

OHCS Architectural Standards (OAS)

OAS

Form Series Inventory

Not for Official Use

Forms contained in this document are for viewing purposes only. Official valid versions of the forms contained in this inventory are made available to program participants once a proposed project has been accepted into the OHCS funding process.

1.0 : Version

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OAS Form Series Inventory

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The versions of the OHCS Architectural Standards (OAS) forms provided in this Form Series Inventory document are for “**Information Only**” purposes. Valid operational versions of the OAS are provided to program applicants via an OHCS project specific Workcenter.

The forms contained within this document are not paginated in a way that allows them to be located by a page number however, they are assembled sequentially in this document as listed below.

Refer to the **OAS Quick-Guide** for a high-level overview of the purpose and use of the OHCS Architectural Standards (OAS) Form Series and its relationship to the Architectural Index (Ai) and the funding application process.

Basic OAS

Form	NC-1	through	NC-4	:	New Construction	::
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Program Specific Supplement OAS

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Form Series: **NC**



**New
Construction**

Form: **NC-1**
New Construction : Part 1
Conceptual Design
Page 1 of 2

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

No.	✓	Item	OHCS Guidance Ref.
NC-1.01	☐	NC Form Series Review by Signatories Signatories have reviewed all parts of this 4-part form; Form Series NC for New Construction prior to acknowledging and signing in item E of this form.	

Form: **NC-2**
New Construction : Part 2
Design Development
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A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

No.	✓	Item	OHCS Guidance Ref.
NC-2.01	☐	Acknowledgement The project design incorporates the New Construction requirements listed in Form NC-3 (Part 3 of this form series) or if there is substantive deviation from one or more requirements, the deviation has been approved via a Variance Request or has otherwise been acknowledged and accepted in writing by the department.	

Form: NC-3
New Construction : Part 3
Construction Pre-Flight
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A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked or for items that are not checked, a separate sheet has been attached to this form explaining why an item has not been checked. If previous communication with the department's Architecture staff has taken place regarding a specific item, attach a copy of the written communication.

In the 'CD Ref.' column, the applicant may add information about where the OHCS reviewer can find the information requested within the construction drawings or other supporting documentation. Providing information in the CD Ref. column is optional.

NC01__Housing Design : General

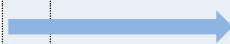
New Construction : Part 3
Construction Pre-Flight

No.	✓	CD Ref.	Item	OHCS Guidance Ref.
NC01.01			(Reserved)	

NC02__Baseline Development Codes/Regulations

No.	✓	CD Ref.	Item	OHCS Guidance Ref.
NC02.01	☐		<u>Conformance with Architectural Index (Ai) Module 01.01, Baseline Development Codes and Regulations</u> To the best of the Project Architect's knowledge, the project has been designed in conformance with Ai Module 01.01. <u>Where to access the OHCS Architectural Standards (OAS) and the Architectural Index (Ai):</u> Working versions of the OAS Forms that are applicable to a given project and a copy of the Ai are made available to project teams via each Development Team's project specific Workcenter. Additionally, an 'Information Only' version of the OAS and the Ai are available via the ORCA Webpage.	

NC03__Accessibility

No.	✓	CD Ref.	Item	OHCS Guidance Ref.
NC03.01			<u>Accessible Design Requirements for New Construction:</u> Acknowledgement of Accessible Design requirements is not part of this form however; it is required as part of the OAS Accessible Design (AD) Form Series. When applicable to the project, the OAS AD Form Series will be included in the applicant's project specific Workcenter. <u>Where to access the OHCS Architectural Standards (OAS) and the Architectural Index (Ai):</u> Working versions of the OAS Forms that are applicable to a given project and a copy of the Ai are made available to project teams via each Development Team's project specific Workcenter. Additionally, an 'Information Only' version of the OAS and the Ai are available via the ORCA Webpage.	

Form: **NC-3**
New Construction : Part 3
Construction Pre-Flight
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NC04_Natural Hazards Mitigation

No.	✓	CD Ref.	Item	OHCS Guidance Ref.
NC04.01	☐		Natural Hazards Mitigation 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 Architectural Index (Ai) Module 01.01, Section 01.01-07, have, to the satisfaction of the Project Architect, been adequately addressed by the project design and the Construction Documents. <u>Where to access the OHCS Architectural Standards (OAS) and the Architectural Index (Ai):</u> Working versions of the OAS Forms that are applicable to a given project and a copy of the Ai are made available to project teams via each Development Team's project specific Workcenter. Additionally, an 'Information Only' version of the OAS and the Ai are available via the ORCA Webpage.	

NC05_Environmental Hazards

No.	✓	CD Ref.	Item	OHCS Guidance Ref.
NC05.01	☐	☐ -NA	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. a) When radon mitigation related design protocols are required by State and/or Local Construction and Development Codes. b) When the project site is located in a moderate to high-risk area as determined by Oregon Health Authority's (OHA) <u>Online /Interactive Map of Radon Risk Levels in Oregon.</u>	

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		At the time of this writing the map can be accessed at the following web link: http://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/HEALTHYNEIGHBORHOODS/RADONGAS/Pages/zipcode.aspx 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. ----- <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>
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NC06__Sustainable Design / Energy Conservation

No.	√	CD Ref.	Item	OHCS Guidance Ref.
NC06.01			<u>Sustainable Design Requirements for New Construction:</u> Acknowledgement of Sustainable Design requirements is not part of this form however; it is required as part of the OAS Accessible Design (SD) Form Series. When applicable to the project, the OAS SD Form Series will be included in the applicant's project specific Workcenter. <u>Where to access the OHCS Architectural Standards (OAS) and the Architectural Index (Ai):</u> Working versions of the OAS Forms that are applicable to a given project and a copy of the Ai are made available to project teams via each Development Team's project specific Workcenter. Additionally, an 'Information Only' version of the OAS and the Ai are available via the ORCA Webpage.	

NC07__Stormwater Management

No.	√	CD Ref.	Item	OHCS Guidance Ref.
NC07.01			(Reserved)	

NC08__Site Elements

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Construction Pre-Flight

No.	✓	CD Ref.	Item	OHCS Guidance Ref.
NC08.01	☐		<u>Privacy</u> 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.	
NC08.02	☐		<u>Code/Regulation Reminder</u> <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%.	
NC08.03	☐		<u>Refuse Collection Areas</u> 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.	
NC08.04	☐		<u>Landscaping</u> 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.	
NC08.05	☐		<u>Relationship of Buildings to Landscaping</u> 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.	
NC08.06	☐		<u>Invasive Plant Species</u> Unless a more restrictive requirement must be met in complying with the Sustainable Design requirements of the OAS (Refer to OAS Form Series SD), 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.	
NC08.07			<u>Wetland Preservation</u> (Reserved)	

NC09_ Exterior Elements

No.	✓	CD Ref.	Item	OHCS Guidance Ref.
NC09.01	☐		<u>Durability of Essential Exterior Elements</u>	

			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.	
NC09.02	☐		<u>Non-Essential Exterior Elements 1 of 2</u> 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 NC09.01. <i>(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).</i>	
NC09.03	☐		<u>Non-Essential Exterior Elements 2 of 2</u> 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 NC09.01.	
NC09.04	☐		<u>Thoroughly Detailed Documents</u> 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.	
NC09.05	☐		<u>Protection from Weather at Primary Entrances</u> The building is designed such that all <u>exterior</u> front doors to 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.	

NC10_Building Envelope

No.	✓	CD Ref.	Item	OHCS Guidance Ref.

NC10.01	☐		<u>Roof Geometry</u> 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.	
NC10.02	☐		<u>Roof Covering</u> 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.	
NC10.03	☐		<u>Roof Overhangs/ Eaves</u> Where applicable, roof overhangs have been designed to aid in the protection of the building envelope from exposure to sun and rain.	
NC10.04	☐		<u>Roof Drainage</u> 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.	
NC10.05	☐		<u>Roof/Attic Venting</u> (Where Applicable) Has been designed to exceed code minimums where possible and where practical.	
NC10.06	☐		<u>Exterior Walls / Rainscreen</u> 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.	
NC10.07	☐		<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.	
NC10.08	☐		<u>Exterior Wall Cladding</u> The design employs a proven, highly durable, low maintenance cladding system.	
NC10.09	☐		<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.	
NC10.10	☐		<u>Synthetic Stucco (EIFS)</u> Exterior Insulation Finishing Systems are not an approved cladding system and have not been deployed in the design of the project.	
NC10.11	☐		<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 NC10.06, item 1 of this Section. Item 2 under NC10.06 is not applicable to cement stucco cladding regardless of the site's location.	
NC10.12	☐		<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.	
NC10.13	☐		<u>Exterior Doors and Windows</u> These elements have been specified based on proven performance and durability.	
NC10.14	☐		<u>Exterior Door and Window Material</u> Wood exterior doors and windows that are not protected with an integral weather protective cladding have not been specified.	
NC10.15	☐		<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.	
NC10.16	☐		<u>Window Testing</u> The project specifications include and require an industry standard protocol for window testing during construction.	
NC10.17	☐		<u>Exterior Envelope Mock-Up</u>	

			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 Construction Manager as applicable.	
NC10.18	☐		<u>Building Envelope Details</u> 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.	
NC10.19	☐		<u>Trim and Other Accents</u> Have been efficiently utilized and tightly integrated into the envelope design such that caulks and sealants can be kept to a minimum. Durable, stable, decay resistant materials have been specified.	
NC10.20	☐		<u>Flashings at Transitions</u> 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.	
N10.21	☐		<u>Grade to Cladding Separation</u> Building cladding is held up away from grade at least 8 inches unless durably and aesthetically designed for less separation.	
NC10.22	☐		<u>Grade at Building Perimeter</u> 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.	

NC11_ Common Areas

No.	√	CD Ref.	Item	OHCS Guidance Ref.

NC11.01	☐		<u>Gender-Neutral Facilities</u> 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.	
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NC12_ Elevator

No.	√	CD Ref.	Item	OHCS Guidance Ref.
NC12.01	☐		<u>General</u> 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.	

NC13_ Dwelling Units : General

No.	√	CD Ref.	Item	OHCS Guidance Ref.
NC13.01	☐		<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.	
NC13.02	☐		<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. Hypothetical furniture layouts for bedrooms should be based on the requirements given in NC13.07 and NC13.08.	
NC13.03	☐		<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.	
NC13.04	☐		<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.	
NC13.05	☐		<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.	
NC13.06	☐		<u>Bedroom Enclosure</u> Bedrooms are designed as fully enclosed spaces separated from adjoining spaces with permanent construction (walls, doors, windows, relites, etc.).	
NC13.07	☐		<u>Primary Bedroom Spatial Considerations</u> At least one bedroom in all dwelling units that have one or more bedrooms must be capable of concurrently meeting the following requirements: a) Is capable of being furnished with a queen-size bed with a minimum of 26 inches of maneuvering space around both primary (long) sides and the foot of the bed. Hypothetical nightstands adjacent to the head of the bed may be shown in the maneuvering space as long they do not interfere with meeting other requirements. b) Has a minimum of 30 inches of clear maneuvering space along the full opening side of the clothes closet(s). c) Meets all other applicable requirements of the OAS.	
NC13.08	☐		<u>Secondary Bedroom Spatial Considerations</u> Bedrooms not required to meet the Primary Bedroom spatial requirements given in NC13.07, must be capable of concurrently meeting the following requirements: a) Are capable of being furnished with two twin-sized beds with a minimum maneuvering space on at least one primary (long) side of each bed that is 36 inches minimum measured parallel to the bed and 30 inches deep measured perpendicular to the bed. Maneuvering space may be shared. b) Has a minimum of 30 inches of clear maneuvering space along the full opening side of the clothes closet(s). c) Meets all other applicable requirements of the OAS.	
NC13.09	☐		<u>Functional Design of Bedrooms</u> All bedrooms have been sensitively configured with respect to how the room will reasonably conform to broadly held social expectations for how a bedroom is furnished and used. Locations of doors, windows, closets, mechanical systems, etc. have been thoughtfully integrated to achieve a highly functional space.	

NC14_ Interior Environment

No.	√	CD Ref.	Item	OHCS Guidance Ref.
N14.01			(Reserved)	

NC15_ Dwelling Unit Size & Room Size Standards

No.	√	CD Ref.	Item	OHCS Guidance Ref.
NC15.01	☐		<u>Dwelling Unit Size</u> Dwelling Unit Sizes associated with the proposed design comply with Table NC15.01 or, alternatively, the project has requested and received an approved Variance Request from the Department.	

Table NC15.01 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

NC15.02	☐		<u>Living Room Size</u> 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.	
NC15.03	☐		<u>Size of Rooms (Except Living Room)</u> 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.	
NC15.04	☐		<u>Unit Square Foot Sizes Shown on Plans</u> Dwelling Unit SF sizes have been clearly indicated on the Floor Plans.	

NC16_ Dwelling Unit Kitchens

No.	√	CD Ref.	Item	OHCS Guidance Ref.
NC16.01	☐		<u>Kitchen Size</u> Kitchens in three and four bedroom dwelling units have been designed to accommodate at least 2 people working in the space at the same time.	
NC16.02	☐		<u>Pantry</u> 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.	
NC16.03	☐		<u>Finished Accessible Sink Areas</u> 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.	
NC16.04	☐		<u>Storage at Accessible Kitchens</u> 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.	
NC16.05	☐		<u>Full Size Appliances</u> 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.	
NC16.06	☐		<u>Dishwasher</u> 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 prewired 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.	

NC17_ Dwelling Unit Bathrooms

No.	√	CD Ref.	Item	OHCS Guidance Ref.

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Construction Pre-Flight

NC17.01	☐	☐ -NA	<u>Required Number – One Bedroom</u> 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 the left of this column and leave the blue check box unchecked.</i>
NC17.02	☐	☐ -NA	<u>Required Number – Two Bedroom</u> 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. ----- <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>
NC17.03	☐	☐ -NA	<u>Required Number – Three Bedroom</u> Three-bedroom units have been designed with at least 1-1/2 bathrooms and no more than 2 full bathrooms. ----- <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>
NC17.04	☐	☐ -NA	<u>Required Number – Four Bedroom</u> Four-bedroom units have been designed with at least 2 and no greater than 2 full bathrooms. ----- <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>
NC17.05	☐	☐ -NA	<u>Half-Bathroom on Grade Level</u> 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. ----- <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>

NC18_Laundry

No.	√	CD Ref.	Item	OHCS Guidance Ref.
NC18.01	☐		<u>General</u>	

			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 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. <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.
NC18.02	☐	☐ -NA	<u>Minimum Space</u> 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. ----- <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>
NC18.03	☐	☐ -NA	<u>Ventilation</u> 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. ----- <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>

NC19_ Dwelling Unit Storage Space

No.	√	CD Ref.	Item	OHCS Guidance Ref.
NC19.01	☐		<u>Linen Storage</u> 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.	

NC19.02	☐		<u>Clothes Closet in Bedrooms</u> 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.	
NC19.03	☐		<u>Additional Storage</u> 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 available to the tenant that is less than similar conventional market-rate housing developments located in the local community.	

NC20_ Interior Finishes

No.	√	CD Ref.	Item	OHCS Guidance Ref.
NC20.01	☐		<u>Floor Finishes</u> 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.	
NC20.02	☐		<u>Low VOC Coatings</u> Low VOC coatings have been specified.	
NC20.03	☐		<u>Window Coverings</u> Durable window coverings have been specified for all windows.	

NC21_ HVAC / Plumbing / Electrical / Communication

No.	√	CD Ref.	Item	OHCS Guidance Ref.
NC21.02	☐		<u>Smart Exhaust Fan</u> Unless otherwise provided via a centralized HVAC system that serves the bathroom, the bathroom is equipped with an exhaust fan that is automatically controlled by activity/inactivity and or humidity in the space.	
NC21.03	☐		<u>Built-In Lighting and Controls</u> Built-in lighting with a wall switch is specified for all bedrooms and living rooms.	
NC21.04	☐		<u>Communication/Data/ TV</u>	

New Construction : Part 3

Construction Pre-Flight

			Communications/Data/Television related wiring and jacks have been specified in accordance with current, local market expectations.	
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NC22_Appliances

No.	√	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.

NC23_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.	√	CD Ref.	Item	OHCS Guidance Ref.
NC23.01	☐		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.	

NC24_Housing for Seniors

☐ Section NC24 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.	√	CD Ref.	Item	OHCS Guidance Ref.
---			(Reserved)	

NC25_Manufactured Housing

New Construction : Part 3

Construction Pre-Flight

☐ Section NC25 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.	√	CD Ref.	Item	OHCS Guidance Ref.
---			(Reserved)	

E. Acknowledgement and Declaration

Both the Project Owner (or their legal representative) and the Owner's Project Architect must read the Acknowledgement/Declaration below then sign and provide the other information requested. The signatures below certify that the project Owner and their Project Architect are aware of the department's New Construction requirements, and both agree to comply with them as a condition of the project receiving funding from the department.

The Project Owner and their Project Architect have carefully reviewed all parts of the 4-part form series pertaining to New Construction. The Project Owner and the Project Architect understand that incorporation of the New Construction requirements into the design and construction of the project is a condition of the project receiving funding assistance from the department. To the best of the Project Owner's and the Project Architect's knowledge, and unless otherwise approved in writing by the department, the department's New Construction requirements have been integrated into the completed design of the project.

Owner/Representative

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

Project Architect

Signature	Date

Form: **NC-3**
New Construction : Part 3
Construction Pre-Flight
Page 19 of 19

Architect Printed Name

Organization Name

Information Only

Form: **NC-4**
New Construction : Part 4
Construction Completion
Page 1 of 2

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

No.	✓	Item	OHCS Guidance Ref.
NC-4.01	☐	Acknowledgement The completed construction of the project incorporates the New Construction requirements listed in Form NC-3 (Part 3 of this form series). All significant variances from the standards have been documented and accepted in writing by the department.	

Form: **NC-4**
New Construction : Part 4
Construction Completion

Page 2 of 2

E. Acknowledgement and Declaration

Both the Project Owner (or their legal representative) and the Owner's Project Architect must read the Acknowledgement/Declaration below then sign and provide the other information requested. The signatures below certify that the project Owner and their Project Architect are aware of the department's New Construction requirements, and both agree to comply with them as a condition of the project receiving funding from the department.

The Project Owner and their Project Architect have carefully reviewed the completed construction, and both agree that to the best of their knowledge and unless otherwise approved in writing by the department, the department's New Construction requirements have been integrated into the completed construction of the project.

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

Form Series: **RH**



Rehabilitation

Form: **RH-1**
Rehabilitation : Part 1
Conceptual Design
Page 1 of 2

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

No.	✓	Item	OHCS Guidance Ref.
RH-1.01	☐	<u>RH Form Series Review by Signatories</u> Signatories have reviewed all parts of this 4-part form; Form Series RH for Rehabilitation prior to acknowledging and signing in item E of this form.	

Form: **RH-1**
Rehabilitation : Part 1
Conceptual Design
Page 2 of 2

E. Acknowledgement and Declaration

Both the Project Owner (or their legal representative) and the Owner's Project Architect must read the Acknowledgement/Declaration below then sign and provide the other information requested. The signatures below certify that the project Owner and their Project Architect are aware of the department's Rehabilitation requirements, and both agree to comply with them as a condition of the project receiving funding from the department.

The Project Owner and their Project Architect have carefully reviewed all parts of the 4-part form series pertaining to Rehabilitation. The Project Owner and the Project Architect understand that incorporation of the Rehabilitation requirements into the design and construction of the project is a condition of the project receiving funding assistance from the department. The forementioned parties will ensure, to the best of their ability, that the subject project will comply with the department's Rehabilitation requirements.

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

Project Architect	
Signature	Date
Architect Printed Name	Organization Name

Form: **RH-2**
Rehabilitation : Part 2
Design Development
Page 1 of 2

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

No.	✓	Item	OHCS Guidance Ref.
RH-2.01	☐	Acknowledgement The project design incorporates the Rehabilitation requirements listed in Form RH-3 (Part 3 of this form series) or if there is substantive deviation from one or more requirements, the deviation has been approved via a Variance Request or has otherwise been acknowledged and accepted in writing by the department.	

OHCS Architectural Standards (OAS) Form Series

Form: **RH-3**
Rehabilitation : Part 3
Construction Pre-Flight
Page 1 of 5

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked or for items that are not checked, a separate sheet has been attached to this form explaining why an item has not been checked. If previous communication with the department's Architecture staff has taken place regarding a specific unchecked item, attach a copy of the written communication.

In the 'CD Ref.' column, the applicant may add information about where the OHCS reviewer can find the information requested within the construction drawings or other supporting documentation. Providing information in the CD Ref. column is optional.

RH01_Health & Safety

Form: **RH-3**
Rehabilitation : Part 3
Construction Pre-Flight
Page 2 of 5

No.	√	CD Ref.	Item	OHCS Guidance Ref.
RH01.01	☐	☐ -NA	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: 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. <u>Note:</u> OHCS requires all Rehabilitation projects to be assessed (based on location) for the need for Radon testing. Architectural Index (Ai) Module 03.01 (Capital Needs Assessment), section 03.01-11, d) specifies when and how testing is to occur. <u>Where to access the OHCS Architectural Standards (OAS) and the Architectural Index (Ai):</u> Working versions of the OAS Forms that are applicable to a given project and a copy of the Ai are made available to project teams via each Development Team's project specific Workcenter. Additionally, an 'Information Only' version of the OAS and the Ai are available via the ORCA Webpage. <i>If this project requirement 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>	
RH01.02			Lead-Based Paint (Reserved)	
RH01.03			Climate Resilience (Reserved)	

RH02_Accessibility (Includes Universal/Inclusive Design)

No.	√	CD Ref.	Item	OHCS Guidance Ref.
RH02.01	☐		Accessibility	

Form: **RH-3**
Rehabilitation : Part 3
Construction Pre-Flight
Page 3 of 5

			When deemed by the owner to be economically viable or as otherwise agreed to by OHCS and the Owner to be part of the project scope, the project design improves existing building and site accessibility. <i>Placing a check in the checkbox on this item <u>does not</u> indicate a commitment to achieving improvement in this area. Checking this item serves only to acknowledge that the Owner and their Development Team are committed to looking for and making improvements where such opportunities are deemed by the Development Team to be reasonably achievable.</i>	
RH02.02	☐		<u>Universal/Inclusive Design</u> When deemed by the owner to be economically viable or as otherwise agreed to by OHCS and the Owner to be part of the project scope, the design process and the proposed scope of work for the project embrace and include Universal Design /Inclusive Design principles and elements. <i>Placing a check in the checkbox on this item <u>does not</u> indicate a commitment to achieving improvement in this area. Checking this item serves only to acknowledge that the Owner and their Development Team is committed to looking for and making improvements where such opportunities are deemed by the Development Team to be reasonably achievable.</i>	

RH03_Sustainable Design (Includes Energy Conservation)

No.	√	CD Ref.	Item	OHCS Guidance Ref.
RH03.01			<u>Sustainable Design Requirements for Rehabilitation:</u> Acknowledgement of Sustainable Design requirements is not part of this form however; it is required as part of the OAS Sustainable Design (SD) Form Series. When applicable to the project, the OAS SD Form Series will be included in the applicant's project specific Workcenter. <u>Where to access the OHCS Architectural Standards (OAS) and the Architectural Index (Ai):</u> Working versions of the OAS Forms that are applicable to a given project and a copy of the Ai are made available to project teams via each Development Team's project specific Workcenter. Additionally, an 'Information Only' version of the OAS and the Ai are available via the ORCA Webpage.	

RH04_Durability

Form: **RH-3**
Rehabilitation : Part 3
Construction Pre-Flight
Page 4 of 5

No.	√	CD Ref.	Item	OHCS Guidance Ref.
RH04.01	☐	☐ -NA	Exterior Building Envelope Improvement Where building envelope work is proposed as part of the project's scope of work, the design, to the greatest extent deemed by the Owner to be economically viable, improves on the functional design of the building and its envelope system. <i>If building envelope related work is not part of the project scope, 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>	

RH05_Livability & Resident Experience

No.	√	CD Ref.	Item	OHCS Guidance Ref.
RH05.01	☐	☐ -NA	Dwelling Unit Type Change Existing dwelling units that have been modified from one type of unit to a different type of unit (i.e.) a one-bedroom unit changed to a two-bedroom unit) have been designed to meet the New Construction criteria applicable to the new unit type. <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>	

E. Acknowledgement and Declaration

Both the Project Owner (or their legal representative) and the Owner's Project Architect must read the Acknowledgement/Declaration below then sign and provide the other information requested. The signatures below certify that the project Owner and their Project Architect are aware of the department's Rehabilitation requirements, and both agree to comply with them as a condition of the project receiving funding from the department.

The Project Owner and their Project Architect have carefully reviewed all parts of the 4- part form series pertaining to Rehabilitation. The Project Owner and the Project Architect understand that incorporation of the Rehabilitation requirements into the design and construction of the project is a condition of the project receiving funding assistance from the department. To the best of the Project Owner's and the Project Architect's knowledge, and unless otherwise approved in writing by the department, the department's Rehabilitation requirements have been integrated into the completed design of the project.

Form: **RH-3**
Rehabilitation : Part 3
Construction Pre-Flight
 Page 5 of 5

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

Project Architect	
Signature	Date
Architect Printed Name	Organization Name

Form: **RH-4**
Rehabilitation : Part 4
Construction Completion
Page 1 of 2

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

No.	✓	Item	OHCS Guidance Ref.
RH-4.01	☐	Acknowledgement The completed construction of the project incorporates the Rehabilitation requirements listed in Form RH-3 (Part 3 of this form series). All significant variances from the standards have been documented and accepted in writing by the department.	

Form: **RH-4**
Rehabilitation : Part 4
Construction Completion

Page 2 of 2

E. Acknowledgement and Declaration

Both the Project Owner (or their legal representative) and the Owner's Project Architect must read the Acknowledgement/Declaration below then sign and provide the other information requested. The signatures below certify that the project Owner and their Project Architect are aware of the department's Rehabilitation requirements, and both agree to comply with them as a condition of the project receiving funding from the department.

The Project Owner and their Project Architect have carefully reviewed the completed construction, and both agree that to the best of their knowledge and unless otherwise approved in writing by the department, the department's Rehabilitation requirements have been integrated into the completed construction of the project.

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

Form Series: **AD**



Accessible Design

Accessible Design : Part 1

Conceptual Design

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Complete the Brief Questionnaire in item E.
- 4) Sign the Acknowledgement in item F.
- 5) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

Note regarding reference to the Architectural Index (Ai) in the checklist below:

Several checklist items refer to the Architectural Index (Ai). A copy of the Ai is made available to project teams via each Development Team's project specific Workcenter.

The Ai is also available via the ORCA Webpage.

Accessible Design : Part 1

Conceptual Design

AD01_Conceptual Design Acknowledgement of Accessibility Requirements

No.	✓	Item	OHCS Guidance Ref.
01	☐	<u>Awareness of the Complexity of Accessibility in Subsidized Housing</u> The Project Architect and the Project Owner have familiarized themselves with <u>Architectural Index (Ai)</u> Module 01.01, sections 01.01-4 through 01.01-7 and they have conducted any additional related research necessary to acquire the comprehensive understanding required to successfully address the project's Accessibility needs. <u>Related Department Expectations</u> A complex network of codes, laws, state funding sourced regulations, and project ownership characteristics affect how accessibility must be addressed when developing publicly subsidized housing projects. Project Owner and Project Architect awareness, understanding, and careful analysis and integration of these factors is an OHCS expectation of funding program participants.	
02	☐	<u>Parties Have Reviewed All Parts of this Multi-Part Form</u> The signatories have reviewed all parts of this multi-part form to ensure a comprehensive understanding of the department's expectations.	
03	☐	<u>Determination of the Accessibility Requirements that Apply to the Subject Project</u> The Project Architect and the Project Owner have discussed the accessibility checklist in Form AD-3 of this form series and have determined what accessibility requirements apply to the subject project based on OHCS funding and on the laws and regulations that apply to housing development generally.	
04	☐	<u>Project Architect Understanding of Accessibility Requirements that Apply</u> The Project Architect affirms that they understand the overlapping accessibility requirements that apply to the subject project and they believe, at this early stage of the project, that the project can be designed to satisfy all such requirements.	
05	☐	<u>Affirmation of Compliance</u> The signatories to this form affirm that the project's design, at the level of its development at the time this form is signed, is based on the project meeting all accessibility requirements stipulated in Form AD-3 of this form series as may be applicable.	

E. Brief Questionnaire

In the table below indicate "yes" or "no" in response to **all** the project characteristics listed that apply to the subject project. Do not leave a listed item un-responded to. The Applicant can make a very brief comment in the "Applicant Notes" area of the table however this is not required.

Yes	No	Funding Program or Other Characteristic	Applicant Notes
☐	☐	OHCS HOME or HTF Funding	

Form: **AD-1**

Accessible Design : Part 1

Conceptual Design

Page 3 of 4

☐	☐	LIFT or PSH Funding	
☐	☐	LIHTC Funding Check the "Yes" box only if the project has a funding "tiebreaker" related design requirement that includes enhanced Accessibility requirements.	
☐	☐	Older Adult Housing Program Funding	
☐	☐	Project Owner is a Housing Authority	
☐	☐	USDA Rural Development Funding is Involved	

E. Acknowledgement and Declaration

Both the Project Owner (or their legal representative) and the Owner's Project Architect must read the Acknowledgement/Declaration below then sign and provide the other information requested. The signatures below certify that the project Owner and their Project Architect are aware of the department's Accessible Design requirements, and both agree to comply with them as a condition of the project receiving funding from the department.

The Project Owner and their Project Architect have carefully reviewed all parts of the 4-part form series pertaining to Accessible Design. The Project Owner and the Project Architect understand that incorporation of the Accessible Design requirements into the design and construction of the project is a condition of the project receiving funding assistance from the department. The forementioned parties will ensure, to the best of their ability, that the subject project will comply with the department's Accessible Design requirements.

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

V:1.0 2026.06.30

Form: **AD-1**
Accessible Design : Part 1
Conceptual Design

Page 4 of 4

Project Architect	
Signature	Date
Architect Printed Name	Organization Name

Information Only

Form: **AD-2**
Accessible Design : Part 2
Design Development
Page 1 of 2

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the checklist in item D.
- 3) Sign the acknowledgement in item E.
- 4) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

AD01__Design Development Affirmation of Project Compliance

No.	✓	Item	OHCS Guidance Ref.
01	☐	<u>Update of Affirmations Made in Form AD-1 (Part 1) of this Multi-Part Form.</u> The Project Owner and the Project Architect each reaffirm that the representations made in Part 1 of this form remain true as of the submission date of this Part.	

Form: **AD-2**
Accessible Design : Part 2
Design Development

Page 2 of 2

E. Acknowledgement and Declaration

Both the Project Owner (or their legal representative) and the Owner's Project Architect must read the Acknowledgement/Declaration below then sign and provide the other information requested. The signatures below certify that the project Owner and their Project Architect are aware of the department's Accessible Design requirements, and both agree to comply with them as a condition of the project receiving funding from the department.

The Project Owner and their Project Architect have carefully reviewed all parts of the 4-part form series pertaining to Accessible Design. The Project Owner and the Project Architect understand that incorporation of the Accessible Design requirements into the design and construction of the project is a condition of the project receiving funding assistance from the department. The forementioned parties acknowledge that at this stage of the project, and to the best of their knowledge, the project design complies with the department's Accessible Design requirements.

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

V:1.0 2026.06.30

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked, even when a requirement listed below has been deemed not applicable to the project.

Note regarding reference to the Architectural Index (Ai) in the checklist below:

Several checklist items refer to the Architectural Index (Ai). A copy of the Ai is made available to project teams via each Development Team's project specific Workcenter.

The Ai is also available via the ORCA Webpage.

Accessible Design : Part 3

Construction Pre-Flight

AD01__Construction Pre-Flight Affirmation of Project Compliance

No.	√	Item	OHCS Guidance Ref.
01	☐	<u>Acknowledgement of Architectural Index Sections Pertaining to Accessibility</u> Signatories have read Architectural Index (Ai) Module 01.01, sections 01.01-04, 01.01-05, 01.01-06, and 01.01-07 and have applied all applicable requirements to the design of the project.	
02	☐	<u>Fair Housing Act Accessibility</u> Signatories understand the law and its application to the subject project. The project design is in full compliance with this law.	
03	☐	<u>State Building Codes Accessibility</u> Signatories understand the code and its application to the subject project. The project design is in full compliance with Oregon building code accessibility requirements.	
04	☐	<u>ADA Title II Accessibility</u> Signatories understand how and when Title II of the ADA affects the design of residential facilities. <u>Important:</u> Signatories have reviewed the OHCS Architectural Index, Module 01.01, Section 01.01-06, 1); b) and c) regarding the potential applicability and impact of ADA Title II on the project. Signatories affirm that when Title II of the ADA is applicable, the scoping and technical requirements of <u>ADA Standards for Accessible Design</u> have been incorporated into the project. Checking this item is an acknowledgement of awareness of this law and its potential applicability only, it does not constitute an affirmation by the signatories that the subject project is subject to ADA Title II Accessibility.	
05	☐	<u>Section 504 Accessibility</u> Section 504 Accessibility (mandated by Section 504 of the Rehabilitation Act of 1973) impacts federally funded programs such as HUD's HOME Investments Partnerships Program and the Housing Trust Fund program. Signatories understand how and when Section 504 Accessibility and its application of the Uniform Federal accessibility Standard (UFAS) affects the design of housing projects. Signatories have reviewed the OHCS Architectural Index, Module 01.01, Section 01.01-06; 2); a), regarding the potential applicability and impact of Section 504 Accessibility on the project. Signatories affirm that when Section 504 Accessibility is applicable, the scoping and technical requirements of the UFAS (or HUD approved alternate standard) have been incorporated into the project. Checking this item is an acknowledgement of awareness of this law and its potential applicability only, it does not constitute an affirmation by the signatories that the subject project is subject to Section 504 Accessibility.	

06	☐	<u>OHCS 'Baseline' Accessibility</u> OHCS Baseline Accessibility requirements were added to the OHCS Architectural Standards (OAS) after Oregon Senate Bill 1576 (2026) was enacted in the 2026 legislative Short Session. SB 1576 established new Baseline Accessibility requirement for all OHCS funded New Construction rental housing developments. Details of the Baseline Accessibility requirement are given in Architectural Index Module 01.01, Section 01.01-05. Important: OHCS <u>requires</u> that a specific approach be taken to meet the scoping and technical requirements of OHCS Baseline Accessibility. The required approach is detailed in Architectural Index Module 01.01, Section 01.01-05. Unless otherwise approved in writing by the department, the required approach has been taken in the design of the subject project. Signatories have reviewed the OHCS Architectural Index, Module 01.01, Section 01.01-05 regarding the applicability and impact of OHCS Baseline Accessibility on the project. Signatories affirm that the scoping and technical requirements of OHCS Baseline Accessibility have been met or exceeded by the overarching accessibility approach taken by the project team.	
07	☐	<u>OHCS Enhanced Accessibility</u> Enhanced Accessibility requirements refer to Accessibility requirements that are OHCS program specific and constitute an added layer of requirements. Not all funding programs have Enhanced Accessibility requirements. Signatories have reviewed the OHCS Architectural Index, Module 01.01, Section 01.01-07 regarding the applicability and impact of OHCS Enhanced Accessibility on the project. Signatories affirm that when OHCS Enhanced Accessibility is applicable, the scoping and technical requirements of OHCS Enhanced Accessibility have been incorporated into the project. Checking this item is an acknowledgement of awareness of this OHCS requirement and its potential applicability only, it does not constitute an affirmation by the signatories that the subject project is subject to OHCS Enhanced Accessibility.	
08	☐	<u>OHCS Visitability</u> OHCS Visitability impacts all OHCS funding programs. Signatories understand how and when OHCS Visitability per Oregon Revised Statutes ORS 456.506 through ORS 456.514 and Oregon Administrative Rules, Chapter 813, Division 310, affects the design of housing projects. Signatories have reviewed the OHCS Architectural Index, Module 01.01, Section 01.01-04 regarding the applicability and impact of OHCS Visitability on the project. Signatories affirm that requirements of OHCS Visitability have been fully incorporated into the project.	
09	☐	<u>Other Funder or Local Jurisdiction Accessibility Requirements</u> Signatories have incorporated all other accessibility requirements that may apply to the project as may be required by governing entities other than those referenced in this checklist.	

Accessible Design : Part 3

Construction Pre-Flight

10	☐	<u>Integrated Approach Taken to Complying with all Applicable Accessibility Requirements</u> As indicated by this form, most OHCS funded projects are subject to a number of overlapping Accessibility requirements. The signatories affirm that the project team has carefully assessed all Accessibility related laws, regulations, and requirements that apply to the subject project and that a comprehensive and integrated approach has been taken to develop the project design such that it successfully meets all such requirements.
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E. Acknowledgement and Declaration

Both the Project Owner (or their legal representative) and the Owner's Project Architect must read the Acknowledgement/Declaration below then sign and provide the other information requested. The signatures below certify that the project Owner and their Project Architect are aware of the department's Accessible Design requirements, and both agree to comply with them as a condition of the project receiving funding from the department.

The Project Owner and their Project Architect have carefully reviewed all parts of the 4-part form series pertaining to Accessible Design. The Project Owner and the Project Architect understand that incorporation of the Accessible Design requirements into the design and construction of the project is a condition of the project receiving funding assistance from the department. To the best of the Project Owner's and the Project Architect's knowledge, and unless otherwise approved in writing by the department, the department's Accessible Design requirements have been integrated into the completed design of the project.

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

Project Architect	
Signature	Date

Form: **AD-3**
Accessible Design : Part 3
Construction Pre-Flight
Page 5 of 5

Architect Printed Name

Organization Name

Information Only

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the checklist in item D.
- 3) Sign the acknowledgement in item E.
- 4) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

AD01_ Construction Completion Affirmation of Project Compliance

No.	✓	Item	OHCS Guidance Ref.
01	☐	<u>Update of Affirmations Made in Form Parts AD-1 through AD-3 (Parts 1 through 3) of this Multi-Part Form.</u> The Project Owner and the Project Architect each reaffirm that the representations made in earlier submitted parts of this form remain true as of the submission date of this Part.	

E. Acknowledgement and Declaration

Both the Project Owner (or their legal representative) and the Owner's Project Architect must read the Acknowledgement/Declaration below then sign and provide the other information requested. The signatures below certify that the project Owner and their Project Architect are aware of the department's Accessible Design requirements, and both agree to comply with them as a condition of the project receiving funding from the department.

The Project Owner and their Project Architect have carefully reviewed the completed construction, and both agree that to the best of their knowledge and unless otherwise approved in writing by the department, the department's Accessible Design requirements have been integrated into the completed construction of the project.

Owner/Representative

Signature

Date

Owner/Representative Printed Name

Organization Name (if not the Project Owner in Part A of this form)

Project Architect

Signature

Date

Architect Printed Name

Organization Name

Form Series: **SD**



**Sustainable
Design**

1.01__Overview

Projects receiving funding via Department administered programs must select a sustainable building pathway for their project and complete the pathway certification process. OHCS tracks and documents pathway selection and completion using the **OHCS Architectural Standards (OAS) Form Series, SD.**

The 4-part SD series form should be included with these instructions.

The SD Form series is submitted to the Department at four different points in the project timeline as generally identified in the table below. The funding application process will provide detailed guidance to Applicants on when and how the SD Form series is to be submitted.

Form	When and How to Submit to the Department
SD-1	Submit <u>Early in the Funding Application Process</u> with other documentation required by OHCS and per guidance provided by the Applicant's project Workcenter.
SD-2	Submit with other documentation required by OHCS as part of the <u>Design Development Phase</u> (approximately 50% complete design) and per guidance provided by the Applicant's project Workcenter.
SD-3	Submit with other documentation required by OHCS as the project begins the <u>Finance Closing Phase</u> and prepares to commence construction and per guidance provided by the Applicant's project Workcenter.
SD-4	Submit with other documentation required by OHCS at <u>Completion of Construction</u> and per guidance provided by the OHCS construction monitoring process.

1.02__Sustainable Development 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.

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
(Silver Level Certification Minimum)
<https://www.usgbc.org/articles/getting-started-homes>
- **National Green Building Standard (NGBS)**
(Silver Level Certification Minimum)
[NGBS Green - Certification for Green Homes and Apartments](#)

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>
- **National Green Building Standard (NGBS)**
(Bronze Level Certification Minimum)
[NGBS Green - Certification for Green Homes and Apartments](#)
- **OHCS Self-Directed Sustainable Building Path**
See section 1.04 for details regarding the OHCS Self-Directed Sustainable Building Path. This pathway is permissible on Rehabilitation project only.

Important

Before committing to one of the Department approved Sustainable Design 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.

1.03__Proposing an Alternate 3rd Party Sustainable Design Path

The Department may, at its sole discretion, accept Project Team proposals to pursue a Sustainable Design path that is different from the ones listed in Section 1.02. The proposal must, at a minimum, conform with the following items:

- 1) The proposal must provide a brief statement describing why the project team is interested in pursuing the proposed path.
- 2) The proposal must provide a narrative description of how the proposed path is equal to or superior to the department's approved paths.

- 3) The proposal must describe how the path is certified by the 3rd Party Sustainable Design path entity.
- 4) The proposal must be accompanied by a Variance Request using OAS **Form VR**. Form VR is available in the project's Workcenter. Submit the Alternate Path proposal and a completed Form VR to the project's Workcenter. In addition to these instructions, follow the Workcenter instructions for how and where to submit Form VR as there may be submittal requirements for Form VR submissions that are additional to those given here.

Note:

Project teams should have a Sustainable Design Path selected from the list provided in section 1.02 in the event that the department does not approve a proposed Alternate Path.

1.04__Self-Directed Sustainable Building Path

This section provides additional guidance to project teams that have chosen the OHCS Self-Directed Sustainable Building Path to be pursued in conjunction with a Rehabilitation project.

The Self-Directed 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 Self-Directed 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 has prior experience performing work similar to that described in this section.

- 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 Architectural Index (Ai) Module 03.01; Section 03.01-11, a). If a CNA has been performed that meets all the requirements given under Ai Module 03.01, section 03.01-11, a), the Energy and Water Use Assessment part of the CNA satisfies this requirement.

Note:

Copy of the **Architectural Index (Ai)** is available in the Applicants Workcenter and also via the department's ORCA webpage.

- 3) Self-Directed 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 Self-Directed Sustainable Building Path Scope of Work must comply with all 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 proposed in the Scope of Work and what is recommended in the Energy and Water Use Assessment (required by item 2 of this section).
- 4) When and How to Submit the Sustainable Building Path Scope of Work to the Department
Submit the Scope of Work with **OAS Form SD-1**. Guidance on when and how to submit Form SD-1 is provided in the Applicant's project Workcenter.
- 5) Certification Statement from the Sustainable Building Consultant Required
A written statement from the Sustainable Building Consultant that declares that the completed construction has, in their professional opinion, satisfactorily incorporated all the elements of the Self-Directed Sustainable Building Path Scope of Work must be submitted to the department.
The written statement must be submitted on the Consultant's letterhead.
Submit the Consultant's written statement with **OAS Form SD-4**. Guidance on when and how to submit Form SD-4 is provided in the Applicant's project Workcenter.

Form: **SD-1**
Sustainable Design : Part 1
Conceptual Design
Page 1 of 3

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Read the Instructions that are provided in the **Form SD-Instructions** that are included as part of this Form Series.
- 2) Provide the Information requested in item A.
- 3) Complete the Checklist in item D.
- 4) Make a Sustainable Design Path Selection in item E.
- 5) Affirm submission of Associated Documentation in item F.
- 6) Sign the Acknowledgement in item G.
- 7) Submit this completed part of the multi-part form and any applicable Associated Documentation as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

No.	✓	Item	OHCS Guidance Ref.
NC-1.01	☐	SD Form Series Review by Signatories	

Sustainable Design : Part 1

Conceptual Design

Signatories have reviewed all parts of this 4-part form; **Form Series SD, Sustainable Design** including the detailed **SD-Instructions** part of the SD form series prior to acknowledging and signing in item F of this form.

E. Selection of Sustainable Design Path

The project will complete and will receive certification of completion of the Sustainable Design Path indicated below.

Check **one** of the following boxes:

✓	Selected Path	Path Notes
☐	Enterprise Green Communities	Available for New Construction or Rehabilitation. All dwelling units must be below 60% AMI to qualify.
☐	Earth Advantage	Available for New Construction Only. See the <u>SD-Instructions</u> part of this form series for required certification level.
☐	LEED for Homes	Available for New Construction Only. See the <u>SD-Instructions</u> part of this form series for required certification level.
☐	National Green Building Standard	Available for New Construction or Rehabilitation. See the <u>SD-Instructions</u> part of this form series for required certification level.
☐	OHCS Self-Directed Sustainable Development Path	Available for Rehabilitation Only. Selection of this Path requires that a <u>Sustainable Building Path Scope of Work</u> be submitted with this Form. See <u>Form SD-Instructions, Section 1.04</u>, for guidance on developing the required scope of work.
☐	Alternate Path An alternate to the other paths listed in this table is proposed.	Selection of this Path requires a proposal prepared by the project owner's development team. See <u>Form SD-Instructions, Section 1.03</u>, for guidance on the required proposal.

F. Required Associated Documentation

When applicable per the table in item E, the documents listed below must be included with submission of this form. Check either "NA" or "Yes" in the table below. Checking "Yes" affirms that the documentation has been provided as required. **Do not leave this part of the form blank.**

Yes	NA	Documents
☐	☐	<u>Self-Directed Path Sustainable Building Path Scope of Work</u> The required Scope of Work has been submitted to the project's Workcenter with this form (SD-1).
☐	☐	<u>Alternate Path Proposal</u>

Form: **SD-1**
Sustainable Design : Part 1
Conceptual Design
Page 3 of 3

The required Variance Request using **OAS Form VR** and the required Alternate Path Proposal have been submitted to the project's Workcenter at the same time this form (SD-1) is submitted.

Refer to instructions in the Project Workcenter for how to submit Variance Requests. Variance Requests may have submission requirements additional to those given here.

G. Acknowledgement and Declaration

Both the Project Owner (or their legal representative) and the Owner's Project Architect must read the Acknowledgement/Declaration below then sign and provide the other information requested. The signatures below certify that the project Owner and their Project Architect are aware of the department's Sustainable Design requirements, and both agree to comply with them as a condition of the project receiving funding from the department.

The Project Owner and their Project Architect have carefully reviewed all parts of the 4-part form series pertaining to Sustainable Design. The Project Owner and the Project Architect understand that incorporation of the Sustainable Design requirements into the design and construction of the project is a condition of the project receiving funding assistance from the department. The forementioned parties will ensure, to the best of their ability, that the subject project will comply with the department's Sustainable Design requirements.

Owner/Representative

Signature

Date

Owner/Representative Printed Name

Organization Name (if not the Project Owner in Part A of this form)

Project Architect

Signature

Date

Architect Printed Name

Organization Name

Form: **SD-2**
Sustainable Design : Part 2
Design Development
Page 1 of 3

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Read the Instructions that are provided in the **Form SD-Instructions** that are included as part of this Form Series.
- 2) Provide the Information requested in item A.
- 3) Complete the Checklist in item D.
- 4) Sign the Acknowledgement in item E.
- 5) Submit this completed part of the multi-part form and any applicable Associated Documentation as directed in the funding applicant's project specific Workcenter.

D. Checklist

Part 1

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

SD01__ Design Development Affirmation of Project Compliance

No.	✓	Item	OHCS Guidance Ref.
01	☐	<u>Update of Affirmations Made in Form AD-1 (Part 1) of this Multi-Part Form.</u>	

Form: **SD-2**
Sustainable Design : Part 2
Design Development

Page 3 of 3

Project Architect	
Signature	Date
Architect Printed Name	Organization Name

Information Only

Form: **SD-3**
Sustainable Design : Part 3
Construction Pre-Flight
Page 1 of 3

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Read the Instructions that are provided in the **Form SD-Instructions** that are included as part of this Form Series.
- 2) Provide the Information requested in item A.
- 3) Complete the Checklist in item D.
- 4) Sign the Acknowledgement in item E.
- 5) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Part 1

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

SD01__Construction Pre-Flight Affirmation of Project Compliance

No.	✓	Item	OHCS Guidance Ref.
01	☐	<u>Update of Affirmations Made in Forms AD-1 (Part 1) and AD-2 (Part 2) of this Multi-Part Form.</u>	

Form: **SD-3**

Sustainable Design : Part 3

Construction Pre-Flight

Page 2 of 3

		With the exception of any substantive changes that may be described in Part 2 of this Checklist, the Project Owner and the Project Architect each reaffirm that the representations made in forms SD-1 and SD-2 of this 4-part form remain true.	
02	☐	Project is On Track to Certify The project is on track to successfully complete and obtain certification of the Sustainable Design Path that was selected earlier in the development process.	

Part 2

Check only one of the boxes below as appropriate. If substantive changes have occurred, provide a description of the change or changes in an attachment to this form.

☐	No substantive scope changes have occurred since submission of form SD-2.
☐	Information regarding changes to the Sustainable Design path previously chosen are described on a separate attachment to this form. The description must identify if the project is still on course to receive path certification.

E. Acknowledgement and Declaration

Both the Project Owner (or their legal representative) and the Owner's Project Architect must read the Acknowledgement/Declaration below then sign and provide the other information requested. The signatures below certify that the project Owner and their Project Architect are aware of the department's Sustainable Design requirements, and both agree to comply with them as a condition of the project receiving funding from the department.

The Project Owner and their Project Architect have carefully reviewed all parts of the 4-part form series pertaining to Sustainable Design. The Project Owner and the Project Architect understand that incorporation of the Sustainable Design requirements into the design and construction of the project is a condition of the project receiving funding assistance from the department. To the best of the Project Owner's and the Project Architect's knowledge, and unless otherwise approved in writing by the department, the department's Sustainable Design requirements have been integrated into the completed design of the project.

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

V:1.0 2026.06.30

Form: **SD-3**
Sustainable Design : Part 3
Construction Pre-Flight
Page 3 of 3

Project Architect	
Signature	Date
Architect Printed Name	Organization Name

Information Only

Form: **SD-4**
Sustainable Design : Part 4
Construction Completion
Page 1 of 3

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Read the Instructions that are provided in the **Form SD-Instructions** that are included as part of this Form Series.
- 2) Provide the Information requested in item A.
- 3) Complete the Checklist in item D.
- 4) Affirm that documentation of path certification is included with submission of this form in item E.
- 5) Sign the Acknowledgement in item F.
- 6) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Part 1

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

SD01__ Construction Pre-Flight Affirmation of Project Compliance

No.	Item	OHCS Guidance Ref.
✓		

Form: **SD-4**

Sustainable Design : Part 4 Construction Completion

Page 2 of 3

01	☐	<u>Update of Affirmations Made in Forms AD-1 (Part 1) and AD-2 (Part 2), and AD-3 (Part 3) of this Multi-Part Form.</u> With the exception of any substantive changes that may be described in Part 2 of this Checklist, the Project Owner and the Project Architect each reaffirm that the representations made in forms SD-1, SD-2 and SD-3 of this 4-part form remain true.
02	☐	<u>Project has Completed Path Certification</u> The project has successfully completed and obtained certification of the Sustainable Design Path that was selected earlier in the development process.

Part 2

Check only one of the boxes below as appropriate. If substantive changes have occurred, provide a description of the change or changes in an attachment to this form.

☐	No substantive scope changes have occurred since submission of form SD-3.
☐	Information regarding changes to the Sustainable Design path previously chosen are described on a separate attachment to this form. The description must identify if the project is still on course to receive path certification.

E. Documentation of Path Certification

A checkmark must be placed in the box below for this form to be complete.

☐	<u>Documentation of Path Certification</u> Documentation of successful completion and certification of the owner's selected 3rd-Party Sustainable Design path has been submitted to the project's Workcenter with this form (SD-4).
--------------------------	---

F. Acknowledgement and Declaration

Both the Project Owner (or their legal representative) and the Owner's Project Architect must read the Acknowledgement/Declaration below then sign and provide the other information requested. The signatures below certify that the project Owner and their Project Architect are aware of the department's Sustainable Design requirements, and both agree to comply with them as a condition of the project receiving funding from the department.

The Project Owner and their Project Architect have carefully reviewed the completed construction, and both agree that to the best of their knowledge and unless otherwise approved in writing by the department, the department's Sustainable Design requirements have been integrated into the completed construction of the project.

V:1.0 2026.06.30

Form: **SD-4**
Sustainable Design : Part 4
Construction Completion

Page 3 of 3

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

Form Series: **PSH**

Program Specific Supplement For:

Permanent Supportive Housing

Form: **PSH-1**
Permanent Supportive Housing
Program Specific Supplement : Part 1
Conceptual Design

Page 1 of 3

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Provide Narrative Responses to the Questions Listed in Item F.
- 5) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

No.	√	Item	OHCS Guidance Ref.
01	☐	Form Review by Signatories Signatories have reviewed all parts of this 4-part form prior to signing this part.	
02	☐	Applicant's Narrative Responses Item F of this form has been completed by the applicant and is included with submission of this form.	

Form: **PSH-1**
Permanent Supportive Housing
Program Specific Supplement : Part 1
Conceptual Design

Page 3 of 3

F. Narrative Responses

Provide a narrative response in the response box provided for each question listed below. Keep each response limited to no more than (approximately) one page in length. Separate sheets may be used and attached to this form if needed. If separate sheets are used indicate this in the response box associated with each question.

Question 1 of 2:

Enhanced Durability

Consistent with the Enhanced Durability narrative that is included in the Impact step of the funding application, describe how the project design has been holistically engaged with an Enhanced Durability Informed focus including, but not necessarily limited to, the specific design elements and materials that will be deployed.

Applicant Response:

Question 2 of 2:

Trauma Informed Design

Consistent with the Trauma Informed Design narrative that is included in the Impact step of the funding application, describe how the project design has been holistically engaged with a Trauma Informed focus including, but not necessarily limited to, the specific design elements and materials that will be deployed.

Applicant Response:

Form: **PSH-2**
Permanent Supportive Housing
Program Specific Supplement : Part 2
Design Development

Page 1 of 3

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Provide Narrative Responses to the Questions Listed in Item F.
- 5) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

No.	√	Item	OHCS Guidance Ref.
01	☐	Form Review by Signatories Signatories have reviewed all parts of this 4-part form prior to signing this part.	
02	☐	Applicant's Narrative Responses Item F of this form has been completed by the applicant and is included with submission of this form.	

Form: **PSH-3**
Permanent Supportive Housing
Program Specific Supplement : Part 3
Construction Pre-Flight

Page 1 of 6

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Provide Narrative Responses to the Questions Listed in Item F.
- 5) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Important

Due to this form being a **Program Specific Supplement**, the project requirements conveyed in this form are additional (must be added to) all other OHCS Architectural Standards that apply; they do not take the place of (supersede) any other OAS requirement. Many of the requirements conveyed by this form will overlap with and will be more rigorous than other parts of the OAS. The project owner's team must ensure that all OAS requirements remain satisfied.

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked or for items that are not checked, a separate

Form: **PSH-3**
Permanent Supportive Housing
Program Specific Supplement : Part 3
Construction Pre-Flight

Page 2 of 6

sheet has been attached to this form explaining why an item has not been checked. If previous communication with the department's Architecture or Funding Program staff has taken place regarding a specific item, attach a copy of the written communication.

In the 'CD Ref.' column, the applicant may add information about where the OHCS reviewer can find the information requested within the construction drawings or other supporting documentation. Providing information in the CD Ref. column is optional.

No.	✓	CD Ref.	Item	OHCS Guidance Ref.
01	☐		<u>Community Room/Space</u> Project has at least one Community sufficiently sized for the number of tenants residing in the property.	
02	☐		<u>Staff Offices</u> Project has services staff offices on site that are accessible to residents.	
03	☐		<u>PSH Enhanced Accessibility 1</u> Accessible Dwelling Units have been provided in the project that comply with the requirements of <u>Architectural Index Module 01.01, section 01.01-05</u> but with the 'enhanced' scoping requirements given for each type of unit listed below: a) A minimum of 20% of the dwelling units in the project are designed to serve mobility impaired persons per the <i>technical requirements</i> of the ADA Standards for Accessible Design. b) A minimum of 4% of the dwelling units in the project have been designed to serve vision and hearing impaired persons (units designed with "communication" features) per the <i>technical requirements</i> of the ADA Standards for Accessible Design. <u>Notes:</u> 1) The scoping (the percentage of units affected) of the Accessibility requirement given in Ai Module 01.01, section 01.01-05, (<u>OHCS Baseline Accessibility</u>) may be counted toward the number of units needed to comply with this 'Enhanced' scoping requirement.	

Form: **PSH-3**
Permanent Supportive Housing
Program Specific Supplement : Part 3
Construction Pre-Flight

Page 3 of 6

		2) In projects that have between 2 and 5 total dwelling units, the communication units required under b) above cannot be the same as the minimum one unit that is required for mobility however, the communication unit may be designed to comply with the mobility provisions required by checklist items 03 and 04. 3) The Hearing and Vision Accessible units required by b) above, should be layered over the Accessible and Type A units. 4) Refer to <u>Important General Notes</u> at the end of this checklist for dwelling unit quantity 'rounding' requirements.	
04	☐	<u>PSH Enhanced Accessibility 2</u> All dwelling units designed to meet the accessibility provisions under checklist item 03 a) above must also meet ANSI/ICC A117.1 Type A Unit requirements. <u>Notes:</u> 1) The number of Type A Units that are required per the State Building Code may be counted toward the number of units needed to comply with this 'Enhanced' requirement. 2) Should any irreconcilable conflict in the technical design requirements exist when the requirement under checklist item 03 is layered over the requirement of checklist item 04, the technical requirements applicable to the ADA Accessible Units (units designed to serve mobility impaired persons required under item 03 of this checklist) shall prevail. This hierarchy of application of the technical standards however, <u>does not</u> apply to the Type A Units that are required in the project per the State Building Code.	
05	☐	<u>PSH Enhanced Accessibility 3 : Parking</u> When parking is provided for residents, the project has, to the greatest extent practical, been designed to provide parking spaces that can serve mobility impaired persons in greater amounts than what is required by code. Design strategies that create flexible use (universally designed) parking spaces that can be used by persons with physical disabilities are encouraged.	

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Form: **PSH-3**
Permanent Supportive Housing
Program Specific Supplement : Part 3
Construction Pre-Flight

Page 4 of 6

		Also see 1) under <u>Important General Notes</u> at the end of this checklist regarding this item.
06	☐	Wayfinding In concert with required Enhanced Accessibility provisions, the project has, at a minimum, considered and integrated strategies into the design of the project's indoor and outdoor common spaces that promote wayfinding for persons with vision impairment. High contrast, easily readable signage, raised lettering, good lighting, and tactile warnings are a few strategies that can support wayfinding.

Important General Notes:

- 1) **Accessible Parking:** OHCS has received written guidance from the International Code Council (ICC) and the Building Codes Division of the Department of Consumer and Business Services (DCBS) that states that the intent of the Oregon Structural Specialty Code (OSSC) Chapter 11; 1106.3; 2 is that it applies only to the minimum code required number of Accessible and Type A Units in the project. The PSH program requires numbers of Accessible and Type A Units in excess of what is minimally required by the OSSC. It is the opinion of OHCS that Accessible and Type A Units that are required by the agency in excess of the code required number are not subject to the Accessible parking requirements under the OSSC. It is important to note however, that the Building Official who oversees development in the jurisdiction in which a project is located has ultimate say in how this section of the code is to be interpreted for their jurisdiction and based how this section of the code is written, it is possible that the local Building Official could interpret this to mean something different than what the ICC/DCBS guidance says is the intent of this code section. Upon request, OHCS will share this written guidance with any development team that feels it is needed when discussing accessible parking requirements with local building officials. There is no guarantee that the local building official will agree with ICC/DCBS guidance, making it important that accessible parking requirements for the local jurisdiction are agreed upon early in the development process.
- 2) **Rounding Up of Unit Calculations:** When calculating the minimum number of units that must meet a specific Accessibility requirement based on the required percentages given in this checklist, the resulting number of units must be rounded up to the next whole unit. For example, a percentage-based calculation that arrives at a requirement of 1.1 units means that 2 units are required.

E. Acknowledgement and Declaration

Both the Project Owner (or their legal representative) and the Owner's Project Architect must read the Acknowledgement/Declaration below then sign and provide the other information requested. The signatures below certify that the project Owner and their Project Architect are aware of the department's PSH specific requirements, and both agree to comply with them as a condition of the project receiving funding from the department.

Form: **PSH-3**
Permanent Supportive Housing
Program Specific Supplement : Part 3
Construction Pre-Flight

Page 5 of 6

The Project Owner and their Project Architect have carefully reviewed all parts of the 4-part form series pertaining to the PSH program. The Project Owner and the Project Architect understand that incorporation of the PSH specific requirements into the design and construction of the project is a condition of the project receiving funding assistance from the department. To the best of the Project Owner's and the Project Architect's knowledge, and unless otherwise approved in writing by the department, the department's PSH specific requirements have been integrated into the completed design of the project.

Owner/Representative

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

Project Architect

Signature	Date
Architect Printed Name	Organization Name

F. Narrative Responses

Provide a narrative response in the response box provided for each question listed below.

Question 1 of 1:

Have any of the narrative responses that were provided since the submission of form PSH-2 changed to a degree that could be considered significant?

If no significant changes have occurred state "none" in the response box below.

Form: **PSH-4**
Permanent Supportive Housing
Program Specific Supplement : Part 4
Construction Completion

Page 1 of 2

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

No.	✓	Item	OHCS Guidance Ref.
01	☐	<u>Acknowledgement</u> Completed construction of the project incorporates the OHCS PSH Program Specific Standards listed in Form PSH-3 (Part 3 of this form series) and the project includes all design provisions outlined in the Narrative Response sections of forms PSH-1 through PSH-3. All significant variances from the standards or significant deviations from the latest documented responses to the Narrative Response sections of this form series have been documented and accepted in writing by the department.	

Form: **PSH-4**
Permanent Supportive Housing
Program Specific Supplement : Part 4
Construction Completion

Page 2 of 2

E. Acknowledgement and Declaration

Both the Project Owner (or their legal representative) and the Owner's Project Architect must read the Acknowledgement/Declaration below then sign and provide the other information requested. The signatures below certify that the project Owner and their Project Architect are aware of the department's PSH specific requirements, and both agree to comply with them as a condition of the project receiving funding from the department.

The Project Owner and their Project Architect have carefully reviewed the completed construction, and both agree that to the best of their knowledge and unless otherwise approved in writing by the department, the department's PSH specific requirements have been integrated into the completed construction of the project.

Owner/Representative

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

Project Architect

Signature	Date
Architect Printed Name	Organization Name

V:1.0 2026.06.30

Form Series: **OAHP**



Program Specific Supplement For:

Older Adult Housing Program

Form: **OAHP-1**
Older Adult Housing Program
Program Specific Supplement : Part 1
Conceptual Design

Page 1 of 5

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Provide Narrative Responses to the Questions Listed in Item F.
- 5) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

OAHP01 Conceptual Design Acknowledgement of OAHP Specific Requirements

No.	√	Item	OHCS Guidance Ref.
01	☐	Form Review by Signatories Signatories have reviewed all parts of this 4-part form prior to signing this part.	
02	☐	Applicant's Narrative Responses Item F of this form has been completed by the applicant and is included with submission of this form.	

Form: **OAHP-1**
Older Adult Housing Program
Program Specific Supplement : Part 1
Conceptual Design
Page 3 of 5

F. Narrative Responses

Provide a narrative response in the Applicant Response box provided for each question or requirement listed below. Though the length of the response is not an evaluative criterion, try to keep each response limited to no more than (approximately) one page in length.

Question/Requirement 1 of 3:

Universal Design (UD): The project must incorporate a minimum of three (3) UD elements. A short list of example UD elements that could be included in the project is as follows:

- Enhanced safety and convenience technology (e.g. Smart lighting, digital shower controls, and humidity-sensing vents)
- Use of color contrasting/tactile contrasting hardware, trim, and surfaces
- No step threshold entry showers with built-in or moveable shower seats
- At least 75% of storage and other places where items are stored or organized should be located between 18–48" (46–122cm) from the floor.
- Lighting that is adjustable for brightness with simple and intuitive control, is glare-free, and illuminates accessibility paths in the unit to aid safe passage

The applicant can pick UD elements for their project that are not listed above.

In the Applicant Response boxes provided at the end of this section, or on a separate attachment, list the three UD elements that the applicant feels are the most prominent or impactful of the UD elements the project will be including. Use a separate response box for each UD element. For each of the UD items listed provide a narrative explanation for why the chosen element has been selected for the project and explain how the chosen element will benefit the residents. Applicants are encouraged to select UD elements that are genuinely additive to the project's design as opposed to listing elements that would commonly/routinely be included as 'standard' elements for this housing type.

Note:

If the response is provided on a separate attachment, be sure to address each of the required three UD elements in clearly defined paragraphs, sections, pages dedicated to each UD element.

Be sure to include the following information at the top of the attachment:

- 1) Specify that it is an attachment pertaining to form OAHP-1 Section F.
- 2) Identify the project by providing the information contained in Part A of this form.
- 3) In the Applicant Response boxes, state; "See Attachment". Do not leave the response boxes blank.

Form: **OAHP-1**
Older Adult Housing Program
Program Specific Supplement : Part 1
Conceptual Design

Page 4 of 5

Applicant Response: UD Element #1 (Details and Explanation)

Applicant Response: UD Element #2 (Details and Explanation)

Applicant Response: UD Element #3 (Details and Explanation)

Additional Comment (if desired or needed) - Optional

Question/Requirement 2 of 3:

Are you applying for the OAHP additional subsidy option? If so, please describe in specific terms the needs of the project necessitating a higher subsidy to ensure deeper affordability, expanded access or other tangible benefits to tenants?

Applicant Response:

Question/Requirement 3 of 3:

Applicants must demonstrate a clear need and market demand for the proposed OAHP project within the community it intends to serve. Documentation should support both the demand for affordable older adult housing and the need for accessible, aging-in-place housing options for income-eligible individuals and households, including older adults and persons with disabilities. OHCS may consider the following documentation as evidence of demonstrated market demand:

- A market study or housing needs assessment identifying demand for affordable older adult housing or accessible housing units within the project area.

Form: OAHP-1
Older Adult Housing Program
Program Specific Supplement : Part 1
Conceptual Design

Page 5 of 5

- Verifiable waiting lists or applicant data from property management entities, housing providers, or service organizations demonstrating unmet housing demand among income-eligible older adults or persons with disabilities.
- Letters, reports, or other supporting documentation from local governments, Coordinated Care Organizations (CCOs), housing authorities, service providers, or community-based organizations identifying a need for accessible and affordable older adult housing and housing for persons with disabilities.
- Local or regional demographic, housing, or displacement data demonstrating population trends, housing instability, cost burden, or unmet accessibility needs among older adults or persons with disabilities.
- Documentation demonstrating limited availability of comparable affordable and accessible housing opportunities within the project's market area.
- Applicants may provide additional documentation relevant to the population and geographic area the proposed project will serve.

Please indicate below that you have uploaded the necessary market demand documentation.

☐	Yes
☐	No

Form: **OAHP-2**
Older Adult Housing Program
Program Specific Supplement : Part 2
Design Development

Page 1 of 3

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Provide Narrative Responses to the Questions Listed in Item F.
- 5) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

OAHP01 Design Development Affirmation of Project Compliance

No.	✓	Item	OHCS Guidance Ref.
01	☐	Form Review by Signatories Signatories have reviewed all parts of this 4-part form prior to signing this part.	
02	☐	Applicant's Narrative Responses Item F of this form has been completed by the applicant and is included with submission of this form.	

Form: **OAHP-3**
Older Adult Housing Program
Program Specific Supplement : Part 3
Construction Pre-Flight

Page 1 of 6

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Provide Narrative Responses to the Questions Listed in Item F.
- 5) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Important

Due to this form being a **Program Specific Supplement**, the project requirements conveyed in this form are additional (must be added to) all other OHCS Architectural Standards that apply; they do not take the place of (supersede) any other OAS requirement. Many of the requirements conveyed by this form will overlap with and will be more rigorous than other parts of the OAS. The project owner's team must ensure that all OAS requirements remain satisfied.

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be

Form: **OAHP-3**
Older Adult Housing Program
Program Specific Supplement : Part 3
Construction Pre-Flight

Page 2 of 6

deemed complete, all checkboxes must be checked or for items that are not checked, a separate sheet has been attached to this form explaining why an item has not been checked. If previous communication with the department's Architecture or Funding Program staff has taken place regarding a specific item, attach a copy of the written communication.

In the 'CD Ref.' column, the applicant may add information about where the OHCS reviewer can find the information requested within the construction drawings or other supporting documentation. Providing information in the CD Ref. column is optional.

OAHP01 Construction Pre-Flight Affirmation of Project Compliance

No.	✓	CD Ref.	Item	OHCS Guidance Ref.
01	☐		<u>OAHP Enhanced Accessibility 1</u> Accessible Dwelling Units have been provided in the project that comply with the requirements of <u>Architectural Index Module 01.01, section 01.01-05</u> but with the 'enhanced' scoping requirements given for each type of unit listed below: a) A minimum of 20% of the dwelling units in the project are designed to serve mobility impaired persons per the <i>technical requirements</i> of the ADA Standards for Accessible Design. b) In addition to item a), a minimum of 5% of the dwelling units in the project have been designed to serve vision and hearing impaired persons per the <i>technical requirements</i> of the ADA Standards for Accessible Design. <u>Notes:</u> 1) The scoping (the percentage of units affected) of the Accessibility requirement given in Ai Module 01.01, section 01.01-05, (<u>OHCS Baseline Accessibility</u>) may be counted toward the number of units needed to comply with this 'Enhanced' scoping requirement. 2) The Hearing and Vision Accessible units required by b) above, should be layered over a combination of both Accessible and Type A units, however, the manner in which the distribution of these units occurs is at the discretion of the project owner's development team.	

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Form: **OAHP-3**

Older Adult Housing Program

Program Specific Supplement : Part 3

Construction Pre-Flight

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		3) Refer to <u>Important General Notes</u> at the end of this checklist for dwelling unit quantity 'rounding' requirements.
02	☐	<u>OAHP Enhanced Accessibility 2</u> Every dwelling unit in the project meets ANSI/ICC A117.1 Type A Unit requirements. <u>Notes:</u> 1) The number of Type A Units that are required per the State Building Code may be counted toward the number of units needed to comply with this 'Enhanced' requirement. 2) Should any irreconcilable conflict in the technical design requirements exist when the requirement under checklist item 01 is layered over the requirement of checklist item 02, the technical requirements applicable to the ADA Accessible Units (units designed to serve mobility impaired persons required under item 01 of this checklist) shall prevail for the units that are required to have this layered level of accessibility. This hierarchy of application of the technical standards <u>does not</u> apply to the Type A Units that are required in the project per the State Building Code.
03	☐	<u>OAHP Enhanced Accessibility 3</u> Other Enhanced Accessibility Criteria (All listed elements are required): a. Dwelling unit hallways/passages are 38 inches minimum in width. b. All common spaces and resident use features and amenities in the project are accessible via an accessible path. c. All common space hallways/passages are 60 inches minimum in width. d. All dwelling unit main entry doors and all doors to habitable spaces within the unit are 36 inches minimum in width. e. All doors to resident use common spaces in the project are 36 inches minimum in width. f. Floor transitions between rooms/spaces in dwelling units and resident use common areas which would

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Older Adult Housing Program

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		necessitate raised transition strips have been avoided.	
04	☐	<u>OAHP Enhanced Accessibility 4 : Parking</u> When on-site parking is provided for resident use it complies with all the following requirements: a. Provision of Accessible Parking spaces as may be required by state or local building and development codes. b. <u>All</u> parking spaces not required to be accessible under item a) are a minimum of 11 feet wide by 20 feet long. Also see 1) under <u>Important General Notes</u> at the end of this checklist regarding this item.	

Important General Notes:

- 1) **Accessible Parking:** OHCS has received written guidance from the International Code Council (ICC) and the Building Codes Division of the Department of Consumer and Business Services (DCBS) that states that the intent of the Oregon Structural Specialty Code (OSSC) Chapter 11; 1106.3; 2 is that it applies only to the minimum code required number of Accessible and Type A Units in the project. The OAHP program requires numbers of Accessible and Type A Units in excess of what is minimally required by the OSSC. It is the opinion of OHCS that Accessible and Type A Units that are required by the agency in excess of the code required number are not subject to the Accessible parking requirements under the OSSC. It is important to note however, that the Building Official who oversees development in the jurisdiction in which a project is located has ultimate say in how this section of the code is to be interpreted for their jurisdiction and based how this section of the code is written, it is possible that the local Building Official could interpret this to mean something different than what the ICC/DCBS guidance says is the intent of this code section. Upon request, OHCS will share this written guidance with any development team that feels it is needed when discussing accessible parking requirements with local building officials. There is no guarantee that the local building official will agree with ICC/DCBS guidance, making it important that accessible parking requirements for the local jurisdiction are agreed upon early in the development process.
- 2) **Rounding Up of Unit Calculations:** When calculating the minimum number of units that must meet a specific Accessibility requirement based on the required percentages given in this checklist, the resulting number of units must be rounded up to the next whole unit. For example, a percentage-based calculation that arrives at a requirement of 1.1 units means that 2 units are required.

OHCS Architectural Standards (OAS) Form Series

Form: **OAHP-4**
Older Adult Housing Program
Program Specific Supplement : Part 4
Construction Completion

Page 1 of 2

A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. About this Form

This form is part of a multi-part form. It is one of several other multipart forms that make up the OHCS Architectural Standards (OAS) Form Series. Each part of this form corresponds to a primary phase of the project i.e. Conceptual Design, Design Development, Construction Preflight, and Construction Completion. Before completing and submitting this part of the multi-part form, the signatories must review all parts of the entire form; both those parts that may have already been submitted to the department and those that will be due later in the development process to ensure a complete understanding of the department's expectations.

C. Instructions

- 1) Provide the Information requested in item A.
- 2) Complete the Checklist in item D.
- 3) Sign the Acknowledgement in item E.
- 4) Submit this completed part of the multi-part form as directed in the funding applicant's project specific Workcenter.

D. Checklist

Place a checkmark in all checkboxes in the table below affirming that the subject statement accurately represents the subject project and the signatories on this form. For this form to be deemed complete, all checkboxes must be checked.

OAHP01 Construction Completion Affirmation of Project Compliance

No.	✓	Item	OHCS Guidance Ref.
01	☐	<u>Acknowledgement</u> Completed construction of the project incorporates the OHCS OAHP Program Specific Standards listed in Form OAHP-3 (Part 3 of this form series) and the project includes all design provisions outlined in the Narrative Response sections of forms OAHP-1 through OAHP-3. All significant variances from the standards or significant deviations from the latest documented responses to the Narrative Response sections of this form series have been documented and accepted in writing by the department.	

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E. Acknowledgement and Declaration

Both the Project Owner (or their legal representative) and the Owner's Project Architect must read the Acknowledgement/Declaration below then sign and provide the other information requested. The signatures below certify that the project Owner and their Project Architect are aware of the department's OAHP specific requirements, and both agree to comply with them as a condition of the project receiving funding from the department.

The Project Owner and their Project Architect have carefully reviewed the completed construction, and both agree that to the best of their knowledge and unless otherwise approved in writing by the department, the department's OAHP specific requirements have been integrated into the completed construction of the project.

Owner/Representative

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

Project Architect

Signature	Date
Architect Printed Name	Organization Name

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Form Series: **VR**



Variance Request

Form: **VR**
Variance Request
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A. General Information

Project Name	Date
Project Location (City)	OHCS Prolink Project #

B. Instructions

This form may be used to make a formal request asking OHCS to consider an alternate approach to be taken by the project's development team to satisfy an OHCS specified project requirement.

- 1) Provide the Information requested in item A.
- 2) Provide the required information per item C.
- 3) Read and Sign the Acknowledgement in item D. Both the Owner or Owner's Representative and the Project Architect must sign for their part of the Acknowledgement.
- 4) Complete item E as deemed applicable. Leave blank if not applicable.
- 5) Complete item F. Be sure to attach all relevant supporting documents.
- 6) In item G, describe the request and provide written supporting rationale for the request.
- 7) Submit the completed form VR with any attachments to the OHCS project Analyst assigned to your project.

Note:

Submission of an incomplete form will cause delay to the Variance Request review process.

C. Brief Subject Title of the Request

Provide a very brief heading descriptor of the Variance Request (VR) such as, "Unit Size", "Landscaping", Number of Bathrooms", OHCS Enhanced Accessibility, etc. Under "Reference", provide an OHCS Architectural Standard (OAS) form and item number or other document reference (if available) or provide a brief description of the requirement and where it is cited in OHCS guidance documents.

Brief Description	Reference
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D. Acknowledgement

Owner/Representative:

The Owner/Representative signature below acknowledges awareness of this request being made to the department and their agreement with the following statement:

The Owner's project Team has thoroughly examined the proposed Variance in context with the other standards and project 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.

Project Architect:

The Project Architect's signature below acknowledges awareness of this request being made to the department; it conveys that the Project Architect has performed reasonable due-diligence review of the request in so far as the request relates to the Architect's contractual or industry best practice responsibilities; and it conveys that the architect is not aware of any significant negative impacts that the Variance would have based on or stemming from their due-diligence review.

Both parties referenced in this section must sign below to validate the Variance Request.

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

Project Architect	
Signature	Date
Architect Printed Name	Organization Name

E. Visitability (Only)

If the request involves Visitability, check all the boxes below that describe the Primary Reasons for the Variance Request.

☐	Site and Topography
☐	Conflict with Community Standards
☐	Undue Cost or Constraints
☐	Conflicting Funding Requirements

F. Attachments

Check one of the boxes below.

☐	Attachments are included with this form
☐	This form submission <u>does not</u> include attachments

G. Description and Supporting Rationale

1. Applicable to all Variance Requests:

In the space provided below (or on a separate sheet(s)), clearly describe the request and state the reason and/or the rationale 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 would be improved or not diminished if the request were approved. If applicable, describe any proposed alternate approaches that improve upon, compensate for, or mitigate the effect of the proposed Variance. Attach drawings and/or other supporting documents and append additional narrative pages to this form to support the request as needed.

2. Applicable to Visitability Variance Requests Only:

Within the context of providing the narrative support required in item 1 above, Visitability variance requests must address the following:

- a) An explanation or rationale for each Primary Reason that has been checked in Section E must be provided.
- b) If "Conflict with Community Standards" has been given as a Primary Reason in Section E, the rationale 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.

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Variance Request
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Description and Supporting Rationale

Provide a written description and rationale for the request in the space below.

Attach additional sheets as needed.

Information Only