The inspector's firm must maintain a current License as a Construction Contractor with the Oregon Construction Contractors Board.
- ii. The inspector's firm must be licensed by the Oregon Department of Agriculture as a Pesticide Operator in the category of IIHS-Structural and the individual inspector performing the inspection must be licensed as a Pesticide Applicator in the category of IIHS-Structural.
- iii. Both the inspection firm and the individual performing the inspection must have a minimum of 3 years of previous experience in Multifamily WDO Assessment/Inspection and they must have completed inspections on at least two (2) prior projects of similar or greater size and complexity as the subject project.
- iv. The State issued license numbers associated with the foregoing requirements must be clearly displayed on all proposals and reports issued to the Owner and/or the Department.

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Capital Needs Assessment (CNA)

2. **Extent of Access and Inspection:** The WDO inspection must focus on the following areas, when present, and must satisfy the following conditions:
 - i. Crawlspace, attic space, and any other spaces not considered to be habitable must be entered and fully explored to the extent it is physically possible and safe (per industry standard of care) to do so. Any part of such areas that are not accessible for visual inspection and probing must be identified and a reason provided for why an area was not inspected or was not accessible.
 - ii. Exterior envelope elements and areas prone to WDO activity.
 - iii. Visible structural members and structural connections.
 - iv. Exterior Building Elements particularly those that support people such as decks, stairs, elevated walkways, etc.
 - v. Conditions deemed unfavorable to the structures defense against WDO activity e.g. excess humidity, lack of ventilation, poor drainage, other observed design, construction, or deferred maintenance related factors that are considered by the inspector to be contributors to current or potential future WDO activity.
 - vi. The scope of dwelling unit interior inspection must be as described in the Exception under Section B.1.10, b).
3. **Report:** Written portions of the WDO report must be typed.
- c) **Accessibility:** The CNA must provide a summary analysis of the property's Accessibility which, at a minimum, addresses the following:
 1. A review and assessment of the property for Accessibility compliance and the development of a listing in the assessment of any deficiencies observed.
 2. Identification of areas and/or primary building components that have or appear to have received significant prior Accessibility updates and the approximate date that the updates occurred.
 3. Identification of any documented history (or the lack of any history) related to past or current Accessibility related complaints or concerns.
 4. Identification of any limitations of the Assessment.
- d) **Environmental Hazards – General (Except for Radon):** The CNA must include any observed conditions and/or any related pertinent information gleaned from readily available documentation/reports related to Environmental Hazards including but not necessarily limited to:
 1. Evidence of the existence of Lead Pipes and/or Lead-based Coatings.
 2. Evidence of the existence of Asbestos.
 3. Evidence of excessive levels of Mold or evidence of Mold conducive Conditions.
 4. Evidence of Rodent Infestation.
 5. Any other observed Environmental Hazard related issue e.g. presence of fuel tanks, fuel leaks, septic system malfunction, etc.

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Capital Needs Assessment (CNA)

6. Provide a list of needed/recommended Environmental Hazard related upgrades in order of importance.

e) **Environmental Hazards - Radon:** The CNA must include the following with respect to Radon:

1. The CNA must summarize any observed conditions and/or any related pertinent information gleaned from readily available documentation/reports related to the potential presence of Radon at the site.
2. The CNA must include testing for radon when the site is located in a zone showing moderate to high levels of radon presence. The Department uses the Oregon Health Authority's (OHA) [Online/Interactive Map of Radon Risk Levels in Oregon](#) to determine moderate to high risk areas. At the time of this writing the map can be accessed at the following web link:

<http://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/HEALTHYNEIGHBORHOODS/RADON/GAS/Pages/zipcode.aspx>

The following standards related to radon testing must be met:

- i) **When Testing is Required:** Areas of the above referenced OHA map shaded in light yellow, yellow, pink, and red are considered to be moderate to high level areas; projects located in these areas must receive testing.

Exception:

Radon testing may be waived at the Department's discretion in cases where a Radon Professional (per item iv below) concludes that neither testing nor mitigation is necessary based on a physical inspection of the property, the characteristics of the buildings, and other valid justifications. An example of a valid justification is having only a garage on the surface level that is open to the air and is fully ventilated.¹ Waiver requests should use Form A-VR located in Appendix C of the CDM. The waiver request must include a written, signed statement/rational by the Radon Professional supporting the request. If approved, the Department approved A-VR must be included in CNA.

- ii) **Report:** The radon test must include the production of a report that summarizes the testing protocol undertaken, the results of the test, and, the details of any mitigation deemed by the Radon professional to be prudent or necessary.
- iii) **Buildings to be Tested:** All Buildings containing spaces used by residents and/or residential operations staff must be tested.
- vi) **Test Protocol²:** Radon testing must follow the protocols set by the American Association of Radon Scientists and Technologists, Protocol for Conducting Radon and Radon Decay Product Measurements in Multifamily Buildings (ANSIAARST MAMF-2017 (or the most recent edition).

Footnotes:

1 and 2: Copied or adapted from HUD's Office of Multifamily Development Radon Policy.

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Capital Needs Assessment (CNA)

- v) Radon Professional¹: All testing and mitigation must be performed under the supervision of a Radon Professional that is certified by either the American Association of Radon Scientists and Technologists (AARST) National Radon Proficiency Program (NRPP) or the National Radon Safety Board (NRSB).

- f) **Natural Hazards – General (Except for Seismic Risk)**: The CNA must include any observed Natural Hazards related conditions as follows:
 - 1. Evidence of previous and/or risk of future impacts of flooding, landslide, high wind, wildfire or other Natural Hazard based on readily observable conditions and/or available documents/reports.
 - 2. Provide a list of needed/recommended Natural Hazard related upgrades in order of importance.

- g) **Natural Hazards – Seismic Risk**: The CNA must include a narrative risk assessment or mitigation strategy that, at a minimum, includes the following elements:
 - 1. A list of identified seismic risks including structural deficiencies based on the structure’s age and construction type.
 - 2. Any code required upgrades e.g. those that may be driven by a ‘Change of Occupancy’ or other drivers.
 - 3. A List of suggested upgrades in order of priority with an estimate of associated costs to remedy.

- h) **Recommendation for Additional Professional Assessment**: The CNA must identify where the CNA Provider feels more specialized professional assessment is needed or recommended particularly with respect to items d) through g) of this Section.

B.1.12 Opinion of Costs to Remedy Physical Deficiencies

The CNA must provide a list of needs broken into the two needs categories given below and provide a proposed remedy and estimated cost to address the deficiencies listed.

- a) Critical Needs: The CNA must identify all observed conditions which can be considered an imminent threat to occupant health and safety. If serious health and safety issues are identified in currently occupied buildings, the Department may require that all such issues be temporarily or permanently addressed to the Department’s satisfaction prior to offering any conditional award of Program funding.

- b) Immediate/2-Year Physical Needs: The CNA must identify all physical needs requiring attention within a 24 month period from the date of the CNA Report.

Footnotes:

- 1. Copied or adapted from HUD’s Office of Multifamily Development Radon Policy.

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Capital Needs Assessment (CNA)

B.1.13 Projected Post-Rehabilitation Capital Needs (Analysis of Reserves for Replacement)

(Also referred to in this Manual as a “Capital Plan”)

The CNA must include a thorough analysis of reserves for replacement, including an estimate of the initial and ongoing monthly deposit into the Replacement Reserve needed to support the Capital Needs of the project for a minimum period of 20 years.

Important Note:

The Projected Post-Rehabilitation **Capital Needs** analysis must not include the cost of any pre-rehabilitation critical needs nor any pre-rehabilitation Immediate/2-Year physical needs as both of these types of needs must be fully addressed either prior to or within the Rehabilitation scope of work. Additionally, the Post-Rehabilitation Capital Needs analysis must not include post-rehabilitation work that falls into one of the three operations related areas listed below. Costs associated with the three operations related areas listed below must be addressed using project operating funds taken from the completed projects operating budget - not from funds reserved for Post-Rehabilitation Capital Needs.

- 1) Maintenance
- 2) Repair
- 3) Unit Turnover

B.1.14 Photographic Record

The CNA must include color photographs of sufficient detail and extent to adequately record the character and condition of the property.

B.1.15 OHCS Specific Requirements

a) CNA Scope of Services and Fee Proposal to Project Owner

The CNA must include the Scope of Service proposal to the Project Owner including the Fee being charged to the Owner by the CNA Provider. Additionally, the fee must show line-item figures for any specialized sub-consultant contributor’s e.g: Wood Destroying Organism Assessment, Energy and Water Use Audit, etc. The Department uses this data to stay apprised of industry cost expectations for these services.

b) Review of Associated Sections of the Department’s CDM

In conjunction with their review of this Appendix (B.1), the CNA Provider must also review Appendix B.2, Target Expectations for Rehabilitation, and Appendix B.3, Uniform Physical Condition Standards of the Department’s Core-Development Manual (CDM). The CNA must be developed (as deemed appropriate to the CNA by the CNA Provider) to reflect the basic rehabilitation scope expectations defined by these sections of Appendix B.

c) Acknowledgement of Compliance with CNA Requirements:

The CNA must include a statement by the Principal Provider **within the executive summary** that indicates that the completed CNA complies with all of the requirements of Appendix B.1 of the CDM. The acknowledgement must include the **version number** of the CDM being referenced. If an aspect of the Department CNA requirements cannot be fully complied with, the required acknowledgement

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Capital Needs Assessment (CNA)

must identify what requirements have not been fully addressed and must include a detailed rationale for the omission or deviation. Omissions of, or material deviations in the requirements of Appendix B.1 must be approved by the Department in writing for the CNA to be considered complete. Timing of such requests should be made well in advance of program funding application deadlines so that there is adequate time for the CNA to be revised by the applicant's CNA Provider if deemed necessary by the Department.

B.1.16 Small Project CNA Alternative : Small Project PCA

Projects consisting of four (4) or fewer contiguous dwelling units (Small Projects) may elect to have a Property Condition Assessment (PCA) performed under the requirements of this Section as follows:

a) The PCA, the inspector, and the inspector's report must address all of the same conditions stipulated for CNAs as defined by this Appendix B.1 with the following modifications:

1. Section B.1.06; a) is modified to include the following:

- i) The Owner's Project Architect (Architect who will be providing design services on the subject project).
- ii) An individual in possession of a current Oregon Home Inspector's license.

2. Exceptions to the CNA Requirements

The following Sections do not apply to the Small Project PCAs:

- Section B.1.10; c), d), e)
- Section B.1.11; a)
- Section B.1.13

b) It is suggested that the narrative section of the Inspector's report be developed such that it follows the same sequence as that given in this Appendix. The inspector is expected to address each required item only to the extent it can be reasonably done with visual inspection of the property. In some cases, the ability to address one or more of the requirements of this Section will be very limited or may not be possible. Where a required item is deemed by the Inspector to be unachievable or outside the reasonable scope of the inspection, the Inspector may address the requirement by stating in their report the rationale for why the requirement could not be addressed. The overarching goal of the Small Project PCA is to acquire and convey as much critical Rehabilitation scope defining information as possible within a limited investigatory process. As long as the spirit of this goal is reflected in the Inspector's work product, the Department will allow the Inspector wide latitude in how closely the inspection scope and report meets the requirements of this Section. The Department may require additional investigation based on the content of the submitted Small project PCA. The Department will reject work products it deems to have not meet the spirit and intent of this Section.

B.1.17 Partial Exemptions from CNA Requirements

The Department may grant a partial exemption from the CNA requirements for projects that meet the definition of a Substantial (Gut) Rehabilitation where the hard cost to rehabilitate is 75% or greater than the hard cost to reconstruct completely.

Form A-VR located in Appendix C of the CDM must be submitted to the Department at the earliest possible date if a variance from the CNA Requirements is deemed appropriate or necessary by the Project Owner. The following documentation must accompany the Variance Request:

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Capital Needs Assessment (CNA)

- a) A brief written description of the project.
- b) A rehab vs complete-rebuild cost analysis deemed acceptable to the Department supporting the contention that the project meets the definition of a Substantial Rehabilitation.
- c) A proposal following the numbered format of the CNA requirements that indicates which major elements of the requirements (major headings referenced by CDM item number) will be provided in the proposed reduced-scope CNA and which ones are proposed to be excluded. A brief rational must be provided for each item that is proposed to be excluded.

When reduced-scope CNAs are submitted to the Department, they must include the Department approved form A-VR and the documentation listed in items a) through c) above to be considered complete.

Rehabilitation Supplement : Appendix B.2

Target Expectations for Rehabilitation (TER)s

Table B.2

This Table is connected with the Departments Rehabilitation DSO. See Chapter 6.2, Item R08.01

Table B.2 lists the Department’s Target Expectations for Rehabilitation (TER)s. The TERs define the expected condition of Rehabilitated projects at the point of project completion. The Department requires that Table B.2 be included as one, among the several other guiding influences, principally those defined by items a) through c) listed below, that will be considered in developing scopes of work on all rehabilitation projects receiving funding via one or more Department administered programs. Table B.2 is not intended to be a complete list of potential project needs and outcomes nor is it expected that all of the needs and outcomes listed will apply to any given project. The Project Owner, the Project Architect, and the CNA Provider are responsible for identifying the actual needs of a given project.

Scope Definition for Rehabilitation Projects must also comply with the following sections of this Manual:

- a) Appendix B.1 ; CNA
- b) Appendix B.3 ; UPCS Based Deficiencies
- c) Chapter 6.2 ; DSO for Rehabilitation

B.2.01__General

Item No.	Target Expectation	Department Use
01.01	Elements with remaining service life are conserved where possible and deemed prudent to maximize the value of previous and current public investment in the asset. The project’s capital plan includes all component replacement cycles in keeping with remaining service life expectations.	

B.2.02__Site

Item No.	Target Expectation	Department Use
02.01	Site Drainage is rehabilitated as needed and to the greatest extent practical so that finish grading slopes away from building(s) and is adequately managed without ponding or erosion.	
02.02	Existing sewer laterals that are to be reused are evaluated to ensure that they are serviceable and have a remaining useful life of 30 years, or are covered by the project’s Capital Plan.	
02.03	Existing municipal water supply lines to buildings are evaluated to ensure that they are serviceable, are of adequate capacity and have a remaining useful life of 30 years, or are covered by the project’s Capital Plan.	
02.04	On-site Parking, to the greatest extent practical is brought into conformance with current codes.	
02.05	Pedestrian walkways and hardscapes are restored and/or improved to provide code compliant access from the public way into the site, to and from parking areas and access points to buildings	
02.06	Site amenities are improved or added as needed to restore or enhance the livability of the project including playground areas, seating, benches, patio areas, picnic tables, bike racks, grills, fencing, etc.	
02.07	Landscaping is restored and/or improved to restore or improve the livability of the site.	
02.08	Solid waste collection and storage facilities are restored or updated as needed.	
02.09	Site lighting is restored, upgraded and/or added to illuminate parking and pedestrian walkways and to conform to current codes and local development standards.	

B.2 Appendix : Rehabilitation Supplement

Target Expectations for Rehabilitation (TER)s

B.2.03__ Building Envelope

Item No.	Target Expectation	Department Use
03.01	Existing roofing, related flashing systems, and roof drainage system components have been evaluated, replaced or repaired as needed to achieve a minimum 30 year life expectancy or are covered by the project’s Capital Plan.	
03.02	In association with item 03.01 of this table, roof substrates are evaluated for soundness and repaired or replaced as needed to provide a sound functional base.	
03.03	Ventilation of the roof structure and/or attic is assessed and upgraded where needed to meet current code requirements.	
03.04	Existing siding, trim, flashings and sealants are evaluated, replaced or repaired as needed.	
03.05	Buildings with exterior masonry construction are examined to determine structural soundness of the masonry and repaired as necessary to provide the intended load-bearing capability, resistance to water intrusion, and aesthetic quality per standard industry expectations.	
03.06	Windows are examined and are replaced where determined to not meet standards for egress, basic functionality, condition, and energy efficiency.	
03.07	Exterior Doors are examined and are replaced where determined to not meet standards for egress, basic functionality, condition, and energy efficiency. Doors are free of significant/obvious cosmetic defects.	
03.08	Other envelope components are examined when accessible and are repaired/replaced when they do not meet current industry standards for basic functionality, overall condition or when they no longer integrate in a dependable weather-tight fashion with other envelope components.	
03.09	Exterior stairways, elevated decks, railings, grade level platforms, etc. are evaluated for structural soundness and general functionality and repaired or replaced as need. Where components are replaced, decay resistant materials and durability focused design/construction methods are employed.	

B.2.04__ Building Systems

Item No.	Target Expectation	Department Use
04.01	<u>HVAC - General:</u> Systems have been evaluated and repaired or upgraded as needed to provide dependable and functionally adequate service in keeping with current industry standards. Existing equipment that is to remain in service have been included in the project’s Capital Plan. All proposed work must be integrated with the Sustainable Design plan undertaken in accordance with Chapter 7.1 of this Manual.	
04.02	<u>Ventilation:</u> Mechanical exhaust systems and other mechanical and natural ventilation mechanisms have been evaluated. As may be required by code and to the greatest extent practical, the rehabilitation improves the mechanical and natural ventilation mechanisms to achieve enhanced indoor air quality. All proposed work must be integrated with the Sustainable Design plan undertaken in accordance with Chapter 7.1 of this Manual.	
04.03	<u>Plumbing:</u> Systems have been evaluated and repaired or upgraded as needed to provide dependable and functionally adequate service in keeping with current industry standards. Existing equipment that is to remain in service have been included in the project’s Capital Plan. All proposed work must be integrated with the Sustainable Design plan undertaken in accordance with Chapter 7.1 of this Manual.	
04.04	<u>Electrical:</u> Systems have been evaluated and repaired or upgraded as needed to provide dependable and functionally adequate service in keeping with current industry standards. Existing equipment that is to remain in service have been included in the project’s Capital Plan. All proposed work	

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Rehabilitation Supplement : Appendix **B.2**

Target Expectations for Rehabilitation (TER)s

	must be integrated with the Sustainable Design plan undertaken in accordance with Chapter 7.1 of this Manual.	
04.05	<u>Lighting:</u> Lighting has been evaluated and updated where possible to improve the unit interior and exterior functions, safety, and ambient environment. All proposed work must be integrated with the Sustainable Design plan undertaken in accordance with Chapter 7.1 of this Manual.	
04.06	<u>Low Voltage& Media/Communications Services:</u> Provisions for TV, telephone, internet data, security, intercoms, and any other current technology typical for a residential dwelling has been considered and provided as deemed appropriate to the project's use and livability expectations.	
04.07	<u>Fire Suppression:</u> Fire suppression has been provided when required by applicable codes and the State Fire Marshal. System design to conforms to applicable NFPA standards.	
04.08	<u>Fire/Smoke Detection:</u> Provided and updated as required by applicable codes.	

B.2.05 __ Building Interior

Item No.	Target Expectation	Department Use
05.01	Where existing finishes are proposed to remain, they are determined to be sound, durable, lead-safe, and have a remaining useful life of no less than 30 years, or covered by the project's Capital Plan. In general, all interior ceiling, wall, and trim surfaces will receive renewed coatings of paint or other appropriate finishes.	
05.02	Existing wood flooring in good condition is repaired and refinished unless higher design priorities dictate a different rehabilitation approach be taken. Durable new flooring materials are provided where existing finishes are no longer serviceable and are installed over well prepared, sound substrates.	
05.03	Bathrooms are provided with all the standard accessories such as towel bars, robe hooks, bath tissue holders, etc. All such elements are in serviceable condition or replaced with new elements where needed and all are determined to be securely fastened in place. Grab bars are located per accessibility requirements where applicable. Medicine cabinets and mirrors are in good working condition or new components are installed as appropriate.	
05.04	Existing cabinetry and/or countertops proposed to remain shall be in fully serviceable condition without significant visually apparent defects and are included in the project's Capital Plan. Where new cabinetry/countertop elements are introduced they are selected and installed to achieve a visually integrated, durable low maintenance installation.	
05.05	Kitchen Appliances: Existing equipment/appliances that are in serviceable condition will remain and future replacement will be covered in the projects' Capital Plan. Where existing equipment/appliances have achieved or have surpassed their expected design life, new equipment/appliances are provided. All new equipment/appliances meet or exceed Energy Star standards.	

B.2.06 __ Other

Item No.	Target Expectation	Department Use
06.01	<u>Elevators:</u> Existing elevators are evaluated and rehabilitated or replaced as necessary and as required by code.	
06.02	<u>Acoustics:</u> Where practical and prudent given the scope of work, dwelling unit separations are upgraded to comply with current building codes for new construction.	
06.03	<u>Environmental Hazards:</u>	

B.2 Appendix : Rehabilitation Supplement

Target Expectations for Rehabilitation (TER)s

	See Department's Rehabilitation DSO (CDM Chapter 6.2)	
06.04	<p><u>Energy Efficiency:</u> In conjunction with the Stainable design plan undertaken in accordance with Chapter 7.1 of this Manual, emphasis is placed on maximizing the energy efficiency of the project to the greatest extent possible. Opportunities for improving the energy efficiency of the project are energetically sought and implemented as deemed practical and financially feasible.</p>	
06.05	<p><u>Signage:</u> Building signage and identification are provided as appropriate including building address, apartment unit identification, building directory, exits, stairways, common and utility spaces, etc. Exit signage is provided as required by code and is accessibility compliant as applicable.</p>	
06.06	<p><u>Play Area Equipment:</u> All play area equipment has been carefully evaluated and repaired or replaced as needed. All equipment is structurally and mechanically sound and free of significant/obvious cosmetic defects.</p>	

Rehabilitation Supplement : Appendix B.3

UPCS Based Deficiencies

Table B.3

This Table is connected with the Departments Rehabilitation DSO. See Chapter 6.2, Item R08.02

Table B.3 is based on the Uniform Physical Conditions Standards (UPCS)¹ and is provided as an example of the type and level of deficiency that, at a minimum, typically require remediation on rehabilitation projects. Though the UPCS is most commonly associated with federally funded projects, the Department requires that Table B.3 be included as one, among the several other guiding influences, principally those defined by items a) through c) listed below, that will be considered in developing scopes of work on all rehabilitation projects receiving funding via one or more Department administered programs. Table B.3 is not intended to be a complete list of possible deficiencies that may exist nor is it expected that all of the deficiencies listed will apply to any given project. The Project Owner, The Project Architect, and the CNA Provider are responsible for identifying the actual project specific deficiencies and needs.

Scope Definition for Rehabilitation projects must also comply with the following sections of this Manual:

- a) Appendix B.1 ; CNA
- b) Appendix B.2 ; TERs
- c) Chapter 6.2 ; DSO for Rehabilitation

Footnotes:

1. Though Table B.3 is very closely based on UPCS format in how it lists and describes building and site related deficiencies the formatting and content of Table B.3 is not identical to the UPCS.

Note:

Deficiencies highlighted in orange are considered serious health and/or safety hazards and must be addressed immediately (prior to award of Department funding) if the housing is occupied.

B.3.01_Site

Item No.	Item	Observable Deficiency	Type and/or Degree of Deficiency Requiring Remediation
01.01	Fencing and Gates	Damaged/Falling/Leaning/Missing Sections	Fences or gates are missing or damaged to the point where they do not function as intended
01.02	Grounds	Erosion/Rutting Areas	Runoff has extensively displaced soils, caused visible damage to site improvements, threatens to compromise structures, threatens the safety of pedestrians, or makes the grounds unusable
		Overgrown/Encroaching Vegetation	Vegetation has visibly damaged a component, area or system of the property or has made them unusable or impassable
		Ponding/Site Drainage	Evidence of periodic accumulation of storm water where significant portion of the grounds - more than 10% - is rendered unusable for its intended purpose due to poor drainage or ponding
01.03	Health & Safety	Air Quality - Sewer Odor Detected	Sewer odors are detected that could pose a health risk or that degrade livability
		Air Quality; Propane/Natural Gas/Methane Gas Detected	Propane, natural gas or methane odors are detected that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
		Flammable Materials Improperly Stored	Flammable materials are improperly stored causing the potential risk of fire or explosion
		Garbage / Debris	Evidence of periodic over-accumulations of garbage; more than the planned storage capacity or observed in an area not sanctioned for staging or storing garbage or debris

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UPCS Based Deficiencies

		Hazards; Other	General defects or hazards observed that pose a risk of bodily injury
		Hazards; Sharp Edges	Physical defects that could cause bodily harm
		Hazards; Tripping	Physical defects in walkways or other tenant use areas that pose a tripping risk
		Infestation	Evidence of excessive insect or rodent activity
01.04	Mailboxes/Project Signs	Mailbox Missing/Damaged	Mailboxes cannot be locked, are damaged, or are missing
		Signs Damaged	Signage is not legible or readable because of deterioration or damage
01.05	Parking Lots/Driveways/Roads	Cracks	Significant cracking of parking lots/driveways/roads or anywhere safety and function are compromised
		Ponding	Evidence of stormwater accumulations making 5% or more of a parking lot/driveway unusable or unsafe
		Potholes/Loose Material	Potholes or loose material that have made a parking lot/driveway unusable/impassable for vehicles and/or pedestrians or could cause tripping or falling
		Settlement/Heaving	Settlement or heaving that has rendered parking lots or driveways unusable or impassable or creates unsafe conditions for pedestrians or vehicles
01.06	Play Areas and Equipment	Damaged/Broken Equipment	Equipment is broken, not operational, or does not function as intended or any item that poses a safety risk
		Deteriorated Play Area Surface	Play surface area shows deterioration or could cause tripping or falling
01.07	Refuse Disposal	Broken/Damaged Enclosure/Inadequate Outside Storage Space	Portions of the wall or gate of the enclosure has collapsed or is leaning and in danger of falling or the trash enclosure is inadequately sized or constructed
01.08	Retaining Walls	Damaged/Falling/Leaning	Portions of the retaining wall are damaged and do not function as intended
01.09	Storm Drainage	Damaged/Obstructed	The system is partially or fully blocked by debris or piping is broken, shifted or has collapsed
01.10	Walkways/Steps	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable
		Cracks/Settlement/Heaving	Cracks, subsiding, or missing sections that affect function over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard
		Spalling	More than 5% of walkways have areas of spalling that affects function and safety

B.3.02_Building Exterior

Item No.	Item	Observable Deficiency	Type and/or Degree of Deficiency Requiring Remediation
02.01	Doors	Damaged Frames/Threshold/Lintels/Trim	Doors that do not function as intended or cannot be locked because of damage to the frame, threshold, lintel or trim
		Damaged Hardware/Locks	Doors that do not function as intended or cannot be locked because of damage to the door's hardware
		Damaged Surface (Holes/Paint/Rusting/Glass)	Doors that have holes, significant peeling/cracking/ or rust that affects the integrity of the door surface, or that have broken or missing sections of glass
		Damaged/Missing Screen/Storm/Security Door	Screen doors or storm doors that are damaged or are missing screens, have broken or missing sections of glass or security doors that do not function as intended or are missing
		Deteriorated/Missing Caulking/Seals	Sealants or caulking that are missing or damaged such that they do not function as intended
		Missing Door	Missing doors where the integrity of the building,

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UPCS Based Deficiencies

			function of the building or security of the occupants is threatened as a result
02.02	Fire Escapes	Blocked Egress/Ladders	Stored items or other barriers that restrict or block occupants from exiting
		Visibly Missing Components	Defects that affect the function or safe use of fire escapes
02.03	Attached Structures	Unsafe Stairs, Balconies, Decks, Elevated Walkways	Evidence of deterioration, Slippery surfaces, structurally inadequate railings, guards and/or other critical components
02.04	Foundations	Cracks/Gaps	Significant cracks in foundations more than 3/8 inches wide and that indicate the possibility of a structural problem or an opportunity for water to migrate into the structure
		Spalling/Exposed Rebar	Significant spalling affecting more than 10% of any foundation wall or any exposed reinforcing material
02.05	Health & Safety	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions exist that block egress
		Emergency Fire Exits; Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
		Flammable/Combustible Materials; Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
		Hazards; Other	General defects or hazards that pose a risk of bodily injury
		Hazards; Sharp Edges	Physical defects that could cause bodily harm
		Hazards; Tripping	Physical defect in walkways or other tenant use areas that poses a tripping risk
		Infestation	Evidence of excessive insect or rodent activity
02.06	Lighting	Broken Fixtures/Bulbs	Light fixtures and bulbs are broken, deteriorated, or missing
02.07	Roof	Damaged Soffits/Fascia	Soffits or fascia are missing or deteriorated
		Damaged Vents	Vents are missing, damaged, and/or deteriorated
		Damaged/Obstructed Drains	Damaged or partially obstructed with debris or the drain no longer functions
		Damaged/Torn Membrane/Missing Ballast	Ballast has shifted and no longer functions as intended or there is damage to the roof membrane that may result in water migration into the building
		Missing/Damaged Components from Downspout/Gutter	Drainage system components are missing or damaged or there is associated visible damage to the roof, structure, exterior wall surface, or building interior
		Missing/Damaged Shingles	Roofing shingles are missing or damaged enough to create a risk of water migration into the building
		Ponding	Evidence of standing water on roofs causing potential for damage to roof surface or substrates
02.08	Walls	Cracks/Gaps	Cracks or gaps that are more than 3/8 inches wide and represent a sign that a structural problem may exist or that provide opportunities for water migration into the building
		Damaged Chimneys	Visible separation from the adjoining exterior wall, cracked or missing pieces large enough to present a sign of chimney failure, or there is a risk of falling pieces that pose a safety hazard
		Missing/Damaged Caulking/Mortar	Exterior wall caulking or mortar deterioration is evident such that it presents a risk of water migration into the building
		Missing Pieces/Holes/Spalling	Exterior wall deterioration or breaches in the envelope that present a risk of water migration in to the building

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UPCS Based Deficiencies

		Stained/Peeling/Needs Paint	Exterior paint is peeling or paint is missing; unprotected siding surface is exposed to weather
02.09	Windows	Broken/Missing/Cracked Panes	Missing or cracked/broken panes of glass.
		Damaged Sills/Frames/Lintels/Trim	Sills, frames, lintels, or trim are missing or damaged
		Damaged/Missing Screens	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length
		Missing/Deteriorated Caulking/Seals/Glazing Compound	Missing or deteriorated caulk or seals
		Peeling/Needs Paint	More than 20% of the exterior window paint is peeling or paint is missing

B.3.03_Building Systems

Item No.	Item	Observable Deficiency	Type and/or Degree of Deficiency Requiring Remediation
03.01	Plumbing	Damaged/Inoperable Water Supply Line/Fixtures	Evidence of leaking water from water supply lines or fixtures, obsolete lines or fixtures
		Inoperable Drains	Evidence of obstructions or extensive deterioration
	Electrical	Blocked Access/Improper Storage	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel(s) during an emergency
		Evidence of Arcing or Overheating	Carbon residue, evidence of arcing or overheating is evident
		Evidence of Leaks/Corrosion	Corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or associated hardware
		Frayed Wiring	Nicks, abrasions, or fraying of the insulation that exposes any conducting wire
		Missing Breakers/Fuses	Open and/or exposed breaker port
		Missing Fixture Covers	Cover is missing, which results in exposed visible electrical connections
		Electrical Hazards; Exposed Wires/Open Panels	Exposed bare wires or openings in electrical panels
		Electrical Hazards; Water Leaks on/near Electrical Equipment	Leaking or standing water on or near any electrical apparatus that could pose a risk of fire, electrocution or explosion
		GFI Inoperable	Not present in required locations or not operational
03.02	Elevators	Not Operable	Elevator(s) does not function as intended
		Tripping	Elevator does not level with receiving floor as intended
03.03	Emergency Power	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function
03.04	Fire Protection	Missing Sprinkler Head	Missing, visibly disabled, painted over, blocked, or capped
		Missing/Damaged/Expired Extinguishers	Missing, damaged or expired
03.05	HVAC	Boiler/Pump Leaks	Evidence of water or steam leaking in piping or pump packing
		Inoperable	HVAC does not function, does not provide heating and cooling as intended or the system does not respond when the controls are engaged
		Fuel Supply Leaks	Evidence of fuel leaking from the supply tank or piping
		General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice
		Inoperable or Abnormal Operation	System or equipment does not function properly; vibrations, unusual noise, leaks; not operational

Rehabilitation Supplement : Appendix B.3

UPCS Based Deficiencies

		Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
		Misaligned Chimney/Ventilation System	Misalignment of exhaust system components on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases
03.06	Roof Exhaust System	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function
03.06	Hot Water	Missing Pressure Relief Valve	Pressure relief valve and associated piping does not extend to the floor
		Inoperable Unit/Components	Unit does not function as intended
		Leaking Valves/Tanks/Pipes	Evidence of leaks from hot water heater or related components
		Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice

B.3.04_Building Interiors

Item No.	Item	Observable Deficiency	Type and/or Degree of Deficiency Requiring Remediation
04.01	Bathrooms	Bathroom Cabinets - Damaged/Missing	Damaged or missing shelves, vanity tops, drawers, or doors that do not function as intended
		Bathroom Plumbing Fixtures; Damaged/Missing	Cracks in sink or extensive discoloration over more than 10% of the sink surface, fixture is missing
		Ventilation/Exhaust System; Absent/Inoperable	Exhaust fan is not functioning or window designed for ventilation does not open
04.02	Call-for-Aid (if applicable)	Inoperable	The system does not function as intended
04.03	Ceiling	Bulging/Buckling/Leaking	Bulging, buckling or sagging ceilings
		Holes/Missing Tiles/Panels/Cracks Mold/Mildew	Holes, damaged or missing system components, stains, mold or mildew over a ceiling area greater than 1 foot square or other signs of damage
		Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
04.04	Doors	Damaged Frames/Threshold/Lintels/Trim	Doors that do not function as intended or cannot be locked because of damage to the frame, threshold, lintel or trim
		Damaged Hardware/Locks	Doors that do not function as intended or cannot be locked due to damage to the door's hardware
		Damaged Surface; Holes/Paint/Rusting/Glass/Deterioration	Doors that have holes, significant peeling/cracking/ or rust that affects the integrity of the door surface, or that have broken or missing sections of glass
		Missing Door	Missing doors where the intended function of interior spaces is negatively impacted by the absence of a door
04.05	Floors	Bulging/Buckling	Flooring that is bulging, buckling or sagging or is misaligned at transitions
		Damaged/Missing Flooring	Damaged or missing; more than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
		Deteriorated Subfloor	Evidence of deteriorated subflooring
		Water Stains/Water Damage/Mold/Mildew	Evidence of mold or mildew
04.06	Health & Safety	Air Quality; Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
		Air Quality; Sewer Odor Detected	Sewer odors are detected that could pose a health risk if inhaled for prolonged periods
		Air Quality; Propane/Natural Gas/Methane Gas Detected	Propane, natural gas or methane odors are detected that could pose a risk of explosion/ fire and/or pose a health risk if inhaled

B.3 Appendix : Rehabilitation Supplement

UPCS Based Deficiencies

		Emergency Fire Exits; Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions exist that block egress
		Emergency Fire Exits; Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
		Flammable Materials; Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
		Garbage / Debris	Accumulations of garbage - more than the planned storage capacity, or in an area not sanctioned for staging or storing garbage or debris
		Hazards; Other	General defects or hazards that pose a risk of bodily injury
		Hazards; Sharp Edges	Physical defects that could cause bodily harm
		Hazards; Tripping	Physical defects in walkways or other tenant use areas that poses a tripping risk
		Infestation	Evidence of excessive insect or rodent activity
04.07	Kitchen	Cabinets; Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
		Countertops; Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged
		Dishwasher/Garbage Disposal - Inoperable	Dishwasher or garbage disposal does not operate as intended, damaged
		Range Hood/Exhaust Fans - Excessive Grease/Inoperable	Evidence of a substantial accumulation of dirt or grease such that the free passage of air is diminished
		Range/Stove; Missing/Damaged/Inoperable	One or more burners are not functioning, unit is damaged
		Refrigerator; Missing/Damaged/Inoperable	Does not adequately chill food, unit is damaged.
		Sink; Damaged/Missing	Cracks in sink or extensive discoloration over more than 10% of the sink surface or sink is missing
04.08	Laundry Area (Room)	Dryer Vent; Missing/Damaged/Inoperable	Vent is missing or not functional or dryer exhaust is not effectively vented to the outside
04.09	Lighting	Missing/Inoperable Fixture	Missing or not functional
04.10	Smoke Detector	Missing/Inoperable	Smoke detector is missing or not functional
04.11	Stairs	Broken/Damaged/Missing Steps	Missing, damaged, unsound
		Broken/Missing Railings or Guards	Missing, damaged, loose or otherwise unsound
04.12	Walls	Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
		Damaged	Holes or other defects that impact basic function
		Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
		Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
		Water Stains/Water Damage/Mold/Mildew	Evidence of leaks, mold or mildew
04.13	Windows	Broken/Missing/Cracked Panes	Missing or cracked/broken panes
		Inoperable/Not Lockable	Not functioning or cannot be secured because lock is damaged
		Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
		Emergency Egress	Egress window operation is compromised or egress ability is obstructed

Appendix C

Forms

Forms are ordered in the following pages in the same order that they are listed below.

A-VR Variance Request
A-ASArchitect's Certification 1 of 2
A-AFArchitect's Certification 2 of 2
A-CROwner's Closeout Report
A-GC SDS Certification

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Instructions

1) **When to Use Form A-VR**

Use form **AV-R** (also referred to as just a “VR”) for all project team proposals to deviate from the CDM Standards. It is recommended that you contact the Department Architect prior to filing a VR because in some cases the proposed deviation can be approved via a simple email communication.

2) **Where to Obtain Form A-VR**

Form A-VR can be obtained via the Department’s website and via the the following link: <https://www.oregon.gov/ohcs/Pages/mfh-core-development-manual.aspx>

Once you have arrived at the Core-Development Manual page of the site, go to “Current CDM Forms” near the bottom of the page and download the form from the folder. Form A-VR can also be extracted from Appendix C of the CDM Manual. If these instructions are being read from with the CDM manual, form A-VR is located on the following page.

3) **Completing Form A-VR**

A-VR is a PDF electronically fillable form.

- a) Provide the basic project and project team related information requested at the top left corner of the form.
- b) In the VR Number cell (top center of the form) number the VR as 1,2,3... etc. based on how many VRs are submitted with the same date and pertaining to the same project. For example if two separate VR’s are submitted on the same date - both pertaining to the same project then one VR should be numbered 1 and the other should be given a number of 2. If only one VR is being submitted on a given date the VR Number cell can be left blank. It is rare to have more than one VR submitted to the Department for the same project in a single day.
- c) Both the Owner and the Architect must sign the form (center left side of page 1).
- d) Cells numbered 1 through 8 are self-explanatory. Follow the brief instructions within each cell.

4) **Form A-VR Submittal Timing Considerations**

Refer to PDM Chapter 1.5, Section 1.5.03, item 1).

5) **Form A-VR Submission Protocol**

Refer to PDM Chapter 1.5, Section 1.5.03, item 2).

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Form **A-VR**

Variance Request

Date		VR Number
Project Name		
Project Owner		
Project Address	Number and Street	
	City	
Project Architect		
Architect's Firm		

Official Use:

Via Email Via Funding Application

Received

- Approved**
- Approved w/Conditions**
See Comments

- Not Approved
- Not Reviewed
- Withdrawn

Processed By: _____

Date: _____

Approved By:

Printed Name: _____
Date: _____

Comments: _____
Comment Series Ref.

X

Owner's Signature (Required)

X

Architect's Signature (Required)

1 Identify the OHCS Loan Officer or other OHCS staff that is most familiar with this project (if applicable):

2 Has an A-VR been submitted previously on this project?

3 Identify the Primary Type of Variance Being Requested:

4 If this request involves Visitability, identify the Primary Reason(s) for the Variance Request:

Visitability Variances Only (OAR 813-310-065)
(Check all items that apply)

- Site Topography
- Conflict with Community Design Standards
- Undue Cost or Constraints
- Conflicting Funding Requirements

5 Identify the OHCS Standard or Project Requirement this Variance Request is addressing and if applicable, provide the PDM reference number:

Brief Description or Subject Heading:	PDM Reference No:
---------------------------------------	-------------------

Continued on page 2 of 2

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A-VR Form

6 Indicate which parts of the project this Variance Request applies to i.e. which dwelling units or other indoor/outdoor spaces are affected. State "All" if the variance request applies to the entire project:

7 Variance Request Rational Detail:

5a) All Variance Requests Must Address the Following:
State the Reason and/or Rational for the Variance Request. Provide information that supports how the project cannot reasonably meet the subject Standard or Requirement. If possible, describe how the project is improved or not diminished by the proposed request. If applicable, describe any proposed alternate approaches that improve upon, compensate for, or mitigate the effect of the proposed Variance on the project. Attach drawings and/or other supporting documents and append additional narrative sheets to this form to support the Variance Request as needed.

5b) Additional Requirements for Visitability Variance Requests:
Within the context of providing the narrative support required by 5a above, Visitability Variance Requests must address the following:

1. An explanation or rationale for each Primary Reason that has been checked in item 2 of this form must be provided.
2. If "Conflict with Community Standards" has been given as a Primary Reason in item 2 of this form, the Rational for this item must address why it is unreasonable to assume that the local regulatory authority that administers the Community Standard in question would not exempt the project from that Standard in order to allow it to meet OHCS Visitability requirements.

8 Appendices to this Variance Request:
(Check one of the boxes below to indicate whether or not additional sheets/documentation has been appended to this form.)

No other documents or sheets are included with this form.
 Other documents and/or sheets have been appended to this form.

IMPORTANT: The signatures of the Project Owner and the Project Architect on page 1 of this form signify that the Owner's Team has thoroughly examined the proposed Variance in context with the other Standards and Requirements that have a bearing on the subject project and have determined that the proposed Variance, if approved, does not conflict with any such Standard or Requirement. OHCS approval of Variance Requests is subject to the Project Owner accepting full responsibility for their team making this determination. Variance Request approvals are project specific and do not establish precedent; similar requests made on future projects may be viewed differently by the Department and may not be approved.

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Date

Project Name

Project Owner

Project Address

Project Architect

Architect's Firm

Architect's Certification 1 of 2
Substantial Completion

Official Use:

Received Date:

By:

1 Verify all applicable regulatory bureau/agency approval requirements and provide the documents listed below. Sign and submit this form to the Owner and to the Department with Submittal-7 (See Chapter 4.3, Section 4.3.02-1 of the for details regarding Submittal-7).

2 Architect's Signature (Required)

X

No.	✓	N/A	Required Task / Documentation	OHCS Comment
1.01	<input type="checkbox"/>	<input type="checkbox"/>	<u>C of O</u> A Certificate of Occupancy (C of O) has been issued by the local Building Department and a copy of the C of O is attached herewith.	
1.02	<input type="checkbox"/>	<input type="checkbox"/>	<u>City/County/State Inspection "Finals"</u> I have verified with the appropriate regulatory authorities that all building development related City/County/State inspection "finals" have occurred that may be needed either in addition to, or in lieu of a Certificate of Occupancy (C of O) from the local Building Department. I have listed any such inspection "finals/approvals" on page 2 of this form and attached the applicable final approval documentation for each entity with this form. (Example: Fire Marshal approval of fire suppression system, State elevator final approval, Mechanical and Electrical Trade inspection finals if not covered under C of O, Etc.) If none, then state "None" in the list on page 2.	
1.03	<input type="checkbox"/>	<input type="checkbox"/>	<u>Substantial Completion Certification</u> Completed Certificate of Substantial Completion [AIA Form G704] signed by the Architect, Contractor, and Owner.	
1.04	<input type="checkbox"/>	<input type="checkbox"/>	<u>Punchlist</u> Project Architect's Punchlist including all Architect Sub-Consultant Punchlists.	

...Form A-AS Continued on Page 2 of 2

A-AS Form

1.05	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>SDS Certification Part-3</u> (Completed Form A-GC3 and any associated attachments). See Chapter 7.0, Section 7.0.03 for information on SDS certification.</p>
1.06	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Radon Clearance Documentation</u> Rehabilitation projects only and only when applicable per Chapter 6.2, Item R05.04.</p>
1.07	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Section 504 : Architect Declaration</u> All other project requirements notwithstanding, the Project Architect hereby declares that to the best of their knowledge the project has been constructed in compliance with the Accessibility requirements of Section 504 of the Rehabilitation Act of 1973.</p> <p><u>Note:</u> This item applies only to projects subsidized with Federal funding.</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the orange shaded column directly to the left of this column.</i></p>

List all documents that have been submitted with this form below.

1	
2	
3	
4	
5	
6	
7	
8	

Check this box if additional sheets have been appended to this form.

Date

Project Name

Project Owner

Project Address

Project Architect

Architect's Firm

Architect's Certification 2 of 2
Final Completion

Official Use:

Received Date:

By:

1 Place a checkmark in the boxes associated with the items below. Sign and submit this form to the Project Owner and the Department when the project achieves Final Completion or as otherwise requested by the Department.

2 Architect's Signature (Required)

X

No.	<input type="checkbox"/>	N/A	Required Task / Documentation	OHCS Comment
1.01	<input type="checkbox"/>		<p>Architect Declaration 1 : OHCS Form A-AS (Architect's Certification at Substantial Completion)</p> <p>I have I previously submitted to the Department and the Project Owner a completed OHCS Form A-AS including all documents required as part of the A-AS Form Submittal.</p>	
1.02	<input type="checkbox"/>		<p>Architect Declaration 2 : Review and Acceptance of "As-Built" Drawings and Project Manual.</p> <p>I have reviewed and I deem the "As-Built" Drawings and Project Manual to be acceptable and, to the best of my knowledge, a copy of these "As-Built" documents has been transmitted to the Owner for their use as record and reference documents.</p>	
1.03	<input type="checkbox"/>		<p>Architect Declaration 3 : Project is Complete</p> <p>By checking the box associated with this item, I declare that I, or a member of my staff, have conducted periodic Construction Observation visits to the project site and that as of the date of this form, the scope of work as defined by the Construction Documents has, to the best of my knowledge, been satisfactorily completed, including all architectural and all architect sub-consultant punchlist items.</p>	

Check this box if additional sheets have been appended to this form.

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Form **A-CR**
**Owner's
 Closeout Report**

Date

Project Name

Project Owner

Project Address

Official Use:

Received Date:

By:

1 In addition to other program related final tasks and documentation requested separately by the OHCS Loan Officer, the following Construction Closeout related tasks and project documentation are required to complete the project and to receive all final disbursements of funds from the Department. A checkmark is required in one of the boxes provided for every item listed below and signifies that the Owner has personally verified that the associated task has been completed as of the date of this form.

Sign and Submit this form with the required documentation. →

2 Owner's Signature (Required)

X

Note:

Submit the documents listed below to the OHCS Architect, the OHCS Loan Officer assigned to the project, and if applicable, to the Department's CA Consultant¹. Except for Documents required in 'hard copy' format, all documents should be transmitted electronically in PDF. Transmit all of the documents requested at one time and include this signed form with the electronic (non-hard copy) portion of the submittal. Do not send form A-CR to the Department more than once unless requested to do so. Documents listed below that may be required in 'hard copy' format should be sent only to the OHCS Architect. Do not include this form with the 'hard copy' document submittal.

No.	√	N/A	Required Task / Documentation	OHCS Comment
1.01	<input type="checkbox"/>	<input type="checkbox"/>	Application and Certification of Payment [AIA Form G702] marked "Final" and certified by the Architect. [Submit to OHCS and the Department's CA-Consultant ¹ with this form].	
1.02	<input type="checkbox"/>	<input type="checkbox"/>	Signed Contractor's Affidavit of Payment of Debts and Claims [AIA Form G706]. [Submit to OHCS and the Department's CA-Consultant ¹ with this form].	
1.03	<input type="checkbox"/>	<input type="checkbox"/>	Signed Consent of Surety to Final Payment [AIA Form G707] – [When a surety is present as part of the Construction Contract]. [Submit to OHCS and the Department's CA-Consultant ¹ with this form].	
1.04	<input type="checkbox"/>	<input type="checkbox"/>	Architect signed Form A-AF (Architect's Certification 2 of 2 : Final Completion). Form A-AF is located in Appendix C of the CDM. Include form A-AF signed by the Architect with submittal of this form unless it has already been submitted to the Department directly by the Architect. [Submit to OHCS and the Department's CA-Consultant ¹ with this form].	

...Form A-AS Continued on Page 2 of 2

Footnotes:

1. CA Consultant : OHCS Construction Administration Consultant

A-CR Form

No.	√	N/A	Required Task / Documentation	OHCS Comment
1.05	<input type="checkbox"/>	<input type="checkbox"/>	<p>ALTA Survey representing post project completion Conditions. [Submit Hard Copy to OHCS only].</p>	Inquire with OHCS Loan Officer to determine if this item is required. Check the box in the "NA" column if not required.
1.06	<input type="checkbox"/>		<p><u>Owner Declaration 1</u> : Receipt of Final Record Documents</p> <p>By checking the box associated with this item, I declare that as of the date of this form, I have received a complete and neatly organized set (minimum of one set each) of the following documents which have been reviewed and approved by the Project Architect and which I will retain for Building Owner records and reference purposes:</p> <ul style="list-style-type: none"> • All Operation and Maintenance (O&M) Manuals • All Product Submittals • Bound Set of Construction Drawings inclusive of all design disciplines and a copy of the Project Manual reflecting all changes to the project that occurred during construction. The set should be marked "<u>As-Built</u>" and bear an As-Built set date. 	
1.07	<input type="checkbox"/>		<p><u>Owner Declaration 2</u> : Project is Complete</p> <p>By checking the box associated with this item, I declare that as of the date of this form, the scope of work as defined by the Construction Documents has, to the best of my knowledge, been fully constructed, including all "punchlist" items, and that it has attained a level of completeness whereby it can be immediately, fully, and safely occupied and utilized for its intended purpose.</p>	

Check this box if additional sheets have been appended to this form.

SDS Certification Forms

Forms A-GC1, A-GC2, and A-GC3 are located at the end of Chapter 7.1c of this Manual.

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Appendix D

Regulatory Compliance Guide

A Reference for Department Administrators
and
External Regulatory Reviewers

Appendix D.0Overview
Appendix D.1HOME/HTF

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Overview

D.0.01 Appendix D Overview

Appendix D demonstrates how the Department meets funding Program specific regulatory requirements imposed upon it by regulatory authorities that exist outside of the Department. The U.S. Department of Housing and Urban Development (HUD) is one example of an outside regulatory authority to which OHCS is accountable on a number of the funding programs it administers. Further, Appendix D maps where, within this Manual, the Department addresses or implements the specific development related regulatory requirements of the Programs covered by this Appendix. See Section D.0.03 below for a list of funding programs currently covered by this Section.

D.0.02 Primary User of Appendix D: Program Administrators and Regulatory Reviewers

The primary intent of Appendix D is to serve as a reference for Program Administrators working within the Department and to aid in external regulatory reviews of the Department’s processes and procedures. There are no Project Development Team requirements listed in this Appendix that are not already covered by the other operationally pertinent Parts of this Manual.

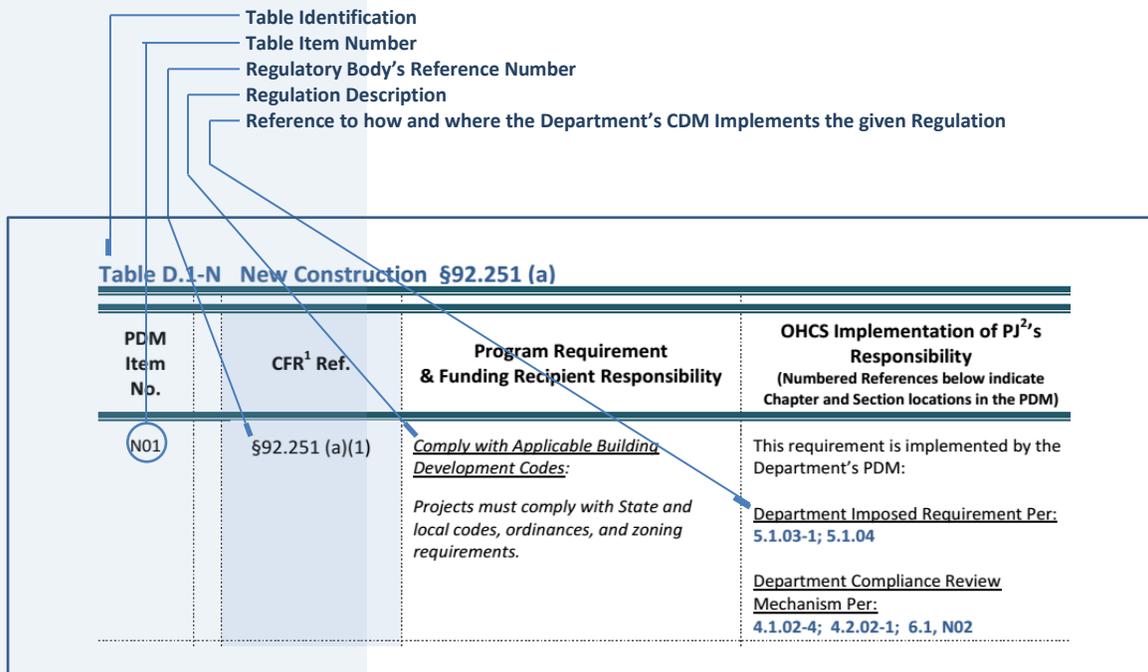
D.0.03 Funding Programs Covered by Appendix D

Each funding program covered by this Appendix has its own Appendix D sub-section. The funding programs covered by Appendix D and their respective appendix sub-sections are listed below. The Appendix D sub-sections listed below immediately follow this Preface Section of Appendix D.

- a) Appendix D.1 : Home Investment Partnership Program (HOME) & Federal Housing Trust Fund (HTF)

D.0.04 Interpreting the Regulatory Compliance Tables

The diagram below illustrates the basic function of the tables found in the Appendix D sub-sections.



D.0 Appendix : Regulatory Compliance Guide
Overview

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Core-Development Manual (CDM)

Regulatory Compliance Guide : Appendix **D.1**

[Updated 11/2019] HOME / HTF

Notes:

1. See Appendix D.0; [Appendix D Overview](#), which immediately precedes this Appendix section for additional information on how to use this table and regarding the purpose of this Section of the CDM.
2. **Important:** See [Additional Notes](#) at the end of this Appendix Sub-Section.

Table D.1-N New Construction 24 CFR 92.251 (a)

CDM Item No.	CFR Section ¹ Ref.	Program Requirement & Funding Recipient Responsibility	OHCS Implementation of PJ ² 's Responsibility (Numbered References below indicate Chapter and Section locations in the CDM)
N01	§92.251 (a)(1)	<p><u>Comply with Applicable Building Development Codes:</u></p> <p><i>Projects must comply with State and local codes, ordinances, and zoning requirements.</i></p>	<p>This requirement is implemented by the Department's CDM:</p> <p><u>Department Imposed Requirement Per:</u> 5.1.03-1; 5.1.04</p> <p><u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1; 6.1, N02</p>
N02	§92.251 (a)(2)(i)	<p><u>Comply with Federal Accessibility Requirements:</u></p> <p><i>Projects must comply with Accessibility requirements, as applicable, in accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Fair Housing Act.</i></p>	<p>This requirement is implemented by the Department's CDM:</p> <p><u>Department Imposed Requirement Per:</u> 5.1.03-3; 6.1, N03</p> <p><u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1; 4.2.04; 6.1, N03</p>
N03	§92.251 (a)(2)(ii)	[Reserved]	N/A
N04	§92.251 (a)(2)(iii)	<p><u>Comply with Disaster Mitigation Requirements:</u></p> <p><i>Where relevant, the project must be constructed to mitigate the impact of potential disasters (e.g., earthquakes, hurricanes, flooding, and wildfires), in accordance with State and local codes, ordinances, or other State and local requirements, or such other requirements as HUD may establish.</i></p>	<p>This requirement is implemented by the Department's CDM:</p> <p><u>Department Imposed Requirement Per:</u> 5.1.03-4; 5.1.03-5</p> <p><u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1; 6.1, N04</p>
N05	§92.251 (a)(2)(iv)	<p><u>Develop Adequately Detailed Written Cost Estimates, Construction Contracts, and Construction Documents such that:</u></p> <ul style="list-style-type: none"> • <i>The Department can complete its required review and its required approval of written cost estimates for</i> 	<p>This requirement is implemented by the Department's CDM:</p> <p><u>Department Imposed Requirement Per:</u> 4.1.02-4; 4.2.02-1</p> <p><u>Department Compliance Review</u></p>

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D.1 Appendix : Regulatory Compliance Guide

HOME / HTF [Updated 11/2019]

		<p>construction.</p> <ul style="list-style-type: none"> The Department can determine that the proposed project costs are reasonable. The Department can conduct its required Inspections during construction. 	<p><u>Mechanism Per:</u> 4.1.02-4; 4.2.02-1</p>
N06	§92.251 (a)(2)(v)	<p><u>Allow Department Access to the Project Construction Site such that:</u></p> <ul style="list-style-type: none"> The Department can conduct progress and final inspections of the construction to ensure that the work is done in accordance with the applicable codes, the construction contract and other construction documents. 	<p>This requirement is implemented by the Department's CDM:</p> <p><u>Project Team Requirements Per:</u> 4.2.04</p> <p><u>Department Inspections are Conducted Per Department's CDM:</u> 4.2.04</p>

Table D.1-R Rehabilitation 24 CFR 92.251 (b)

CDM Item No.	CFR Section Ref. ¹	Program Requirement & Funding Recipient Responsibility	OHCS Implementation of PJ ² 's Responsibility (Numbered References below indicate Chapter and Section locations in the CDM)
R01	§92.251 (b)(1)	<p><u>Comply with the Department's Rehabilitation Standards:</u></p> <p>The Department has established Rehabilitation Standards that set forth the minimum requirements that the project must meet upon completion. In addition to other important project factors, the Rehabilitation Standards address HUD required items (i) through (ix) listed below.</p>	<p>This requirement is implemented by the Department's CDM:</p> <p><u>Project Team Requirements Per:</u> 6.2; Appendix B</p> <p><u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1</p>
R02	§92.251 (b)(1)(i)	<p><u>(i) Health and Safety:</u></p> <p>The Department's Rehabilitation Standards specify life threatening deficiencies that must be addressed immediately if a housing unit is occupied.</p>	<p>This requirement is implemented by the Department's CDM:</p> <p><u>Project Team Requirements Per:</u> Appendix B.3</p> <p><u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1</p>
R03	§92.251 (b)(1)(ii)	<p><u>(ii) Major Systems:</u></p> <p>A) Estimate of Remaining Useful Life: The Department's Rehabilitation Standards require an estimate of the remaining useful life of major systems.</p>	<p>This requirement is implemented by the Department's CDM:</p> <p><u>Project Team Requirements Per:</u> Appendix B.1, B.1.10, g)</p> <p><u>Department Compliance Review</u></p>

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			<p><u>Mechanism Per:</u> CNA is Reviewed at Point of Application for Funding Assistance.</p> <p>B) Capital Needs Assessment (CNA): <i>The Department’s Rehabilitation Standards require that Item A) above be accomplished via a Capital Needs Assessment.</i></p> <p><u>Note:</u> <i>The Department requires a CNA for all rehabilitation projects regardless of size.</i></p> <p>C) Replacement Reserve: <i>The Department’s Rehabilitation Standards specify that when the remaining useful life is determined to be less than the affordability period, replacement reserve deposits are required to ensure that the project’s major systems and physical needs can be adequately maintained and addressed throughout the affordability period.</i></p>	<p>This requirement is implemented by the Department’s CDM:</p> <p><u>Project Team Requirements Per:</u> 3.1, R01</p> <p><u>Department Compliance Review Mechanism Per:</u> CNA is Reviewed at Point of Application for Funding Assistance.</p> <p>This requirement is implemented by the Department’s CDM:</p> <p><u>Project Team Submittal Requirements Per:</u> Appendix B.1, B.1.13</p> <p><u>Department Compliance Review Mechanism Per:</u> CNA is Reviewed at Point of Application for Funding Assistance.</p>
R04	§92.251 (b)(1)(iii)	<p><u>(iii) Lead-Based Paint:</u> <i>The Department’s Rehabilitation Standards require the project to meet Lead-Based Paint requirements in accordance with 24 CFR part 35.</i></p>	<p>This requirement is implemented by the Department’s CDM:</p> <p><u>Project Team Submittal Requirements Per:</u> 6.2, R05.02</p> <p><u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1</p>	
R05	§92.251 (b)(1)(iv)	<p><u>(iv) Comply with Federal Accessibility Requirements:</u> <i>The Department’s Rehabilitation Standards require projects to comply with Accessibility requirements, as applicable, in accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Fair Housing Act.</i></p>	<p>This requirement is implemented by the Department’s CDM:</p> <p><u>Project Team Submittal Requirements Per:</u> 5.1.03-3; 6.2, R03</p> <p><u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1</p>	
R06	§92.251 (b)(1)(v)	<p><u>(v) [Reserved]</u></p>	N/A	
R07	§92.251 (b)(1)(vi)	<p><u>(vi) Disaster Mitigation:</u> <i>The Department’s Rehabilitation Standards require, where relevant, the project to be improved to mitigate the impact of potential disasters (e.g.</i></p>	<p>Required by and communicated to the Funding Recipient per Department’s CDM:</p> <p><u>Project Team Submittal Requirements</u></p>	

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		<p>earthquakes, hurricanes, flooding, and wildfires) in accordance with State and local requirements or as established by HUD.</p>	<p><u>Per:</u> 6.2, R04.01</p> <p><u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1</p>
R08	§92.251 (b)(1)(vii)	<p><u>(vii) Comply with Applicable Building Development Codes:</u></p> <p>The Department’s Rehabilitation Standards require projects to comply with State and local codes, ordinances, and zoning requirements.</p>	<p>This requirement is implemented by the Department’s CDM:</p> <p><u>Project Team Submittal Requirements Per:</u> 5.1.03-1; 5.1.04; 6.2, R02</p> <p><u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1</p>
R09	§92.251 (b)(1)(viii)	<p><u>(viii) Uniform Physical Conditions Standards:</u></p> <p>The Department’s Rehabilitation Standards require projects to meet or surpass the Uniform Physical Conditions Standards (UPCS) pursuant to 24 CFR 5.705 and further, that the completed housing will be decent, safe, sanitary, and in good repair as defined in 24 CFR 5.703.</p>	<p>This requirement is implemented by the Department’s CDM:</p> <p><u>Project Team Submittal Requirements Per:</u> Appendix B.2; Appendix B.3; 6.2</p> <p><u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1</p>
R10	§92.251 (b)(1)(ix)	<p><u>(xi) Capital Needs Assessment:</u></p> <p>The Department’s Rehabilitation Standards require the project scope and the long-term physical needs of the project to be defined via a Capital Needs Assessment.</p> <p><i>Note: The Department requires a CNA for all rehabilitation projects regardless of size.</i></p>	<p>This requirement is implemented by the Department’s CDM:</p> <p><u>Project Team Submittal Requirements Per:</u> 3.1, R01; 3.1, R02</p> <p><u>Department Compliance Review Mechanism Per:</u> CNA is Reviewed at Point of Application for Funding Assistance.</p>
R11	§92.251 (b)(2)	<p><u>Construction Documents and Cost Estimates:</u></p> <p>A) The Department’s Rehabilitation Standards require the Project Team to submit construction documents (i.e., written scope of work) and that the construction documents are developed in sufficient detail such that the Department can perform inspections of the construction to determine that it complies with the Department’s Rehabilitation Standards.</p> <p>B) Further, the Department’s</p>	<p>This requirement is implemented by the Department’s CDM:</p> <p><u>Project Team Submittal Requirements Per :</u> CDM Part 4; 6.2</p> <p><u>Department Compliance Review Mechanism Per:</u> CDM Part 4; 6.2</p>

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		<p><i>Rehabilitation Standards require the Project Team to submit to the Department written cost estimates which the Department will review, determine reasonableness of costs , and approve as it deems appropriate.</i></p>	
R12	§92.251 (b)(3)	<p><u>Frequency of Inspections:</u> <i>Allow Department Access to the Project Construction Site such that:</i></p> <p>A) Initial Inspection: <i>The Department can conduct an initial inspection for the purpose of identifying deficiencies that must be addressed.</i></p> <p>B) Progress and Final Inspections: <i>The Department can conduct progress and final inspections of the construction to ensure that the work is done in accordance with the construction documents.</i></p>	<p>This requirement is implemented by the Department’s Funding Application protocol:</p> <p><u>Project Team Requirements Per:</u> A Department issued Technical Advisory is issued prior to the Funding Application Deadline requiring all prospective Applicants to schedule a Pre-Application Site Visit conducted by the Department.</p> <p><u>Department Compliance Review Mechanism Per:</u> Department Conducted Pre-Application Site Visits</p> <p>This requirement is implemented by the Department’s CDM:</p> <p><u>Project Team Requirements Per:</u> 4.2.04</p> <p><u>Department Compliance Review Mechanism Per:</u> 4.2.04 (HOME projects typically receive one visit monthly during the full period of construction).</p>

Additional Notes:

01. The CDM Regulatory Compliance Guide addresses only the HOME Program’s Property Standards portion of the HOME and HTF program regulations. This is due to the HOME and HTF Property Standards being the portion of those program regulations that deals most directly with the Core-Development tasks of; project scope development, project design, project cost analysis, and project execution (construction) which collectively form the primary focus of this Manual. There are many other HOME and HTF program related requirements that are not addressed by this Manual. Program requirements not addressed by this Manual are managed via other Department developed program guidance tools. For more information or further guidance on Home and/or HTF program requirements, contact an OHCS Loan Officer or the OHCS HOME/HTF Program Manager.
02. Per HUD Interim Rule dated January 30, 2015 regarding the HTF Program, and until further direction is given by HUD on this topic, Property Standards for HOME and HTF funded projects are the same for both programs. The Property Standards, further, are implemented via the Department’s CDM in the same manner for both programs.

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03. Appendix D.1 currently addresses only the core development related parts of CFR 92.251; a) New Construction and b) Rehabilitation. The parts of 24 CFR 92.251 listed below (c through f) are not currently addressed in this this Appendix because they are either; a) not a Core-Development related activity and are therefore addressed under Department protocols that exist outside the scope and bounds of this Manual, b) they are currently not activities that this Department participates in using HOME or HTF funding.

- Part c) Acquisition of Standard Housing
- Part d) Occupied Housing by Tenants Receiving HOME Tenant-Based Rental Assistance
- Part e) Manufactured Housing
- Part f) Ongoing Property Condition Standards

Endnotes From Header of Tables D.1-N and D.1-R

1. The applicable Section Number taken from the Code of the Federal Register (CFR)
2. PJ : Participating Jurisdiction. A term used by HUD to identify a State or local government that HUD has designated to administer a HOME Program. Oregon Housing and Community services is considered a Participating Jurisdiction.

Appendix P

Other Document Guidelines

Appendix P.1Construction Cost Estimate
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Construction Cost Estimate

P.1.01_ Overview

When a Construction Cost Estimate is required by the Department it must meet one of the three types of criteria detailed below. Which type of criteria to be used in preparing the estimate is defined in the Department issued document that contains the request for a cost estimate e.g. a NOFA or a Reservation and Conditions Letter. Where the type of criteria to be used is not identified, the Type I Criteria must be used as a default unless the Type II Criteria or the Type III Criteria has been approved in writing by the Department.

P.1.02a_Type I Criteria (3rd Party Construction Cost Estimate)

Criteria for this type of construction cost estimate are as follows:

1. Cost Estimator Qualifications:

- a) Each key individual participating in the estimating services (estimator) must have at least four (4) years of experience providing commercial and/or multi-family residential construction estimates.
- b) The estimator must have demonstrable familiarity with the current construction cost environment in the State of Oregon.
- c) Identity of Interest: The individuals providing Cost Estimating services, and their firms, must not have an identity of interest with the Project Owner, the Owner's property, or any management entity for the property and further must not provide other services (services outside the scope of Cost Estimate service, e.g. architectural design, construction, etc.) on the same project. If any pending litigation or claims exist against any of the involved firms or individuals related to their professional service (either as the primary consultant or as sub-consultant), these must be disclosed in writing to the Project Owner and to OHCS prior to engagement of services.

2. Cost Estimate Format and Content Requirements:

- a) **Estimate Age:** The estimate must have been completed or updated by the cost estimator within 45 days of submission to the Department.
- b) **Standard to be Followed:** The estimate must follow standard industry practices for level of completeness, detail, and content. CSI MasterFormat or UniFormat II structure for the estimate may be used.
- c) **Statement of Estimate Conformity with Department Requirements:** The estimate must contain a statement in the estimate introduction that specifically states that the estimate conforms to the requirements of CDM Appendix P.1 and must make reference to the applicable CDM Version.
- d) **Professional Profile:** The estimate must include a Profile section that, at a minimum, includes the following information:
 - i. Description of the estimator's firm including size, primary clientele, and services offered.
 - ii. A brief resume/professional bio that includes all professional licenses/certificates held by key personnel and each individual's number of years of construction cost estimating experience.
 - iii. References: Provide a list of at least three prior construction estimating jobs similar in size and complexity to the project that current services are being requested/provided for. Include the names of the individuals for whom the estimates were conducted, the name of their organization, and a contact phone number for each reference.
- e) **Estimate Scope and Documents Relied Upon:** The estimate must identify and briefly describe the design documents and any other project related documentation that was used to formulate the estimate. Description of the design documents used must include the estimator's assessment of the estimated level of completeness of the documents given in a percent complete figure and must include the date of the subject documents.

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Construction Cost Estimate

- f) **Cost Data References:** The estimate must indicate what cost data references were used and how costs were derived.
- g) **Estimate Accuracy:** The estimate must identify any limitations to the estimate's accuracy including any undefined 'knowns' and any cost escalation risks that the estimator may be aware of based on the documentation provided to them and on their experience with similar projects.
- h) **Site Costs:** Provide a section of the estimate dedicated to site costs with a site related sub-total.
- i) **Other Itemized Costs:** Provide itemized cost figures for the following:
 - i. General Conditions
 - ii. General Overhead
 - iii. Profit
 - iv. Construction Contingency
- j) **Escalation:** The estimate must include an escalation figure showing projected cost at the projected construction start date. The projected construction cost date must be indicated in the estimate.
- k) **Estimate Contingency:** The estimate must include an Estimate Contingency section that, as a whole, describes how well the project has been defined at the time the estimate is made (this is not intended to be a Construction Contingency (set-aside for unforeseen costs once construction commences)). The estimate contingency section must, at a minimum, include the following general components:
 - i. Generally list and/or describe any aspects of the project where there is high probability that a project cost exists but the source or driver of that cost has not yet been defined in the design documents.
 - ii. Provide an Estimate Contingency in the form of a percent figure. This percentage is intended to capture project costs that will occur or are likely to occur based on item [i] above.
 - iii. Provide an assessment of the Cost Estimate's Accuracy in terms of a percentage figure (this is different from the percentage figure provided under item [ii] above. This percentage figure represents how far the final construction cost may vary from the subject cost estimate.

P.1.02b_Type II Criteria (Project Team Construction Cost Estimate)

Criteria for this type of construction cost estimate are as follows:

1. Type II Criteria are identical to Type I Criteria with the following exceptions:

a) **P.1.02a, 1), c) ; Identity of Interest**

This exception means that the Type II Criteria estimate may be developed by any individual deemed by the Project Owner to have the expertise and experience necessary to provide cost estimating services sufficient to develop an accurate budget setting figure for the construction of the project. The selected cost estimator must, however, still meet the qualifications required by P.1.02a, 1), a) and b).

b) **P.1.02a, 2), d) ; Professional Profile**

P.1.02c_Type III Criteria (Combined Rehabilitation Scope of Work and Construction Cost Estimate)

Criteria for development of this document is as follows:

1. Type III criteria are identical to Type I criteria with the following exceptions and additions:

Exceptions:

a-1) **P.1.02a, 1), c) ; Identity of Interest**

See additional information on this exception under Section P.1.02b, a).

a-2) **P.1.02a, 2), b) ; Standard to be Followed**

a-3) **P.1.02a, 2), d) ; Professional Profile**

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Construction Cost Estimate

Additions:

b-1) Standard to be Followed for Type III Criteria (Combined SOW/Cost Estimate):

- i. The Combined SOW/Cost Estimate must be combined into a single document that directly relates scope items to their respective cost.
- ii. A method of presenting costs in 'elemental' or functional categories such as that characteristic of the CSI UniFormat II (not to be confused with "MasterFormat") method is required. This places descriptive emphasis on the functional or physical scope attributes of the project and less on the physical materials used.
- iii. The Combined SOW/Cost Estimate must describe and provide costs for all significant systems and assemblies that make up the full proposed scope of the project. Note: The Combined SOW/ Cost Estimate is separate from (a different document from) the 'Opinion of Costs' provided in the CNA.
- iv. The Combined SOW/Cost Estimate must separate the proposed scope into two clearly distinguishable categories as follows:
 - SOW items that are identified in the CNA as falling within the Immediate and/or 2-year needs category and,
 - SOW items that are not identified as immediate or two year needs in the CNA but the Project Owner has identified as being a necessary or prudent part of the rehabilitation scope.
- v. The Combined SOW/Cost Estimate document must be developed by an individual or entity that is unaffiliated with the individuals and/or the organization that has, or will be providing CNA services on the same project.
- vi. The primary individual who has prepared the document and the name of their organization must be clearly identified in the document.

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Construction Cost Estimate

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