



Project Development Manual (PDM)

Housing Development & Preservation Standards

Version: 2017.12.01



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Project Development Manual (PDM)

Housing Development & Preservation Standards

OHCS Development Support Platform

Version:

2017.12.01



Vision:

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

Oregon Housing & Community Services

Errata

PDM corrections made since its 12-01-17 publication date are as follows:
 (Items are numbered in descending order with the most recent correction listed first).

Correction No.	Errata Posting Date	Correction/Clarification
04	01-04-18	<p>The following clarification/definition to <u>Energy Audit</u> requirements has been added to Appendix B.1, Item B.1.06, 5):</p> <p>The <u>Energy Audit</u>, at a minimum must comply with the following:</p> <ol style="list-style-type: none"> 1) Provide a brief written synopsis of the audit provider’s credentials and experience related to performing energy audits. The Department does not currently have specific requirements for certification or experience to be considered “qualified” for the energy/water efficiency audit however the individual performing the audit must be able to demonstrate a level of experience that meets standard industry expectations for this scope of work. 2) Disclose in the audit report any potential conflicts of interest of the audit provider or their firm. 3) Include an interview of the owner, property manager(s), and maintenance staff about their knowledge or awareness of energy and water efficiency related deficiencies and any indoor air quality issues. Provide a written synopsis of any pertinent information gathered. 4) Sampling Size for the Audit: 20% of the dwelling units with the total number of units assessed being divided proportionally among the unit types present. No fewer than three units will be assessed. 100% of the Common Areas will be assessed. All outdoor areas will be assessed where applicable to the scope of work. 5) Describe the general character and condition of the elements listed below relative to their impact on energy and water use efficiency and make recommendations for corrective work or element/system upgrades or replacement as deemed appropriate. Where possible, provide a rating of the proposed improvements in order of their magnitude of potential positive impact on energy/water efficiency or quality of life. <ol style="list-style-type: none"> a) Combustion Appliances b) Indoor Air Quality and Ventilation Systems generally. Include cfm ratings for all kitchen and bathroom exhaust systems in units assessed. Test and describe functionality of clothes dryer venting in all assessed units and in common laundry areas. c) Building Envelope including but not limited to doors, windows, condition of weather resistive barrier (WRB) when visible, insulation type, condition, and R-values for wall, attic, and below floor insulation. d) Domestic Hot Water System e) Heating and Cooling Systems

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		<ul style="list-style-type: none"> f) Lighting in all assessed dwelling units, all common areas and all outdoor lighting. g) Water Use Fixtures in all assessed units and all common areas. h) Provide a general visual based assessment of the outdoor water use e.g. high/low summer-time irrigation demand, pools, fountains, etc. Generally describe the apparent efficiency/functionality of the irrigation system if present and when such generalized assessments can be made. i) Appliances j) Other Equipment as applicable to the subject property.
03	12-11-17	<p><u>Appendix D Added.</u></p> <p>Appendix D is an OHCS federal programs compliance tool intended to be used by Department Administrators and External Regulatory Reviewers. There are no Project Development Team requirements listed in this Appendix that are not already covered by the other operationally pertinent Parts of this Manual.</p>
02	12-11-17	<p>The following item has been added to Appendix B.1:</p> <p><u>B.1, B.1.06</u></p> <p>10) <u>Estimated Remaining Useful Life of Major Systems:</u> The CNA must provide an estimate of the remaining useful life of all major building systems.</p>
01	12-06-17	<p>Chapter 6.2, Item R5.04 under “<u>Note</u>” incorrectly makes reference to Radon testing requirements being located in Appendix B.1. The referenced Radon testing requirements are as follows:</p> <p><u>B.1, B.1.06</u></p> <p>9) <u>Environmental Hazards - Radon:</u> All Rehabilitation projects must be tested for Radon when the site is located in a zone showing moderate to high levels of Radon presence. The Department uses the Oregon Health Authority’s (OHA) <u>Online/Interactive Map of Radon Risk Levels in Oregon</u> to determine moderate to high risk areas. At the time of this writing the map can be accessed at the following web link:</p> <p>http://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/HEALTHYNEIGHBORHOODS/RADONGAS/Pages/zipcode.aspx</p> <p>The following standards related to Radon testing must be met:</p> <p>a) <u>When Testing is Required:</u> Areas of the above referenced OHA map shaded in light yellow, yellow, pink, and red are considered to be moderate to high level areas; projects located in these areas must receive testing.</p> <p>Exception: Radon testing <u>may</u> be waived at the Department’s discretion in cases where a Radon Professional (per item d) below) concludes that neither testing nor mitigation is necessary based on a physical inspection of the property, the characteristics of the buildings, and other valid justifications. An example of a valid justification is having only a garage on the surface level that is open to the air and is fully ventilated.¹ A written statement/rational in support of the waiver request, signed by the Radon</p>

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	<p>Professional, must accompany the waiver request.</p> <p>b) <u>Report</u>: The Radon test must include the production of a report that summarizes the testing protocol undertaken, the results of the test, and, the details of any mitigation deemed by the Radon professional to be prudent or necessary.</p> <p>c) <u>Test Protocol</u>²: Radon testing must follow the protocols set by the American Association of Radon Scientists and Technologists, Protocol for Conducting Radon and Radon Decay Product Measurements in Multifamily Buildings (ANSI-AARST MAMF-2010, Section III (or similar section in the most recent addition).</p> <p>d) <u>Radon Professional</u>³: All testing and mitigation must be performed under the supervision of a Radon Professional that is certified by either the American Association of Radon Scientists and Technologists (AARST) National Radon Proficiency Program (NRPP) or the National Radon Safety Board (NRSB).</p> <p><u>Footnotes 1 through 3 (above)</u>: These sections have been copied or adapted from HUD's Office of Multifamily Development Radon Policy.</p>
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Part 1

Introduction

Chapter 1.1PDM Purpose & Use

Chapter 1.2 Current PDM Version
Updates

Chapter 1.3 Applicability

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PDM Purpose & Use

1.1.01_ What is the PDM?

The Department's Project Development Manual (PDM) defines the Department's requirements and expectations related to the planning, design, rehabilitation and construction of housing and housing related improvements undertaken with funding programs administered by the Department. The PDM is also applicable to projects involving modifications to properties that already exist within the Department's Asset Management Portfolio (AMP). The PDM is distinguished from other Department manuals and guides by its specific focus on the Core-Development¹ activities of planning, design and construction.

1.1.01 Footnotes

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

1.1.02_ Potential Conflicts Between the PDM and Other Department Manuals

Any discovered conflict in guidance or direction given by the PDM and that provided by other Department manuals must be brought to the attention of Department staff. When conflicts are discovered, the Department Architect and/or the Funding Program Manager will determine how the conflict will be resolved. By default, the more restrictive or stringent of the items in conflict will have precedence unless Department staff provides written authorization of a specific alternate approach.

1.1.03_ Why Are OHCS Development Standards and OHCS Involvement Important?

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

- 1) Housing Beyond Code
Beyond the life-safety, health, and accessibility requirements that are mandated by codes and regulations there are livability, sustainability, and durability priorities that are not necessarily addressed by building codes and regulations. These priorities must also be expressed and must be integrated into housing projects if they are to be successful. Along with its stipulation that codes and regulations pertaining to housing be fully complied with, the PDM outlines the Department's current 'beyond code' priorities for development of successful affordable housing.
- 2) The Long View
Because the Department, and by extension the Oregon public, maintain a 60 year or more interest in the health and viability of the property as an affordable housing asset, the Department's Development Standards serve to support and influence project decision making that is based on the best long-term financial and physical performance of the asset.
- 3) A Platform for Consistent and Supportive Engagement
The PDM provides an open and transparent framework and process from which the Department can engage on a predictable and consistent basis with project stakeholders in the support of housing development that meets the collective goals of all stakeholders.
- 4) Legislative Mandate and the Public Interest
As the primary steward of public funds that are deployed via Department administered programs, the Department is required by legislative mandate to establish standards to which

1.1 Introduction

PDM Structure & Use

Department funded projects are to be held. Development Standards given in the PDM have been, and continue to be developed and enhanced to meet or exceed the public's expectations for efficiently produced, qualitative, and durable affordable housing solutions in Oregon.

1.1.04 _An Evolving Work

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

1.1.05 _Structure of the PDM

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

Part 1	Introduction	Consists of four (4) brief Chapters covering Purpose & Use, Recent Changes, Applicability, and a Quick Start Guide.
Part 2	Reserved	---
Part 3	Funding Application Requirements	Consists of three (3) Chapters describing the Core-Development related documents that must be submitted at the time of Application for project funding.
Part 4	Development Process Portal (DPP)	Consists of four (4) Chapters covering the Department's process for maintaining visibility into the project's design and construction phases.
Part 5	Baseline Project Requirements (BPR)s	Consists of two (2) Chapters covering Codes, Laws, and Policies that apply to all projects receiving Department administered program funding.
Part 6	Development Standards Overlay (DSO)	Consists of three (3) Chapters covering Department based Development Standards – Additional to the requirements given in Part 5.
Part 7	Sustainable Development Standards (SDS)	Consists of (1) Chapter Covering Department-Based Sustainability Requirements – Additional to requirements given in Part-5.
Appendix A	General References	Consists of (2) Appendix A sub-sections that cover definitions for terms and acronyms used in this Manual and Department approved methods for determining building and dwelling unit floor areas.
Appendix B	Rehabilitation Supplement	Consists of (3) Appendix B sub-sections that supplement the Department's Rehabilitation DSO.
Appendix C	Forms	Contains the forms that serve to administer certain aspects of the PDM.
Appendix D	Regulatory Compliance Guide	A Department compliance guide intend to be used by Department Administrators and External Regulatory Reviewers

1.1.06 _Applicability of the PDM

Refer to Chapter 1.3.

Current PDM Version Updates

1.2.01_ Overview

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

Version: 2016 . 06 . 01

1.2.02_ Current Update : Introduction

This version of the PDM constitutes a significant update in both format and content to the previous version. For those who are familiar with the previous version, some reorientation with this new version will be required; this Chapter is intended to make that re-orientation easier. Due to the extent of change, this Chapter will not go into detail in describing everything that has changed but will outline only generally what important format and content changes have occurred and where important changes to critical requirements have been added or modified. The user should not assume that if a change is not listed in this Chapter that there has not been a change to the content given in the previous version. Each applicable section of this Manual should be reengaged by repeat users of this Manual.

1.2.03_ Synopsis of Significant PDM Changes/Updates

- 1) The PDM is now divided in to seven (7) 'Parts' each containing one or more related Chapters.
- 2) The Appendix has been expanded.
- 3) Most of the Chapters have been given new yet similar titles and all have new chapter numbers.
- 4) Development Team requirements have been updated and expanded in Chapter 5.2.
- 5) The PDM now has a bonafied "Rehabilitation" component (refer to Chapter 6.2 and to Appendix Section B).
- 6) CNA requirements are now located in Appendix B.1.
- 7) Core-Development Document (CDD)¹ required to be included as part of Funding Applications are now listed and described in Part 3 of the PDM. Department issued NOFAs now direct applicants to part 3 of the PDM for Application instructions and details related to these documents.
- 8) Some changes (deletions and additions) have occurred to the Development Standards for New Construction (previously located in Chapter 5b in the previous Version of the PDM). See Chapter 6.1 for revised New Construction Development Standards.

1.2.03 Footnotes

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

1.2 Introduction

Current PDM Version Updates

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Applicability

1.3.01 Overview

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

1.0.01 Footnotes:

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

1.3.02 Baseline Applicability

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

1.3.03 PDM Applicability Levels

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

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

For projects that may receive new funding from a Department administered program, the PDM Applicability Level is determined by the program funding being sought and is given in Table 1.3-2 located at the end of this Chapter.

1.3 Introduction

Applicability

Important:

Projects Receiving New Funding from a Program Not Listed in Table 1.3-2

OHCS Funding Programs not listed in Table 1.3-2 when associated with either the New Construction of, and/or the Rehabilitation of two (2) or more attached dwelling units has, by default, a **Level 1** PDM Applicability Level requirement (refer to Table 1.3-1 in this Chapter). It is the responsibility of the Applicant and/or the Project Owner to confirm with the applicable OHCS Funding Program Manager if a different level of PDM Applicability has been authorized by the Department.

1.0.05_PDM Applicability to Projects Associated with the Department’s Asset Management Section

By default, all projects undertaken on properties within the Department’s Asset management portfolio have an Applicability Level 2 (refer to Table 1.3-1). This default Applicability Level may be modified by the OHCS Asset Manager who will determine, on a case by case basis, if and how the PDM will be administered with projects that are managed by the Department’s Asset Management Section. Due to the wide variety of project types that are administered through the Department’s Asset Management Section, a customized application of the PDM (different from the pre-defined PDM Applicability Levels given in Table 1.3-1) may be developed to fit the specific needs of a given project.

Important:

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

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

1.0.06_PDM ‘Versions’ and Determining What Version Applies

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

- 1) PDM Version Applicability According to Notice Of Funding Availability (NOFA)
PDM **Versions** are indicated on the cover of the Manual and on each page above the page number (e.g. V: XXXX.XX.XX). The PDM version that applies to a given project is determined by the specific NOFA under which the project has been awarded funding. Refer to the NOFA of interest where the corresponding applicable PDM version is identified for that NOFA. The PDM Version that applies at the time of funding award will apply to the funded project through to the completion of construction even if/when subsequent revised versions of the PDM are published during that period of time.
- 2) PDM Version Applicability for Projects Not Associated with a Notice Of Funding Availability (NOFA).
Projects not associated with a specific NOFA must use the most recent PDM Version that has been published on the Department’s website at the date that an Application for funding assistance is made to the Department or as may otherwise be approved in writing by the Department. The PDM Version that applies at the time of funding award will apply to the funded project through to the completion of construction even if/when subsequent revised versions of the PDM are published during that period of time.

1.3.07 Universal Applicability of PDM Chapter 5.1 : Development Codes & Regulations

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

Table 1.3-1 PDM Applicability Levels	
Applicability Level	PDM Chapter/Section Exceptions (Non-Applicable Chapters & Sections of the PDM) See Important Note 1 at the end of this Table
Level 1	<ul style="list-style-type: none"> No Exceptions
Level 2	<ul style="list-style-type: none"> Chapter 4.1 Chapter 4.2 Chapter 6.0, Section 6.0.13
Level 3	<ul style="list-style-type: none"> All Chapters/Sections listed in Level 2 Chapter 7.1.

Important Notes:

- Table 1.3-1 defines only those parts of the PDM that do not apply (are exceptions) within each Applicability Level. In other words, all Sections of the PDM that are not listed remain applicable.

1.3 Introduction

Applicability

Table 1.3-2 Applicability Level Requirement Based on Funding Program	
Applicability Level	OHCS Funding Program
Level 1	<ul style="list-style-type: none">• <u>HOME Investment Partnership Program</u>• <u>National Housing Trust Fund (HTF)</u>• <u>Any Program Not Specifically Named Elsewhere in this Table</u> <i>(For Programs not named this is a default level of Applicability; Be sure to confirm this Applicability Level Requirement with the OHCS Program Manager)</i>
Level 2	<ul style="list-style-type: none">• <u>9% Low Income Housing Tax Credit (LIHTC)</u>• <u>General Housing Account Program (GHAP)</u>• <u>Housing Development Grant Program (HDGP)</u>• <u>Oregon Affordable Housing Tax Credit (OAHTC)</u>• <u>Low Income Weatherization Program (LIWP)</u>• <u>Projects Administered through the Department's Asset Management Section</u>
Level 3	<ul style="list-style-type: none">• <u>4% Low Income Housing Tax Credit (LIHTC) & Conduit Bonds</u>• <u>Local Innovation & Fast Track (LIFT)</u>

Important Notes:

1. Refer to Table 1.3-1 for PDM Applicability Level definitions.
2. In cases where a project is receiving funding via multiple Programs, the Program with the higher PDM Applicability Level will determine how the PDM is administered with that project.

Quick-Start Guide

1.4.01_Overview

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

Table 1.4 Quick-Start Guide	
Steps	Description
1	Review the currently applicable version of the PDM as soon as possible in the planning/pre-development phase of the project. The currently applicable PDM version is published on the Department's website. The PDM review should be made in the context of the funding that the Project Owner intends to pursue at the time of Application for funding.
2	Understand how the PDM applies to the proposed project (see Chapter 1.3, Applicability). Contact the Department with any Applicability related questions.
3	Once a funding award has been offered by the Department, review any <u>Core-Development</u> ¹ related conditions that may be contained in the Department's Reservation Letter to be sure that there are not any obvious conflicts between the Reservation Letter requirements and the PDM requirements. Notify the Department immediately if conflicts are discovered or for any other needed clarifications.
4	If compliance with all or portions of Part 4 of the PDM, <u>Development Process Portal</u> (DPP), applies to the project, review PDM Part 4 in detail to understand the DPP submittal process. For projects receiving new funding from the Department, required compliance with Part 4 is determined based on the type of funding the project is receiving. See Chapter 1.3 for determining if PDM part 4 applies to a given project.

Table 1.4 continued on next page.

1.4 Introduction

Quick-Start Guide

Table 1.4 Continued:

5	<p>Review Part 5, Baseline Project Requirements (BPR)s . This Part of the PDM applies to all projects receiving funding via Department administered programs. A few of the BPRs may not apply to all projects – these variables, when they exist, are noted in the applicable Sections of Part 5 of the PDM.</p>
6	<p>Review Part 6, Development Standards Overlay (DSO). This Part of the PDM applies to all projects receiving funding via Department administered programs.</p> <p><u>Exception:</u> Per Chapter 1.3, some projects may be exempt from completing and submitting the checklists associated with PDM Part 6. Even when this exemption applies, all projects are still required to meet the Department’s Development Standards as defined in the Departments DSO.</p>
7	<p>Review Part 7, <u>Sustainable Development Standards (SDS)</u>. This Part of the PDM applies to all projects receiving funding via Department administered programs.</p> <p><u>Exception:</u> Per Chapter 1.3, some projects may be exempt from compliance with Part 7.</p>

Important Notes:

1. Refer to Table 1.3-1 in Chapter 1.3 for PDM Applicability Level definitions.

Table 1.4 Footnotes

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

Part 2

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Part 3

Funding Application Requirements

Chapter 3.0	Application Requirements Overview
Chapter 3.1 CDD Checklist
Chapter 3.2 CDD Format & Content Requirements

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Application Requirements Overview

3.0.01 Overview of Part 3 of the PDM

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

3.0.01 Footnotes

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

Important:

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

3.0.02 The CDD Checklist

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

3.0.03 CDD Format and Content Requirements

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

Important:

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

3.0 Funding Application Requirements

Application Requirements Overview

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Funding Application Requirements 3.1

CDD Checklist

CDD Checklist

Core-Development Documents (CDD)s Required at Application

Project Name	Date

Instructions:

1. Before completing this Checklist, review Chapter 3.0 for the purpose and use of this form. The term Core-Development Document (CDD) is defined in Appendix A.1 of this Manual.
2. Enter the Project Name and Date where requested at the top of this form.
3. Assemble the required CDDs as listed in this form; use this checklist to ensure that you are providing all of the necessary CDDs with your Application. Refer to item 9 in these instructions for CDD content and format requirements.
4. All projects must submit the CDDs listed under (G) General Requirements.
5. In addition to documents required under item 4 of these instructions, projects must also submit all CDDs required under either (N) New Construction or (R) Rehabilitation as appropriate for the project type. Projects containing both New-Construction and Rehabilitation must submit CDDs required under all three parts of the CDD Checklist; Parts G, N, and R.
6. To complete this form, place a checkmark in the “√” box associated with each item listed (affirms that the required item has been included in the Application).
7. Include this completed CDD Checklist with the other required CDDs listed in this form to create a neatly organized CDD packet. Use the completed CDD Checklist as the CDD packet coversheet. Incorporate the other CDDs listed in this Checklist into the packet in the same order as they are listed in the CDD Checklist. Do not bind the CDD packet documents together.
8. Incorporate the completed CDD packet into the Application submittal package as instructed by the NOFA Application.
9. **All CDDs listed in this form must follow the specific format and content requirements identified in the following Sections of Chapter 3.2:**

Important:

This Chapter contains only a portion of the Application Submittal Requirements needed to successfully complete the Application process. Other critical requirements are given in the applicable NOFA or other Department issued funding related communications. It is critical that applicants address all application requirements including those that are specified in Department Application materials that exist outside the bounds of Part 3 of the PDM.

Item	√	(G) : General Requirements	Content & Format Requirements
G01	<input type="checkbox"/>	Completed Copy of this CDD Checklist	---
G02	<input type="checkbox"/>	Green Building Worksheet	3.2.02-G02
		<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">NA</div> <input type="checkbox"/> </div> Check the NA box to the left if this project is not receiving any OHCS funding assistance other than LIFT and/or 4% LIHTC (Leave the checkbox in “√” column unchecked).	

CDD Checklist Continued on Next Page

3.1 Funding Application Requirements

CDD Checklist

CDD Checklist Continued

Item	√	(N) : New Construction Requirements	Content & Format Requirements
N00	<input type="checkbox"/>	New Construction Not Applicable Check this box only if New Construction is <u>not</u> part of the subject project and leave boxes N1 through N11 unchecked.	---
N01	<input type="checkbox"/>	Conceptual Site Plan	3.2.02-N01
N02	<input type="checkbox"/>	New Construction Cost Estimate Important: To satisfy this requirement, the cost estimator will require from the Project Owner’s Team design documents with more detail and information in them than what is required by item N01 of this Table.	3.2.02-N02
N03	<input type="checkbox"/>	Unit Size Variance Requests	3.2.02-N03
N04	<input type="checkbox"/>	Visitability Variance Requests	3.2.02-N04

Item	√	(R) : Rehabilitation Requirements	Content & Format Requirements
R00	<input type="checkbox"/>	Rehabilitation Not Applicable Check this box only if Rehabilitation is <u>not</u> part of the subject project and leave boxes R1 through N2 unchecked.	---
R01	<input type="checkbox"/>	Capital Needs Assessment	3.2.02-R01
R02	<input type="checkbox"/>	Rehabilitation Proposed Scope of Work and Construction Cost Estimate	3.2.02-R02

Funding Application Requirements **3.2**

CDD Format & Content Requirements

CDD Format & Content Requirements

3.2.01 Overview

This Chapter provides guidance on format and content requirements for Core-Development Documents (CDD)s¹ when specific format and content expectations for documents are given in Chapter 3.1 of this Manual.

Footnotes:

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

3.2.02 CDD Format and Content Requirements

General Requirements:

3.2.02-G02_ Green Building Worksheet

The Green Building Worksheet is located on the on the Department's website under the specific NOFA of interest. Instructions for completing the worksheet are provided on the worksheet itself.

New Construction Requirements:

3.2.02-N01_Conceptual Site Plan and Building Ground Floor Plan

The following criteria must be met:

1. Format: 11x17 folded to fit in 8-1/2x11 book format.
2. Drawing Scale to be (1"=40' minimum) ; include North Arrow.
3. Show Property Lines
4. Show Land-Use (Zoning) Designation(s) including any applicable special overlay zones.
5. Show Special Environmental Conditions such as Wetland Areas.
6. Include Identification of all known Easements, Encroachments and Adjacent Land Uses.
7. Include Site Contours or, at a minimum, Spot Elevations at the comers of the property and each side of all proposed and existing buildings and showing preliminary grading including drainage away from buildings.
8. Show Site Features such as existing structures to be removed, trees or hedges to be retained and general areas of new plant materials.
9. Show all Buildings with Ground Floor Unit Front Entries indicated.
10. Show all Paved Surfaces and Site Lighting, (if determined).
11. Show any Fencing at Perimeter of Site and between Units and Buildings.
12. Show Mechanical and Electrical Equipment such as Transformers (if determined).
13. Show Refuse Holding Areas.

3.2.02-N02_New Construction Cost Estimate

The New Construction Cost Estimate must meet the following criteria:

1. Cost Estimator Qualifications:

3.2 Funding Application Requirements

CDD Format & Content Requirements

- a) Each key individual participating in the estimating services (estimator) must have at least four (4) years of experience providing commercial and/or multi-family residential construction estimates.
 - b) The estimator must have demonstrable familiarity with the current construction cost environment in the State of Oregon.
 - c) Identity of Interest: The individuals providing Cost Estimating services, and their firms, must not have an identity of interest with the Project Owner, the Owner's property, or any management entity for the property and further must not provide other services (services outside the scope of Cost Estimate service, e.g. architectural design, construction, etc.) on the same project. If any pending litigation or claims exist against any of the involved firms or individuals related to their professional service (either as the primary consultant or as sub-consultant), these must be disclosed in writing to the Project Owner and to OHCS prior to engagement of services.
2. Cost Estimate Format and Content Requirements:
- a) The estimate must have been completed or updated by the cost estimator within 120 days of the funding Application deadline.
 - b) The estimate must follow standard industry practices for level of completeness, detail, and content. CSI Masterformat or Uniformat II structure for the estimate may be used.
 - c) The estimate must contain a statement in the estimate introduction that specifically states that the estimate conforms to the requirements of PDM Chapter 3.2 Section 3.2.02-N02.
 - d) The estimate must include a qualifications section that, at a minimum, includes the following information:
 - i. Description of the estimator's firm including size, primary clientele, and services offered.
 - ii. A brief resume/professional bio that includes all professional licenses/certificates held by key personnel and each individual's number of years of construction cost estimating experience.
 - iii. References: Provide a list of at least three prior construction estimating jobs similar in size and complexity to the project that current services are being requested/provided for. Include the names of the individuals for whom the estimates were conducted, the name of their organization, and a contact phone number for each reference.
 - e) The estimate must contain a statement of the estimate's scope of work which includes a description of the design documents and any other project related documentation that was used to formulate the estimate. Description of the design documents used must include the estimator's assessment of the estimated level of completeness of the documents in terms of percent complete and the date of the subject documents.
 - f) The estimate must indicate what cost data references were used and how costs were derived.
 - g) The estimate must identify any limitations to the estimate's accuracy including any undefined 'knowns' and any cost escalation risks that the estimator may be aware of based on the documentation provided to them and on their experience with similar projects.
 - h) The estimate must include an escalation figure showing projected cost at the projected construction start date. The projected construction cost date must be indicated in the estimate.
 - i) Estimate Contingency: The estimate must include an Estimate Contingency section that, as a whole, describes how well the project has been defined at the time the estimate is made (this is not intended to be a Construction Contingency (set-aside for unforeseen costs once construction commences)). The estimate contingency section must, at a minimum, include the following general components:
 - i. Generally list and/or describe any aspects of the project where there is high probability that a project cost exists but the source or driver of that cost has not yet been defined in the design documents.
 - ii. Provide an Estimate Contingency in the form of a percent figure. This percentage is intended to capture project costs that will occur or are likely to occur based on item [i] above.
 - iii. Provide an assessment of the Cost Estimate's Accuracy in terms of a percentage figure (this is different from the percentage figure provided under item [ii] above. This percentage figure represents how far the final construction cost may vary from the subject cost estimate.

Funding Application Requirements **3.2**

CDD Format & Content Requirements

3.2.02-N03_Unit Size Variance Requests

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

3.2.02-N04_Visitability Variance Requests

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

Rehabilitation Requirements:

3.2.02-R01_Capital Needs Assessment

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

3.2.02-R02_Rehabilitation Proposed Scope of Work and Construction Cost Estimate

The estimate must follow standard industry practices for level of completeness, detail, and content. A method of presenting costs in 'elemental' or functional categories such as that characteristic of the CSI Uniformat II (not to be confused with "Masterformat") method is required. This places descriptive emphasis on the functional or physical scope attributes of the project and less on the physical materials used. The estimate should describe and provide costs for all significant systems and assemblies that make up the full scope of the project. This item is separate from the 'Opinion of Costs' provided in the CNA and must be provided by a licensed construction contractor and/or architect/engineer that is unaffiliated with the individuals and/or the organization that has, or will be providing CNA services on the same project. Individuals preparing the Scope of Work and Cost Estimate must have extensive prior cost estimating experience with projects that are similar in type and size to the subject project.

3.2 Funding Application Requirements

CDD Format & Content Requirements

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Part 4

DPP

Development Process Portal

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

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Overview

4.0.01 Chapter Overview

When a Development Team’s project proposal has been accepted by the Department and when the Department requires compliance with all, or a portion of, Part 4 of the PDM, the Owner’s Development Team becomes obligated to open a “window” or as the Department refers to it; a Development Process Portal (DPP) into the Development Team’s process for executing the design, construction, and completion phases of the project. Part 4 of this manual, the DPP, outlines the document submittal requirements and other communication protocols that define how the Department maintains this “portal” connection to the project, and how it supports the Development Team’s progress in moving the project toward and through Project Completion in accordance with Department and Funding Program requirements.

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

Important:

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

4.0.02 Definitions

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

DPP : Development Process Portal

The Department’s process for engagement with the Owner’s Development Team in achieving mutually beneficial outcomes in the production of quality affordable housing.

CDD : Core-Development Document

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

PDM : Project Development Manual

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

RCL : Reservation and Conditions Letter

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

4.0 DPP Development Process Portal

Overview

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

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

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

4.0.04 Level of Applicability of the Department’s DPP

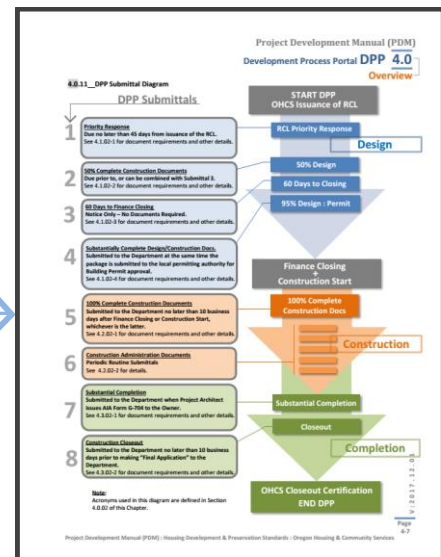
Funding programs may require different levels of applicability of the DPP. Refer to the project’s Reservation & Conditions Letter and Chapter 1.3 of this Manual for funding program and project specific applicability.

4.0.05 Department’s Construction Phase Site Visits

In addition to the project administration tasks and document submittal requirements defined in Part 4 of the PDM, the Department maintains an important level of understanding of the project’s construction management and general construction progress by performing periodic construction phase site visits. The Department’s construction site visit involvement is defined in Chapter 4.2, Section 4.2.04 of this Manual.

4.0.06 DPP Phase/Submittal Diagram

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



4.0.07 Submittal Instructions

When a Development Team is required by the Department to comply with all, or a portion of part 4 of the PDM, required document submittals per Chapters 4.1, 4.2, and/or 4.3 are to be managed by the Owner’s Development Team as follows:

- 1) Electronic Transmittals of Submittal Documents
All required Submittal documents must be electronically uploaded to the Department’s web-based document hub. A link for accessing the project specific folder in the Department’s document hub will be sent to the appropriate members of the Owner’s Development Team early in the project. If a project folder link is not received by the Owner one should be requested by emailing the OHCS Architect at the email address given in section 4.0.10 of this chapter. If needed, other options for document access or transmittal can be arranged.
- 2) Notification to Department that a Submittal has been Uploaded to Department’s Web-Based Document Hub
When documents have been uploaded to the Department’s web based document hub, the OHCS Architect will need to be notified via email that the required Submittal is complete. The date of the email notification to the OHCS Architect establishes the official time of submission of the Submittal irrespective of the dates that the documents were uploaded to the hub.

3) Hard-Copy Document Transmittals

In addition to the electronic document submittal requirements per item 1) of this Sections, 'hard-copy' versions of some CDD's are required. Where hard-copy documents are required, the specific documents, the quantities needed, and any other specifics are given within each of the submittal descriptions defined in Chapters 4.1 through 4.3. Also see Architectural/Engineering Drawing Set requirements in item 4 of this Chapter.

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

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

4) Architectural/Engineering Drawing Set Requirements

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

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

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

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

4.0.08__ Department Review of Submitted CDD's

The Department reviews CDD submittals using the following review protocol:

1) Scope of Department Review:

a) **General:**

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

4.0 DPP Development Process Portal

Overview

- b) **Project Scope and Cost Related CDD's:**
In addition to review per item a) above, documents that describe the proposed Scope and Construction Cost of the project are reviewed for their reasonableness" and "appropriateness" based on past and current similar projects and on industry accepted cost data sources.
 - c) **Drawings & Specifications:**
In addition to review per item a) above, Construction Drawings and Specifications are reviewed for conformance with the BPR's defined in Chapter 5.1 of the PDM and the appropriate Department DSO as defined in Part 6 of the PDM.
- 2) Primary Focus of Department Review
Though CDD's are reviewed for a broad variety of content and format related requirements, the Department's review is focused on the following priorities:
- a) **Project Scope and Cost**
 - b) **Accessibility**
 - c) **Building Envelope: Technical Design**
- 3) Department's Submittal Response Protocol
The Department will promptly acknowledge receipt and will "Accept" CDD submittals that are combined with, or are followed-up with an email to the OHCS Architect indicating that a submittal has been made. Unless significant issues are observed by the reviewer during the review process or the Development Team has questions or issues it wants to discuss with the Department regarding the submittal, there will be no further communication from the Department regarding the submittal and the Department assumes that the project will continue to move forward in accordance with the project schedule.
- 4) Department Does Not "Approve" Submitted CDDs
Unlike City/County building and development code review bodies, the Department does not issue "Permits" or "Approvals" of submitted CDDs as part of its review protocol. The Department will, however, take exception to, and will notify the Development Team when it observes significant deviations from Department development related expectations as defined by the Department's PDM. When such issues or Department concerns are brought to the attention of the Development Team, the Development Team must work expediently with the Department to satisfactorily resolve the issue to avoid jeopardizing Department administered program funding in the project.
- 5) Document Errors and Omissions
The Department does not assume any responsibility for errors and omissions that may go undetected in Development Team prepared documents it reviews. All such errors remain entirely the responsibility of the Development Team. The Development Team is required to preemptively engage with the Department on any project requirements defined in the PDM that may be unclear or may be deemed unsuited for a given project and to obtain from the Department a written record of how the item has been clarified or how the issue has been resolved.

4.0.09__ Quality Controls & Compliance

The Department will exercise project process and design quality related compliance controls as follows:

- 1) Department Maintains the Right to Request Additional Submittals
The Department may request additional document submittals depending on the particular circumstances of a given project and/or as the Department deems necessary or prudent to fulfill its fiduciary responsibility to project stakeholders.

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

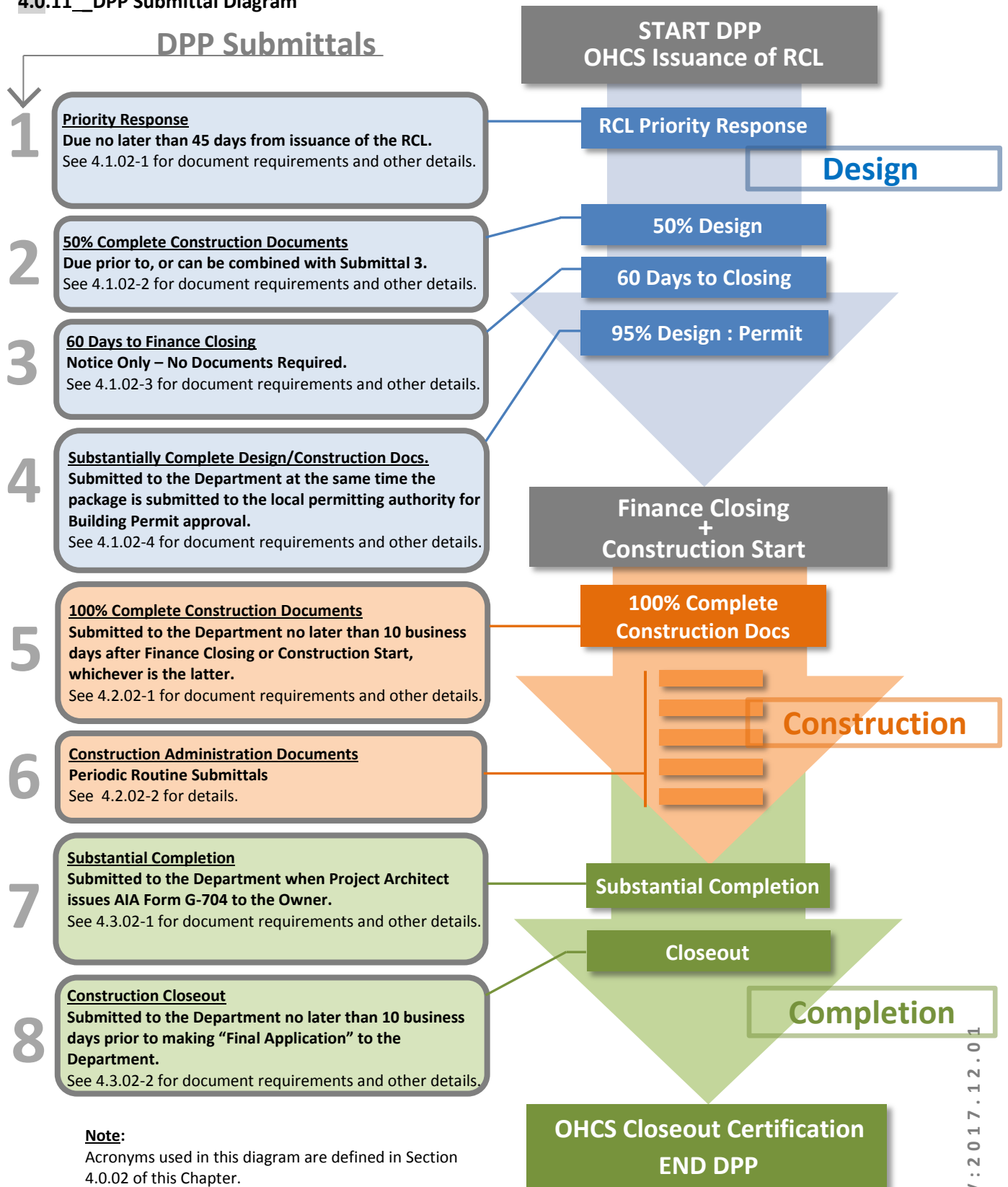
The Department maintains the right to enforce adherence to its Development Standards and processes by placing a “hold” on finance closing and/or on Department controlled funding to the project if the Standards and Processes outlined in the PDM are not conscientiously engaged by the Owner’s Team. Maintaining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

4.0.10__OHCS Architect Contact Information

Kevin Burgee
kevin.burgee@oregon.gov
503-986-6773

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4.0.11__DPP Submittal Diagram



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Design Phase

4.1.01 Chapter Overview

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

4.1.02-1 Submittal-1: Priority Response

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

1) Required Documents

Submit documents listed below:

___ a) **Schematic Design Drawings**

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

Note:

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

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

Important:

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

4.1 DPP Development Process Portal

Design Phase

___c) **Current/Updated Project Schedule**

The Current Project Schedule is not the same as the “Proposed Project Timetable” that was requested by OHCS in the NOFA. The Current Project Schedule should, at a minimum, show the full project timeline

from the time of Application for funding through to Construction Completion and should be submitted in Gant Chart format. In addition to identifying the critical phases and milestones that the Owner’s Team has identified for the project, the Project Schedule must clearly identify the following:

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

Note regarding the SMP:

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

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

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

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

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

2) Submittal Timing

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

4) Transmittal Instructions

All documents listed for this Submittal must be submitted per the instructions given in Chapter 4.0, Section 4.0.07. Additionally, special hard-copy document submission requirements apply to this submittal per item 5 of this Section.

5) Hard Copy Document Submission Requirements

None for this Submittal.

6) Department Response to Submittal-1

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

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

4.1.02-2_Submittal-2: 50% Complete Review

This is an Department Progress Review related submittal.

1) Required Documents

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

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

2) Submittal Timing

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

3) Transmittal Instructions

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

4) Hard Copy Document Submission Requirements

None for this Submittal.

5) Department Response to Submittal-2

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

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

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

1) Required Documents

___ a) **Email Notification**

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

Important Note:

This is the last opportunity to submit Development Standards Variance Requests (See Chapter 6.0, Section 6.0.13 for more information on the timing of Variance Requests).

4.1.02-3 Footnotes:

1. Once the 60 Notice is issued by the Owner, it is critical that the owner keep the OHCS Loan Officer apprised of anticipated changes in the projected Finance Closing date. Once the 60 Day

Notice is received by the Department, preparations for the Submittal-4 review will commence. If Finance Closing occurs too long after the Department has completed the Submittal-4 documents review, a re-review may be necessary which could delay Finance Closing and/or Construction Start and additional Department review fees may be assessed.

- 2) Submittal Timing

60 Days prior to Finance Closing or Construction Start, whichever is the latter.

- 3) Transmittal Instructions

The 60 day notice can be a brief email sent to the OHCS Loan Officer and the OHCS Architect. If the Department has specifically requested other documents as part of this Submittal they must be submitted per the instructions given in Chapter 4.0, Section 4.0.07.

- 4) Hard Copy Document Submission Requirements

(Not Applicable unless specifically requested by the Department)

- 5) Department Response to Submittal-3

The Department will promptly acknowledge receipt of the submittal.

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

Substantially Complete Design – Permit Ready Documents.

- 1) Required Documents

- ___ a) **95+% Complete Drawings**

Fully developed documents of sufficient detail and completeness to receive a Building Permit. Drawings should be complete with all drawing sheets present and should include exterior envelope, material interface, and envelop penetration details.

- ___ b) **95+% Complete Project Manual**

- ___ c) **Completed Development Standards Overlay (DSO) Checklist**

See Part 6 of this Manual.

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

Important:

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

___e) Current/Updated Project Schedule
Showing Major Construction Tasks and Sequencing.

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

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

2) Submittal Timing

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

3) Transmittal Instructions

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

4) Hard Copy Document Submission Requirements

None for this Submittal.

5) Department Response to Submittal-4

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

4.1 DPP Development Process Portal
Design Phase

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Construction Phase

4.2.01 Chapter Overview

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

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

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

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

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

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

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

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

Important:

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

4.2 DPP Development Process Portal

Construction Phase

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

___e) Fully Executed Construction Contract

___f) Current/Updated Project Schedule

___g) Current/Project Scope & Cost Report

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

2) Submittal Timing

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

3) Transmittal Instructions

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

4) Hard Copy Document Submission Requirements

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

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

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

- **OHCS Architect**

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

- **OHCS CA-Consultant¹**

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

4.2.02-1; 4); b) Footnotes:

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

5) Department Response to Submittal-5

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

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

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

1) Required Documents & Communications

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

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

Note Regarding Change Orders:

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

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

2) Submittal Timing

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

3) Important Submittal-6 Transmittal Instructions

- a) **How Department Access to Documents is Achieved:** The method of transmittal of Submittal-6 required documents to the Department will be determined by the OHCS Architect prior to, or at the start of

4.2 DPP Development Process Portal

Construction Phase

construction. Typically, all such transmittals are made via email to the OHCS Architect and the project's OHCS Loan Officer however project specifics may require a different approach such as using the Department's project specific web based document hub or allowing Department access to a document hub established by the Owner's Development Team.

Note Regarding Use of Document Hubs:

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

Important Note Regarding Inclusion of OHCS Loan Officer in Communications:

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

- b) **OHCS CA-Consultant:** The Department may want the OHCS CA-Consultant to be automatically included in some or all Submittal-6 document submissions. How this will be managed for each project will be determined by the OHCS Architect prior to, or early in the construction phase of the project. Typically, the CA-Consultant is included in all Submittal-6 document related emails and is given the same CDD access via a project document hub that has been granted to the Department.
 - c) **Development Team Initiative Required:** The Owner's Development Team must take initiative prior to, or early in the Construction Phase in making contact with the OHCS Architect to establish how Submittal-6 documents will be managed with the Department for their specific project. Further, once the Submittal-6 protocol is established for the project, it is the responsibility of the Owner and their Development Team to automatically include the Department as an interested party in all cases where the documents listed in 4.2.02-2; 1) of this Chapter are submitted to other project stakeholders and/or when important communications pertaining to a project development or issue occurs.
 - d) **Highlighting "Important Issue" Related Information:** Submittal-6 documents or communications that contain information regarding important project developments/issues/concerns must be accompanied by an email sent to the **OHCS Architect** and the project's **OHCS Loan Officer** specifically apprising the Department of the development.
- 4) Department Response to Submittal-6 Document Submissions
Unless specifically called out as an issue needing attention or conspicuously identifying or suggesting that a reply is expected, the Department will typically not formally respond to routine, periodic Submittal-6 document submittals issued from the Owner's Development Team to the Department.

4.2.03_Emergent Issue and Project Change Related Communication

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

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

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

4.2.04_ OHCS Construction Observation

4.2.04-1_ OHCS Construction Site Access and Construction Observation

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

- 1) OHCS Construction Observation Site Visits
At its discretion, the Department may conduct one or more Construction Observation visits to the project site during the construction period to determine if the project is being executed in accordance with funding program requirements and Department's expectations generally. The frequency of site visits and the degree of related Development Team contact is based on a number project characteristics including, but not limited to, project complexity and applicable funding program requirements.
- 2) OHCS Construction Administration Consultant (CA-Consultant)
At its discretion, the Department may engage a CA-Consultant to assist with CDD reviews, with Construction Phase project site visits to observe the construction work, and provide project progress reporting to the Department. The CA Consultant may be asked by the Department to have direct communications with the Owner's Team during the construction period. The project specific communication protocols to be used between the Department, Owner's Team, and the CA Consultant will be established prior to, or early in the Construction Phase.
- 3) Responding to Department Requests
Based on observations made during site visits by Department personnel or a Department engaged CA-Consultant, the Department may suggest or require clarifications or revisions to the construction documents. The Project Owner and their Project Team are obligated by their acceptance of funding from one or more Department administered Programs to energetically engage with the Department in reaching satisfactory resolution to any issues or concerns that may be expressed by the Department. Failure to reach satisfactory resolution of Department identified issues or concerns may lead to project schedule delays, and may jeopardize project funding from the Department.

4.2 DPP Development Process Portal
Construction Phase

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Completion Phase

4.3.01 Chapter Overview

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

4.3.02-1 Submittal-7: Substantial Completion Documents

1) Required Documents

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

2) Submittal Timing

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

3) Transmittal Instructions

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

4) Hard Copy Document Submission Requirements

None for this Submittal.

5) Department Response to Submittal-7

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

4.3.02-2 Submittal-8: Construction Closeout Documents

1) Required Documents

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

Important:

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

4.3 DPP Development Process Portal

Completion Phase

- 2) Submittal Timing
The satisfactory completion of this Submittal is essential for closing the project and for Department release of all remaining project funds. Though the precise timing for submission of Submittal-8 is not critical to the Department it is suggested that it be made as soon as reasonably possible to avoid delays in final release of funds or other potential program related complications.
- 3) Transmittal Instructions
All documents listed for this Submittal must be submitted electronically per the instructions given under Chapter 4.0, Section 4.0.07. Additionally, special hard-copy document submission requirements apply to this submittal per item 4 below.
- 4) Hard Copy Document Submission Requirements
Refer to instructions on Form A-CR in Appendix C of this Manual for any documents that may be required in 'hard-copy' format. Refer to Chapter 4.0, Section 4.0.07 for hard-copy transmittal instructions.
- 5) Department Response to Submittal-8
The Department will promptly acknowledge receipt of the submittal. Once all of the Submittal-8 requirements have been completed to the Department's satisfaction, the OHCS Architect will issue a Construction Closeout Certification, Form A-CC (Intra-Department use only) to the OHCS Loan Officer in charge of the project. The issuance of Form A-CC identifies that the Department's Project Development requirements as defined by the Department's PDM have been satisfied by the Project Owner's Development Team.

Important:

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

Part 5

BPRs

Baseline Project Requirements

Chapter 5.1 |Development Codes & Regulations

Chapter 5.2 |Development Team Requirements

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Development Codes and Regulations

5.1.01 Chapter Overview

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

Exceptions:

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

Development Code and Regulation BPRs are generally categorized as follows and are further defined in Sections 5.1.03-1 through 5.1.03-5 and 5.1.04 of this Chapter:

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

5.1.02 [Reserved]

5.1.03-1 State and Local Jurisdiction Development Codes & Regulations

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

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

5.1.03-2 OHCS Visitability

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

5.1 BPR(s) Baseline Project Requirements

Development Codes & Regulations

Important

Project Stakeholders, local development code jurisdictions, and/or other project funders may have Visitability requirements separate from those administered by OHCS.

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

Applicability (813-310-0010) - Excerpt

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

- b) Also see **813-310-0020, (17), (b)** for exceptions additional to those mentioned in the Applicability excerpt in a) above and pertaining to projects funded with OHCS Bond Financing.
- c) Visitability Related Variance Requests
Requests for a Variance or “Exemption” from Visitability requirements per ORS 456.513 must be made per the Variance Request protocol given in Chapter 6.0, Section 6.0.16 of this Manual.

Important

Important timing requirements for Visitability Variance Requests apply and are defined in Chapter 6.0, Section 6.0.16 of this Manual.

Visitability Variance requests may be submitted using the Visitability Exemption Request Form located on the Department website or the Variance Request Form **A-VR** located in Appendix-C of this Manual.

5.1.03-3 Federal Regulations Pertaining to Accessibility

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

- a) Federal Accessibility Regulations Pertaining to All Projects Regardless of how they are Funded:
- 1) Titles II and III of the Americans with Disabilities Act (ADA); Implemented by 28 CFR¹ parts 35 and 36. As applicable.

Project Development Manual (PDM)
Baseline Project Requirements **BPR(s) 5.1**
Development Codes & Regulations

Ref²: (The Americans with Disabilities Act, Titles II and III, may apply to housing. Title II applies to the activities of state and local governments, including housing. Title III applies to places of public accommodation, such as rental and sales offices.)

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

Ref²: (Prohibits discriminatory housing practices based on disability and family status. The Fair Housing Act also prohibits discrimination in the sale, rental, and financing of dwellings based on race, color, religion, sex and national origin. The Fair Housing Act establishes seven design and construction requirements for all covered multifamily dwellings consisting of four or more units designed and constructed for first occupancy on or after March 13, 1991. The sections of the regulations that address design and construction issues are 24 Code of Federal Regulations (CFR) 100.205 and some definitions are found in 24 CFR 100.201. Other portions of the regulations that deal with disability issues are in 24 CFR 100.201-.203.)²

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

- 1) Section 504 of the Rehabilitation Act of 1973; Implemented by 24 CFR¹ part 8. As applicable.

Ref²: (Section 504 of the Rehabilitation Act bars recipients of federal funds from discriminating on the basis of disability. Section 504, is enforced by HUD. For recipients of funding from HUD, the law requires that in new construction and substantial alterations at least 5% of the housing units are accessible to people with mobility impairments and at least 2% of the housing units are accessible to people with vision or hearing impairments. In addition, Section 504 requires recipients to make reasonable accommodations, including structural changes, so that people with disabilities can use and enjoy housing. Section 504 covers all of the programs and activities of a recipient of federal financial assistance, and has additional requirements beyond those described here.)

- 2) Uniform Federal Accessibility Standards (UFAS).

Ref²: (Architectural Barriers Act of 1968; The Architectural Barriers Act is a general accessibility law that requires buildings owned, leased, or operated by the federal government, and those financed by a grant or loan from the federal government, to be accessible. The accessibility standards used under the Architectural Barriers Act is UFAS.)

Important

Though the UFAS and Chapter 11 of the OSSC³ contain many overlapping or identical Accessibility related provisions there are some critical differences in the two Standards. The Project Owner's Architect is expected to be familiar with the differences between the two Standards and their applicability to the subject project.

Note:

As of the date of this Manual's publishing additional Information regarding federal accessibility laws was, and may still be obtainable, at the following HUD based web address:

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

5.1 BPR(s) Baseline Project Requirements

Development Codes & Regulations

5.1.03-3 Footnotes:

- 1) CFR : Code of Federal Regulations
- 2) Information in parentheses is referenced from the Fair Housing Accessibility First web site:
<http://www.fairhousingfirst.org/resources/laws.html>
- 3) OSSC : Oregon Structural Specialty Code

5.1.03-4_Natural Hazards Mitigation : General

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

5.1.03-5_Natural Hazards Mitigation : Federal Regulations (HUD)

(Reserved)

5.1.04__Construction Permits

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

5.1.05__Project Development Requirements Imposed by Other Project Stakeholders

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

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

5.1.06__Reconciling Potential BPR Conflicts

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

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

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

5.1.08 ___ Related Requirements

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

5.1.08-1 ___ OHCS Development Standards Overlay (DSO)

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

5.1.08-2 ___ NEPA Review

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

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

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

5.1 BPR(s) Baseline Project Requirements

Development Codes & Regulations

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Development Team Requirements

5.2.01 Chapter Overview

Chapter 5.2 defines the Department's requirements pertaining to certain critical Development Team members. Development Team members that either perform services or fulfill one of the roles listed below have requirements established by this Chapter.

- Project Owner
- Prime Architectural Services
- Prime Construction Contractor Services

5.2.02 Definition of 'Development Team'

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

5.2.03 Applicability

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

5.2.04 Other Development Team Related Requirements

The requirements given in this Chapter are supplemental to other Department issued guidance documents that often contain Development Team Requirements. The Project Owner must carefully review all pertinent Department and funding program guidance materials related to their project to ensure that all requirements are addressed. The Department's NOFA and Reservation Letter associated with a particular project are examples of two documents that often contain Development Team Requirements. If a requirement of this Chapter is found to be in conflict with a requirement from a different Department source, then the requirement that most benefits the interests of the Department will have precedence.

5.2.05 Project Owner Requirements

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

- 1) **General**
 - a) Read and understand all of the Project Team requirements given under this Chapter.
 - b) Confirm that potential team members meet the professional qualification requirements of this Chapter before engaging them on any OHCS funded project and confirm that they have the capacity to provide all contract and insurance requirements defined by this Chapter.
- 2) **Owner-General Contractor Contract Requirements**
 - a) See 5.02.07; 4) of this Chapter.
- 3) **Owner Carried Insurance Requirements (During the Term of the Construction Contract)**
 - a) Comprehensive General Liability

5.2 BPR(s) Baseline Project Requirements

Development Team Requirements

- i. Must include Operations, Contingent Liability, Operations and Sub-Contractors, Completed Operations, and Contractual Liability.
 - ii. Must include limits against bodily injury and property damage of not less than \$1,000,000 per occurrence and \$3,000,000 in aggregate. An umbrella excess liability policy may be used to meet such requirements;
 - iii. Must name Oregon Housing & Community Services as an Additional Insured;
 - iv. Insurer will provide OHCS with 30 days prior written notice in the event of cancellation, non-renewal or material change;
 - v. Insurer must be authorized to transact business in the State of Oregon and must have a Best's rating of A- or better.
- b) "All Risk" Builder's Risk Insurance
(Either the GC or the Project Owner must provide this coverage during the Construction Phase of the project.)
- i. Must be In an amount not less than the amount of the Construction Contract or 100% of the insurable replacement value of such building(s) or improvements (whichever is greater);
 - ii. Loss Payee clause naming Oregon Housing & Community Services as Loss Payee;
 - iii. Replacement Cost Valuation Basis;
 - iv. Must include an Agreed Value Clause (or no co-insurance);
 - v. Must include Flood Insurance (when the subject site exists in a FEMA Map A Zone) in an amount equal to the lesser of the current amount of the OHCS administered funding in the project or the maximum limit of coverage allowed by FEMA.
 - vi. Insurer will provide Oregon Housing & Community Services with 30 days prior written notice in the event of cancellation, non-renewal or material change;
 - vii. Insurer must be authorized to transact business in the State of Oregon and must have a Best's rating of A- or better.

5.2.06 Prime Architectural Services

The following Department requirements must be met:

1) Licensed Design Professional (Architect) Required

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

Exception:

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

2) Experience

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

3) Contract & Scope of Work Requirements

At a minimum the following contract elements are required:

- a) The contract must be developed using standard AIA contract forms.
- b) The scope of the Architect's services must be clearly delineated.
- c) The contract fee must be for a fixed amount.
- d) When the project requires Civil, Structural, Mechanical, Electrical and/or Plumbing design, the architect's scope must include the coordination of these disciplines under the Architect's lead. All such design work must be performed by Oregon licensed engineer sub-consultants to the Architect.
- e) Except for small projects of very limited scope, the Architect's scope of services must incorporate standard Construction Phase support including, but not limited to, periodic Construction Observation site visits and associated architect prepared Construction Observation reports.

4) Insurance Requirements

The Department does not currently have minimum insurance requirements for Architectural services. The Project Owner should seek advice from their insurer and legal counsel to ensure adequate insurance is stipulated in the Owner-Architect contract.

5.2.07 Prime Construction Contractor Services (General Contractor)

The following Department requirements must be met:

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

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

2) Current/Prior Litigation

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

3) SAM Suspension or Debarment

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

4) Experience

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

5) Owner-General Contractor Contract Requirements

At a minimum the following contract elements are required:

5.2 BPR(s) Baseline Project Requirements

Development Team Requirements

- a) The Owner–GC contract must be developed using standard AIA contract forms.
 - b) The contract must incorporate by reference the most current addition of form AIA A201, General Conditions of the Contract for Construction. Any modifications or additions to AIA A201 must be delineated in a Supplementary Conditions section of the contract.
 - c) The Owner-GC contract amount must be for a stipulated sum (fixed price).
- 6) **Contractor’s Surety**
OHCS does not currently have a Contractor’s Surety requirement. The Project Owner should seek advice on the advisability of requiring a Contractor’s Surety.
- 7) **Insurance Requirements**
The following insurance requirements must be met:
- a) “All Risk” Builder’s Risk Insurance
(Either the GC or the Project Owner must provide this coverage during the Construction Phase of the project. See 5.2.05; b), for requirements.
 - b) Comprehensive General Liability
(Including operations, contingent liability, operations of subcontractors, completed operations and contractual liability insurance).
 - i. Must include limits against bodily injury and property damage of not less than \$1,000,000 per occurrence and \$3,000,000 in aggregate. An umbrella excess liability policy may be used to meet such requirements;
 - ii. Must name Oregon Housing & Community Services as an Additional Insured;
 - iii. Insurer will provide OHCS with 30 days prior written notice in the event of cancellation, non-renewal or material change;
 - iv. Insurer must be authorized to transact business in the State of Oregon and must have a Best’s rating of A- or better.
- 8) **Other Requirements**
It is critical that the Department issued Reservation and Conditions Letter be reviewed for additional requirements such as (but necessarily limited to); contractor eligibility on federally funded projects, Davis Bacon/BOLI, and potential other Owner/GC contract related requirements.

Part 6

DSO

Development Standards Overlay

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

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DSO : Introduction & Instructions

6.0.01__Chapter Overview

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

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

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

6.0.02__Project and Development Team Conformance with DSOs Required

All projects receiving subsidy assistance from OHCS administered funding programs must comply with the appropriate DSO based on the type of project e.g. New Construction, Rehabilitation, or a combination of both types. Unless exempted from all or portions of the requirements defined in this chapter per Section 6.0.03 of this Chapter, the Owner's Project Development Team must incorporate the design elements and principles required by the applicable DSO into the Project.

6.0.03__Exemption from Some Requirements of PDM Part 6

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

- 1) Refer to Chapter 1.3 for the required level of PDM compliance (PDM Applicability) based on the type of OHCS funding awarded to a project.
- 2) Refer to the Project's Reservation and Conditions Letter (RCL) for any project specific exemptions that may be listed.
- 3) Potential exemptions/variances granted by the Department under Section 6.0.06 of this Chapter.

6.0.04__Completing the DSO Checklist for Multi-Site Projects

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

6.0.05__Some DSO Items May Not Apply to All Projects

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

6.0.06__Applicability of OHCS's DSO According to Targeted Special Needs Populations

In addition to PDM applicability exceptions that may apply per Section 6.0.03, 1), and 2) of this Chapter, projects that are intended to serve certain special needs populations may be granted an exception from having to comply with OHCS's DSO requirements. Many such special needs focused projects require housing design approaches that

6.0 DSO Development Standards Overlay

Introduction & Instructions

are uniquely suited to the target population and therefore may render significant portions of OHCS's DSO inapplicable. If the Owner's Development Team believes that this is the case for a specific project, a Variance Request requesting to be relieved from having to comply with certain sections of the Department's DSO may be submitted to OHCS for Department review (See Section 6.0.15 of this Chapter for more information regarding Variance Requests). Variance Requests based on Special Needs Populations may request that the project be exempted from OHCS's DSO in its entirety, however, such blanket requests should be carefully considered to ensure that the requested exceptions are genuinely appropriate for the project.

6.0.07__ Structure and Required Use of Chapters 6.1 and 6.2 : OHCS DSO Checklists

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

6.0.08__ Other OHCS Project Requirements

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

- PDM Part 7 : Sustainable Development Standards

6.0.09__ Precedence of PDM Chapter 5.1 (BPR)s Over PDM Part 6 (DSO)s.

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

6.0.10__ Projects Involving Both New Construction and Rehabilitation

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

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

6.0.11__ Development Standard Classifications or "Class"

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

Development Guideline "G"

Development principles or elements defined as a "Guideline" are deemed by the Department to be default best practice approaches. The Department understands that design is a complex process and that certain default Guidelines may not always be compatible with the best overall design opportunity given the unique set of project characteristics that may exist. Though Guidelines are to be regarded first as "Requirements", the Department allows flexibility for the Project Team to adapt Guidelines as they deem prudent to better meet higher level design goals for the project. It should be stressed that the Department allows for this flexibility as long as it is clear from the alternate approach taken that deviation from a specific Guideline better allows the overall design to meet the Department's priorities and goals for Affordable Housing Development. The Owner's Project Team is responsible

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Development Standards Overlay **DSO 6.0**

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for ensuring that deviation from an OHCS Design Guideline will not jeopardize the project's conformity with requirements that may be established by project stakeholders other than OHCS. Development Guidelines are indicated with a letter "G" in the "Class" column of the DSO Checklist.

Development Expectation "E"

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

Development Requirement "R"

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

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

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

Value Added Upgrade "VAU"

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

6.0.12 All OHCS Funded Projects Must Conform to the DSO

Even when a project is exempt from filling out and submitting the DSO Checklist (*instructions for completing and submitting the DSO Checklist are given in Section 6.0.13*) as may be permissible per Chapter 1.3, all projects must still comply with all items (as applicable to the project) listed in the appropriate DSO Checklist. Additionally, Variance Requests, when needed, must still be submitted to, and approved by OHCS for all deviations from the OHCS DSO even when filling out and submitting the DSO Checklist is not required.

6.0.13 Instructions for Completing and Submitting the DSO Checklist

Complete and Submit DSO checklists to the Department as follows:

Important

Certain OHCS funding programs are exempt from the requirements of 6.0.13. See Section 6.0.11 of this Chapter. Also see Chapter 1.3 for PDM Applicability Levels and associated exemptions.

1) Checking-Off the DSO Checklist

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

6.0 DSO Development Standards Overlay

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Important

If a Development Standard listed in the DSO Checklist cannot be addressed as expected or if the project design proposes a substantial deviation from the Standard, the checklist box must be left empty and a request for a variance (Variance Request) from the subject Standard or item must be submitted to the Department. See Section 6.0.16 of this Chapter for more information on submitting Variance Requests and associated important timing considerations.

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

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

3) Signing and Submitting the DSO Checklist

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

6.0.14__ OHCS Guidance References

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

6.0.15 __ OHCS Maintains Right to Keep "Guideline" as "Requirement".

Should the Owner's Project Team decide to deviate substantially from a Development Guideline given in Chapter 6.1 or 6.2, and the Department and the Owner's Project Team disagree on whether that deviation better meets the Department's overarching project goals, the Department's position on this issue shall prevail and the project design will, to the Department's satisfaction, be made to substantially address the subject Guideline in the Construction Documents.

6.0.16 __ DSO Related Variance Requests (VR)s

Where the Project Owner's Team feels that the project is improved by deviating from an OHCS Development Standard or if the Standard cannot be met, the Owner's Team may submit a Variance Request using form **A-VR** provided in Appendix-C of this Manual. The Variance Request requires a justification and, if applicable, a description of how the proposed alternate approach is equal to, or is an improvement to the OHCS Development Standard.

Other important aspects of DSO Variance Requests are as follows:

1) Timing of DSO Variance Requests (VRs)

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

a) **Earliest Point In Time to Submit DSO Related VRs:**

Due to the complete nature of the NOFA and Funding Award process, Variance Requests should **not** be submitted to the Department until after a funding Reservation and Conditions Letter (RCL) has

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been issued by OHCS (See exception to this provision below). Once an RCL has been received by the Project Owner, Variance Requests should be made as early as possible so that adequate time is available for Department review, and, if applicable, for adjusting the project design based on the Department's decision.

Exception:

Variance Requests pertaining to "Visitability" must be submitted at the time of Application in response to a NOFA. See PDM Part 3 for Funding Application Requirements.

b) Last Opportunity to Submit DSO Related VRs:

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

2) Variance Requests related to "Guidelines"

(Items classified with a letter "G" in the DSO Checklist are left to Project Architect's Discretion)

Because Design Guidelines (not to be confused with Design Expectations or Requirements) are typically more general and subjective in nature, the Department does not require a Variance Request when the project design deviates from a Guideline. However, when a substantive deviation from a Guideline is proposed by the Owner's Team a Variance Request is still requested as a courtesy to the Department. The Department allows the Project Architect to use their own discretion in determining what constitutes a "substantive deviation from a Guideline" and where a Variance Request will be issued to the Department. In contrast, any proposed deviation from Design Expectations or Requirements necessitates issuance of a Variance Request to the Department.

3) Department's Response to Variance Requests

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

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New Construction

DSO Checklist

Project Name	Date
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Note: Refer to Chapter 6.0 for Introduction and Instructions related to this Checklist.

N01__ Housing Design : General

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

N02__ Development & Construction Codes/Regulations

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

6.1 DSO Development Standards Overlay

New Construction

N03 Accessibility

No.	Class	✓	CD Ref.	Item	OHCS Guidance Ref.
N03.01	R	<input type="checkbox"/>		<p>Code/Regulation Reminder The required number and types of Accessible, Type A, and Type B dwelling units including all related design characteristics have been incorporated into the project design as governed by <u>Chapter 11 of the OSSC</u> (and ICC A117.1, Chapter 10 as referenced therein).</p>	
N03.02	R	<input type="checkbox"/>		<p>Code/Regulation Reminder The project design has incorporated the accessibility related requirements of the <u>Fair Housing Act</u> as amended.</p>	
N03.03	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Code/Regulation Reminder The project design incorporates the accessibility related requirements of <u>Section 504 of the Rehabilitation Act of 1973</u>. Applies only to projects subsidized with Federal funding.</p> <p>----- <i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	
N03.04	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Code/Regulation Reminder The project has been designed using the <u>Uniform Federal Accessibility Standards (UFAS)</u>. Applies only to projects subsidized with Federal funding.</p> <p>----- <i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	
N03.05	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Code/Regulation Reminder <u>Visitability</u> requirements, as applicable, have been incorporated into the project design.</p> <p>----- <i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	
N03.06	G	<input type="checkbox"/>		<p>In addition to Accessibility related code and regulation requirements that may apply, Braille has been incorporated into all signage on the site where it could improve wayfinding capabilities for sight impaired persons.</p>	
N03.07	E	<input type="checkbox"/>		<p>Fully accessible dwelling units have been specified to have automatic closing devices i.e. closers, spring hinges, etc. on exterior doors.</p>	
N03.08	R	<input type="checkbox"/>		<p>The code summary sheet of the construction drawing set contains an area where the Accessibility/Visitability related codes and regulations listed in Section N.03 of this Checklist are listed (e.g. item numbers N03.01 through N03.05 from this</p>	

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			section). The Accessibility related section of the drawing sheet must state after each Accessibility law/regulation listed that the item “applies” or is “not applicable” to the subject project.	
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N04__ Natural Hazards Mitigation

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

R05__ Environmental Hazards

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

6.1 DSO Development Standards Overlay

New Construction

N06__ Sustainability / Energy Conservation

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N06.01	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>The project design has adopted and complies with an OHCS approved Sustainability Path as required by Chapters 1.3 (Applicability) and 7.1 (Sustainable Development Standards) of this Manual.</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	

N07__ Stormwater Management

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N07.01	R	<input type="checkbox"/>		A Stormwater Management Site Plan has been included as part of the Construction Drawing set.	
N07.02	G	<input type="checkbox"/>		To the greatest extent practical, the stormwater management strategy for the project manages all stormwater on the project site and avoids discharge to the municipal stormwater system.	

N08__ Site : General

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N08.01	G	<input type="checkbox"/>		As much as possible site design elements, especially building placement and massing, have been used to create and support outdoor common areas.	
N08.02	G	<input type="checkbox"/>		As much as possible, buildings are oriented so that unit front entries are visible from the street and/or the parking area used by visitors and emergency vehicles.	
N08.03	G	<input type="checkbox"/>		Walkway locations are planned so that they do not pass through other residents' outdoor space or within ten (10) feet of ground floor dwelling unit windows.	
N08.04	R	<input type="checkbox"/>		<p>Code/Regulation Reminder:</p> <p>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%.</p>	
N08.05	VAU	<input type="checkbox"/>		50% or greater permeability paving materials have been used in newly paved areas and where old paving has been replaced	

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				with new paving.	
N08.06	G	<input type="checkbox"/>		The site design keeps the use of site steps and stairs to a minimum. Topography has been used to the greatest extent practical to gain level entry at different areas of the site and at building entrances.	
N08.07	E	<input type="checkbox"/>		Accessible walkways adjacent to vehicle parking areas are designed and indicated in the drawings to allow for a 2 foot vehicle overhang and still maintain a 4 foot clear path of travel. Wheel stops to prevent vehicles from encroaching into walkways is one acceptable method, among others.	
N08.08	E	<input type="checkbox"/>		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. 3) Connection to a water supply and a hose bib has been specified at the collection area.	
N08.09	E	<input type="checkbox"/>		Site lighting is provided to enhance the safety and security of residents and physical property. As much as possible, lighting is conscientiously designed to avoid unwanted impacts on unit interiors.	
N08.10	G	<input type="checkbox"/>		As much as possible, privacy screening is deployed between private outdoor areas.	
N08.11	G	<input type="checkbox"/>		As much as possible, fencing or vegetative screening is used to buffer or soften the transitions between incongruent uses on adjacent sites, between common and private use areas and to mitigate the visual impacts of vehicles and parking areas.	
N08.12	G	<input type="checkbox"/>		Unit entryways are designed such that residents are not required to pass over or through the entryway of another resident to gain entry to their own unit.	
N08.13	G	<input type="checkbox"/>		Visual privacy between units and from unit interiors and common exterior walkways and spaces is supported to the greatest extent possible.	
N08.14	R	<input type="checkbox"/>		The landscape design is in keeping with the project site's native biome and is designed such that irrigation and maintenance are minimized to the greatest extent practical.	
N08.15	E	<input type="checkbox"/>		Plant materials are kept clear of the building envelope. Plant species located near the building(s) have been placed and specified to have little to zero negative impact on the building envelope as the plants mature.	
N08.16	E	<input type="checkbox"/>		All disturbed areas of the site are shown in the plans to receive some form of landscape stabilization – no areas of the site/landscape plan are left undefined.	
N08.17	R	<input type="checkbox"/>		A minimum of 50% of all new vegetation is specified to be "native" with respect to the project site's region or locality. No species considered to be invasive have been specified.	

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N09 Exterior Elements

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

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N10 Building Envelope

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N10.01	G	<input type="checkbox"/>		Roof Geometry: Simple, unobstructed planes are maintained to the greatest degree possible. Arbitrary accents such as false dormers are minimized or avoided. Roof pitches maintain a minimum 4:12 slope unless higher level design priorities dictate otherwise. More steeply pitched roofs are encouraged to lengthen the service life of the roof covering and to minimize the potential for water intrusion.	
N10.02	E	<input type="checkbox"/>		Roof Covering: A durable low maintenance system with a minimum 25-30 year Estimated Useful Life has been specified. For proposed systems where a 25-30 year EUL is not available or reasonable a Variance Request must be issued to the Department.	
N10.03	E	<input type="checkbox"/>		Roof Overhangs/ Eaves: Have been designed as applicable and practical to protect the building envelope from exposure to sun and rain.	
N10.04	E	<input type="checkbox"/>		Roof Drainage: When external downspouts are deployed they are shown/specified to be piped away from the building perimeter to an approved stormwater pretreatment/retention area or other approved stormwater management system.	
N10.05	G	<input type="checkbox"/>		Roof/Attic Venting: (Where Applicable) Has been designed to exceed code minimums where possible and where practical.	
N10.06	R	<input type="checkbox"/>		<p>Exterior Walls / Rainscreen: One of the following approaches has been taken in the design:</p> <p>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.</p> <p>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.</p> <p>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.</p>	
N10.07	G	<input type="checkbox"/>		Exterior Traffic Areas Built Over Interior Space or Over Concealed Floor/Ceiling Cavities: The project design does not include such spaces or if such spaces are proposed a Variance	

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				Request has been approved by the Department. Due to the construction complexity associated with these areas the department may require the participation of an envelope consultant as a condition of approving a Variance Request.
N10.08	E	<input type="checkbox"/>		Exterior Wall Cladding: The design employs a proven, highly durable, low maintenance cladding system.
N10.09	E	<input type="checkbox"/>		Exterior Cladding Design: The design demonstrates an emphasis on durability and low maintenance. Building geometries have been kept simple, unnecessary surface complexities are avoided, material interfaces have been designed such that the dependence of the system on caulk/sealants is minimized.
N10.10	R	<input type="checkbox"/>		Cement Stucco and Synthetic Stucco (EIFS): These cladding systems <u>have not</u> been employed in the design. These systems are not currently approved by OHCS.
N10.11	E	<input type="checkbox"/>		Envelope Response to Building Orientation: To the maximum degree possible, the Architect has considered and accounted for the effects of sun (south and west orientations) and prevailing storm driven rain exposure on the building skin; its geometry, material, and detailing.
N10.12	E	<input type="checkbox"/>		Exterior Doors and Windows: These elements have been specified based on proven performance and durability.
N10.13	R	<input type="checkbox"/>		Exterior Door and Window Material: Un-clad wood exterior doors and windows <u>have not</u> been specified.
N10.14	R	<input type="checkbox"/>		Exterior Door and Window Installation: Detailed installation guidance has been provided in the Construction Documents that clearly specifies the installation procedures for these elements and their integration with related exterior envelope components.
N10.15	R	<input type="checkbox"/>		Window Testing: The project specifications require and include an industry standard protocol for window testing during construction.
N10.16	R	<input type="checkbox"/>		Exterior Envelope “Mock-Up”: The project specifications require and include an industry standard protocol for a building envelope “mock-up” during construction including but not necessarily limited to window, siding, and other prominent envelope related installation details and methods. Specification requires Contractor to coordinate timing of construction of the Mock-Up with the Project Architect, the OHCS Architect, and the OHCS CA Consultant as applicable.
N10.17	R	<input type="checkbox"/>		Building Envelope Details: The drawings include a complete set of building envelope details showing how all surface transitions, material and geometric interfaces, penetrations, and physical connections are to be made.
N10.18	R	<input type="checkbox"/>		Other Building Envelope Details: The construction documents provide specific drawing detail guidance to the contractor showing each type of penetration, material and geometric interface, and other envelope features. Details show how the weather barrier, flashing, and cladding system maintain a weather tight interface at all conditions. Details are developed such that the need for caulk/sealants is minimized or

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				eliminated.	
N10.19	R	<input type="checkbox"/>		Trim and Other Accents: Have been efficiently utilized and tightly integrated in to the envelope design such that caulks and sealants can be kept to a minimum. Durable, stable, decay resistant materials have been specified.	
N10.20	R	<input type="checkbox"/>		Flashings at Transitions: 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	E	<input type="checkbox"/>		Grade to Cladding Separation: Building cladding is held up away from grade at least 8 inches unless durably and aesthetically designed for less separation.	
N10.22	E	<input type="checkbox"/>		Grade at Building Perimeter: 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.	

N11 Dwelling Units : General

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N11.01	E	<input type="checkbox"/>		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.	
N11.02	E	<input type="checkbox"/>		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.	
N11.03	R	<input type="checkbox"/>		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.	
N11.04	G	<input type="checkbox"/>		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.	
N11.05	G	<input type="checkbox"/>		The design maximizes the flexibility and openness of the spaces to the greatest extent possible by balancing the use of	

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				walls with maximizing visual continuity across the unit and to windows.	
N11.06	E	<input type="checkbox"/>		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.	
N11.07	R	<input type="checkbox"/>		All bedrooms have been sensitively configured with respect to their space, window and door locations, and heat source locations such that they are capable of being furnished with two twin beds.	
N11.08	E	<input type="checkbox"/>		Eight foot (nominal) or greater ceiling heights have been provided. 7'-6" ceiling heights (minimum) are permissible where necessitated by more dominant design goals. Soffited areas can be a minimum of 7'-0" AFF where the affected area does not exceed 20% of a room's total area.	

N12 Interior Environment

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
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Continued on next page.

N13 Dwelling Unit Size & Room Size Standards

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N13.01	R	<input type="checkbox"/>		Dwelling Unit Sizes associated with the proposed design comply with Table N13.01 or the project has requested and received an approved Variance Request from the Department.	

Table N13.01 Dwelling Unit Size Standards			
Unit Type	Min. Unit Floor Area (Sq. Ft.)	Max. Unit Floor Area (Sq. Ft.)	
		Units other than Townhouses & Accessible Units	Townhouses and Accessible Units
SRO	175	---	---
Studio	350	---	---
1 Bedroom	600	690	740
2 Bedroom	800	925	950
3 Bedroom	1,000	1,200	1,250
4 Bedroom	1,250	1,400	1,450

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

N13.02	R	<input type="checkbox"/>		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.	
N13.03	R	<input type="checkbox"/>		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.	
N13.04	R	<input type="checkbox"/>		Dwelling Unit SF sizes have been clearly indicated on the Floor Plans.	

N14 Kitchens

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N14.01	R	<input type="checkbox"/>		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.	
N14.02	R	<input type="checkbox"/>		Dwelling units 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.	

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N14.03	R	<input type="checkbox"/>		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.	
N14.04	R	<input type="checkbox"/>		Studios dwelling units with one or more bedrooms have been designed with kitchen areas that include a full size range/oven unit and a full size refrigerator.	
N14.05	R	<input type="checkbox"/>		Kitchens in dwelling units with more than one bedroom have been designed to include a dishwasher. Dishwashers are optional in one bedroom dwelling units.	
N14.06	R	<input type="checkbox"/>		Anti-tip devices have specified on all appliances when such devices are required or recommended by the appliance manufacturer.	

N15__ Bathrooms

No.	Class	✓	CD Ref.	Item	OHCS Guidance Ref.
N15.01	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	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 orange check box unchecked.</i>	
N15.02	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	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 orange check box unchecked.</i>	
N15.03	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	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 orange check box unchecked.</i>	
N15.04	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	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 orange check box unchecked.</i>	
N15.05	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	If the proposed design includes new Townhouses then a half	

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				<p>bathroom has been included on the main grade-level floor and the walls of the bathroom have been reinforced where appropriate to accept either immediate or future installation of accessibility grab bars.</p> <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	
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N16__ Laundry

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N16.01	R	<input type="checkbox"/>		<p>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. (iii) Where laundry facilities have been provided within the dwelling unit, the space provided is a minimum of 36 inches deep measured from the back wall to the inside face of the door when the door is fully closed.</p>	
N16.02	E	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>If laundry spaces have been provided within the dwelling unit, a minimum 32 square inch area ventilation grill or similar visually finished vent has been provided in the upper portion of the door or in the wall above the door to facilitate ventilation.</p> <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the blue check box unchecked.</i></p>	

N17__ Storage

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N17.01	E	<input type="checkbox"/>		<p>Linen storage located near the bedroom(s) and/or bathroom(s) has been included in the proposed design. Storage can be provided via a closet(s) or built-in cabinetry.</p>	
N17.02	E	<input type="checkbox"/>		<p>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</p>	

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				or greater in depth from the back wall to the door, an overhead light operated by a wall switch has been provided.	
N17.03	E	<input type="checkbox"/>		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 that is less than similar conventional market-rate housing developments in the local community.	

N18__ Elevator

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N18.01	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>In addition to elevator requirements that may apply based on authority outside OHCS, at least one elevator serving all floors has been provided in buildings of 2 stories or more where both of the following conditions apply: (i) Where the building contains dwelling units that are entered from floors other than the ground floor and (ii) Where the building is intended to serve a disproportionately high number of disabled or elderly people. A Variance Request addressing this Standard may be granted in some specialized circumstances.</p> <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	

N19__ Interior Finishes

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N19.01	R	<input type="checkbox"/>		Floor Finishes: The architect has specified easily obtainable, easily repairable, highly durable finishes. Finishes have been specified to perform well under the conditions predicted for each area and its use. Use of wall to wall carpet is highly discouraged due to the difficulty of repair, the propensity for it to hold allergens and contribute to other negative indoor environmental impacts, its high life cycle cost, and its high environmental impacts related to its production, relatively short service life and its disposal.	
N19.02	E	<input type="checkbox"/>		Low VOC coatings have been specified.	
N19.03	E	<input type="checkbox"/>		Durable window coverings have been specified for all windows.	

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N20__ HVAC / Plumbing / Electrical

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N20.01	E	<input type="checkbox"/>		Prefabricated shower and/or bathtub units have been specified to have factory installed integral reinforcing at the grab bar compliant locations of the unit.	
N20.02	R	<input type="checkbox"/>		All Bathrooms are equipped with an exhaust fan “smart fan” that is automatically activated and otherwise controlled by activity/inactivity in the space.	
N20.03	E	<input type="checkbox"/>		Overhead lighting with a wall switch is specified for all bedrooms and living rooms.	
N20.04	E	<input type="checkbox"/>		Communications/Data/Television related wiring and jacks have been specified in accordance with current, local market expectations.	
N20.05	E	<input type="checkbox"/>		Landline Telephone Service Connections in dwelling units have been specified in localities where such access is still expected, customary or needed or where the clientele being served expect access to such service. Not providing such lines should be carefully considered with respect to its potential to limit residents’ ability to obtain the most cost effective access to telephone services.	
N20.06	E	<input type="checkbox"/>		A hardwired door bell has been specified at all dwelling units.	

N21__ Appliances

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

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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.

N22__ Housing with Children

Section N22 Does Not Apply.

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

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N22.01	R	<input type="checkbox"/>		At least one (1) on-site play area(s) for children under 6 years of age have been provided in the project plans. The play area(s) incorporate provisions for adults to sit near the play area(s). To the greatest extent possible, play areas have been located such that the area(s) are viewable from as many apartment units as possible and such that children do not need to cross roadways and parking areas to access the play area(s) from their dwelling units.	

N23__ Housing for Seniors

Section N23 Does Not Apply.

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

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
N23.01-	--	-		(Reserved)	

N24__ Manufactured Housing

Section N24 Does Not Apply.

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

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

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N25__Architect's Endorsement

Project Architect:

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

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

_____ Signature of Project Architect	_____ Date
_____ Printed Name	_____ Firm Name

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Rehabilitation

DSO Checklist

Project Name	Date
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Note: Refer to Chapter 6.0 for Introduction and Instructions related to this Checklist.

R01__ General

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

R02__ Development & Construction Codes/Regulations

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

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Rehabilitation

R03 Accessibility

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
R03.01	E	<input type="checkbox"/>		In addition to the applicable Accessibility requirements as governed by <u>Chapter 11 of the OSSC</u> (and ICC A117.1, Chapter 10 as referenced therein) the project design seizes opportunities to improve accessibility of the site, building common areas, and dwelling units to the greatest extent practical.	
R03.02	G	<input type="checkbox"/>		The project is in full compliance with the <u>Fair Housing Act</u> as amended or if not in full compliance, the project design strives to meet the technical provisions and the intent of the <u>Fair Housing Act</u> to the greatest extent practical.	
R03.03	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Code/Regulation Reminder As applicable, the project design incorporates the Accessibility related requirements of <u>Section 504 of the Rehabilitation Act of 1973</u>. Applies only to projects subsidized with Federal funding.</p> <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	
R03.04	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Code/Regulation Reminder Where applicable, the project has been designed using the <u>Uniform Federal Accessibility Standards (UFAS)</u>. Applies only to projects subsidized with Federal funding.</p> <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>	
R03.05	G	<input type="checkbox"/>		<p>Visitability Where practical, the project design strives to meet the provisions and the intent of Visitability.</p>	
R03.06	R	<input type="checkbox"/>		The code summary sheet of the construction drawing set contains an area where the Accessibility/Visitability related codes and regulations listed in Section R.03 of this Checklist are listed (e.g. item numbers R03.01 through N03.05 from this section). The Accessibility related section of the drawing sheet must state after each Accessibility law/regulation listed that the item "applies" or is "not applicable" to the subject project.	

R04__ Natural Hazards (Disaster) Mitigation

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

R05_ Environmental Hazards

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

6.2 DSO Development Standards Overlay

Rehabilitation

R05.03	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Asbestos</p> <p>The drawings and specifications have been developed such that they require General Contractor conformance with State and local jurisdiction guidelines related to the removal and disposal of asbestos containing materials as applicable.</p> <p>-----</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>
R05.04	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>Radon</p> <p>In addition to investigation and mitigation requirements that may apply per authority outside the Department, projects where radon testing shows Radon levels equal to or greater than the EPA recommended limit of 4 picocuries per liter of air (pCi/L) include mitigation strategies conforming to the following Standard:</p> <p>1) ASTM E 2121-11 (or most recent edition), Standard Practice for Installing Radon Mitigation Systems in Existing Low-Rise Residential Buildings. High-Rise buildings (4 or more stories) may also use this standard or other commonly accepted industry standard as deemed appropriate by the Project Architect.</p> <p><u>Note:</u> OHCS requires all Rehabilitation projects to be assessed (based on location) for the need for Radon testing. PDM Appendix B.1, B.1.11, e, 2) specifies when and how testing is to occur. Refer to Errata, Correction No. 1 for radon testing requirements. An Errata Section of this Manual is located immediately following the PDM cover page.</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box unchecked.</i></p>

R06 Sustainability / Energy Conservation

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

No.	Class	✓	CD Ref.	Item	OHCS Guidance Ref.
R06.01	R	<input type="checkbox"/>	<input type="checkbox"/> -NA	<p>The project design has adopted and complies with an OHCS approved Sustainability Path as required by Chapters 1.3 (Applicability) and 7.1 (Sustainable Development Standards) of this Manual.</p> <p><i>If this item does not apply to the subject project place a check mark in the "NA" box located in the CD Ref. column directly to the left of this column and leave the orange check box</i></p>	

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				unchecked.	
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R07__ Building Envelope Requirements

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

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

R08__ Supplemental Requirements

No.	Class	√	CD Ref.	Item	OHCS Guidance Ref.
R08.01	R	<input type="checkbox"/>		<p>Target Expectations for Rehabilitation (TERs) located in Appendix B.2 of this Manual are supplemental conditions of this DSO.</p> <p>The TERs have been reviewed by the Project Architect to identify those aspects that are applicable to the project. Where an aspect of the TERs is deemed applicable, the project design, to the greatest extent practical, serves to bring the site,</p>	

6.2 DSO Development Standards Overlay

Rehabilitation

				buildings, and other improvements into conformance with the applicable parts of the TER.	
R08.02	R	<input type="checkbox"/>		<p>UPCS Based Deficiencies located in Appendix B.3 of this Manual are supplemental conditions of this DSO. Though typically reserved for projects that are funded with federal subsidies, OHCS has adopted the UPCS as part of its Development Standard and has made it applicable to all OHCS funded projects regardless of the type of funding a project may be receiving.</p> <p>The UPCS Based Deficiencies have been reviewed by the Project Architect to identify those aspects that are applicable to the project. Where an aspect of the UPCS Based Deficiencies is deemed applicable, the project design, to the greatest extent practical, serves to remediate the identified deficiency.</p>	

R09__Architect's Endorsement

Project Architect:

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

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

Signature of Project Architect

Date

Printed Name

Firm Name

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Part 7

SDS Sustainable Development Standards

Chapter 7.1 | OHCS Sustainability Requirements

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OHCS Sustainability Requirements

7.1.01 __ Chapter Overview

The Department requires that projects receiving funding through Department administered Programs demonstrate a commitment to sustainable design and construction practices. In addition to the Baseline Project Requirements defined in Part 5, and the OHCS Development Standards Overlay defined in Part 6 of this Manual, the Department requires that the Sustainable Design practices defined by one of the OHCS approved 3rd party programs listed in Section 7.1.02 of this Chapter be integrated into the project's design.

7.1.02 __ OHCS Approved Sustainable Design Paths

Unless exempted from all or portions of the requirements of this Chapter per Section 7.1.04, one of the following Sustainable Building Paths must be integrated into the project design:

- Enterprise Green Communities
 - Earth Advantage Homes
 - Leadership in Energy and Environmental Design (LEED)
-
- OHCS Green Building Path (*applicable only when one of the 3rd party paths listed above cannot be fulfilled by the project*).

Project teams must refer to the Departments "[Green Building Worksheet](#)" located on the Department's website.

The [Green Building Worksheet](#) requires the Project Owner's Team to identify which path they will pursue on their project. The worksheet also defines what is required when the OHCS Green Building Path is selected.

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 a 3rd party program facilitator certified by the program of interest.

7.1.03 __ Notification of Selected Path

The Project Owner must notify OHCS of the Sustainable Design Path they have chosen for the project at the time Application is made to the Department for funding assistance. See Part 3 of the PDM for [Funding Application Requirements](#).

7.1.04 __ Exemption from Requirements of this Chapter

See Chapter 1.3 of this Manual.

7.1.05 __ Certification

The Project Owner's Team must comply with all the requirements of their selected Sustainable Design Path. Upon completion of the Project, the Project Owner must provide to OHCS a Certification and/or any associated documentation provided by the Sustainable Design Path Program that the project was completed according to the Standards of the selected program.

7.1 SDS Sustainable Development Standards

OHCS Sustainability Requirements

7.1.06__Quality Controls & Compliance

OHCS reserves the right to rescind project funding, including LIHTC and OAHTC allocations or other funding disbursements, if the chosen sustainable path is not successfully completed and Sustainable Design Path Certification has not been obtained within the expected timeframe.

Appendix A

General References

Appendix A.1	Definitions
Appendix A.2	Area Calculation Methods

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

BPRs	Baseline Project Requirements (<i>See Part 5 of the PDM</i>)
CA	Construction Administration
CD	Construction Document
CDD	<i>See Core-Development Document(s)</i>
CFR	Code of Federal Regulations
CNA	Capital Needs Assessment
Core-Development Document(s)	<p>Core-Development Documents (CDD)s, for the purpose of this Manual, are defined as those documents (and related communications and tasks) that are directly associated with determining the physical viability of a project, defining its physical scope and character, and the administration of its physical execution. This definition distinguishes the foregoing project elements from those elements that are associated with the legal and financial structuring of the project and with those elements related to maintaining compliance with funding Program requirements. The list below outlines the primary CDD aspects of a typical project.</p> <ul style="list-style-type: none"> • Site Selection, Site Characteristics, Site Research and Investigations, Zoning, Land Survey, Title Reports, Utility Service Access, Site Context • Existing Conditions Assessment • Project Scope, Cost, and Schedule Development • Construction Contracts • Project Design, Construction Administration, and Closeout • Building & Development Code/Regulation Compliance <p>(+Ref NOFAs)</p>
Department	When Capitalized “Department” refers to Oregon Housing & Community Services (OHCS)
DPP	Development Process Portal (<i>See Part 4 of the PDM</i>)
DSL	Oregon Department of State Lands
DSO	Development Standards Overlay (<i>See Part 6 of the PDM</i>)
EIFS	Exterior Insulating Finish System (Synthetic Stucco)
HDG	Hot Dipped Galvanized
HOME	HOME Investment Partnerships Program
HTF	National Housing Trust Fund
HUD	U.S. Department of Housing and Urban Development
HVAC	Heating Ventilation and Air Conditioning
ICC	International Code Council
LEED	Leadership in Energy and Environmental Design
LIHTC	Low Income Housing Tax Credit
Manual	As used in this Manual this term refers to the OHCS Project Development Manual or PDM
NA	Not Applicable
NEPA	National Environmental Policy Act
NOFA	Notice of Funding Availability
OAHTC	Oregon Affordable Housing Tax Credit
New Construction	New Construction for the purpose of this Manual is defined as any proposed new

A.1 Appendix : Definitions

	building footprint area, any site improvement work that requires a building permit, and/or any change that significantly modifies the character of an existing building envelope.
OHCS	Oregon Housing and Community Services also; “Department” as used in this Manual
OSSC	Oregon Structural Specialty Code
Owner	As used in this Manual this term refers to the Owner of a project that has been accepted to participate in one of OHCS’ funding programs
Part	When capitalized and used in this Manual this term refers to the primary subject divisions of the PDM.
PDM	As used in this Manual: <u>Project Development Manual</u> (this Manual)
PJ	Participating Jurisdiction : The term given to any State or local government that HUD has designated to administer a HOME Program.
RCL	As used in this Manual: Reservation and Conditions Letter or “Reservation Letter” (Issued by OHCS to Project Owners as notification of acceptance into a funding Program).
Section	When capitalized and used in this Manual this term refers to the Sections that make up the PDM’s (this Manual’s) Chapters.
SF	Square Feet
SMP	Stormwater Management Plan
UFAS	Uniform Federal Accessibility Standards
USDA	United States Department of Agriculture
VR	Variance Request
WDO	Wood Destroying Organism

Area Calculation Methods : Appendix A.2

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

Calculating Unit Floor Area

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

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

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

Exclusions:

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

Calculating Room Floor Area (Net Useable Area)

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

Calculating Total Building Floor Area (Gross Area):

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

A.2 Appendix : Area Calculation Methods

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Appendix B

Rehabilitation Supplement

Supplemental Scope Setting Criteria for Rehabilitation Projects

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

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CNA

B.1.01_ Overview

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

B.1.02_ Purpose of the CNA & Department Expectations

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

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

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

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

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

B.1.05_ CNA Provider Qualifications

The CNA must have been prepared by an Oregon Licensed Architect or Professional Engineer or other qualified party as deemed acceptable by the Agency and they must have a minimum of 3 years of previous experience in Capital/Physical Needs Assessment which includes work with projects of similar or greater size and complexity as the subject project. Specialized sub-consultants may be used to provide expertise on specific elements of the Assessment; all such contributor's shall have previous experience on similar projects and their names, firm names, and professional credentials shall be clearly identifiable in the Assessment Report. The individuals providing CNA services, and their firms, shall not have an identity of interest with the Project Owner, the Owner's property, or any management entity for the property. If any pending litigation or claims exist against any of the involved firms or individuals related to their professional service (either as the primary consultant or as sub-consultant), these must be disclosed to the Project Owner and to OHCS prior to engagement of services.

B.1.06_ Minimum Requirements

The following minimum requirements apply:

- 1) The CNA must have been prepared no more than 12 months prior to submission of the Assessment Report to the Agency.

B.1 Appendix : CNA

Capital Needs Assessment

- 2) The CNA must be comprehensive, including but not necessarily limited to; building envelope, structural system, foundation, electrical/plumbing/HVAC systems, interior finishes and elements, elevators, egress components, fire protection systems, other elements and systems as applicable.
- 3) 100 percent of the building(s) (including all interior and exterior spaces) to be acquired and/or rehabilitated shall be inspected and included in the Assessment Report. If for some unforeseen reason some limited areas of the building(s) cannot be inspected at the time of the scheduled inspection, the CNA must include an explanation for why the areas were not investigated and a rationale for any assumptions that may be made in the CNA Report regarding the uninspected areas. The Agency may at its sole discretion require that the uninspected areas be inspected prior to accepting the CNA as being complete.
- 4) The CNA must identify all observed conditions which can be considered an imminent threat to occupant health and safety. If serious health and safety issues are identified in occupied buildings, the Agency may require that all such issues be temporarily or permanently addressed to the Agency's satisfaction prior to offering any conditional award of Program funding.
- 5) If the building(s) were constructed prior to 1992, the CNA must include an Energy Audit performed by a qualified Energy Consultant.
(Refer to Errata Correction/Clarification No. 4 for Energy/Water use Audit requirements. An Errata Section of this Manual is located immediately following the PDM cover page).
- 6) The CNA and the Assessment Report must include investigation and reporting on Wood Destroying Organism (WDO) damage and/or activity. The following WDO standards and WDO provider qualifications apply:
 - a) The inspector's firm must be registered as a Construction Contractor with the Oregon Construction Contractors Board and must carry one of the Board's Commercial Endorsements.
 - b) The inspector's firm must be licensed by the Oregon Department of Agriculture as a Commercial Pesticide Operator in the category of IIHS-Structural and the individual inspector performing the inspection must be licensed as a Commercial Pesticide Applicator in the category of IIHS-Structural.
 - c) Both the inspection firm and the individual performing the inspection must have a minimum of 3 years of previous experience in Multifamily development WDO Assessment/Inspection and they must have completed inspections on at least two (2) prior projects of similar or greater size and complexity as the subject project.
 - e) The State issued license numbers associated with the foregoing requirements shall be clearly displayed on all proposals and reports issued to the Department.
 - f) Written portions of the WDO report must be typed
- 7) The CNA must identify, in an A to F rating system, any deferred maintenance, any areas or elements of non-conformance with HUD's Uniform Physical Conditions Standard (UPCS), and any other identified physical needs.
- 8) The CNA must be the basis from which the scope of work for the project has been developed and the basis on which any capitalized or annual contributions to the replacement reserves are based. At a minimum, the scope

of work should include replacement or repair of any items scored D or F, any Critical Repair Items, and any other items deemed to be within the Two (2)-Year Physical Needs category.

- 9) Refer to Errata section of this PDM Version located immediately following the Manual cover.
- 10) Refer to Errata section of this PDM Version located immediately following the Manual cover.

B.1.07_ Opinion of Costs to Remedy Physical Deficiencies

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

- a) Critical Needs: The CNA must identify all observed conditions which can be considered an imminent threat to occupant health and safety. If serious health and safety issues are identified in currently occupied buildings, the Department may require that all such issues be temporarily or permanently addressed to the Department’s satisfaction prior to offering any conditional award of Program funding.
- b) 2-Year Physical Needs: The CNA must identify all physical needs requiring attention within a 24 month period from the date of the CNA Report.

**B.1.08_ Projected Post-Rehabilitation Capital Needs (Analysis of Reserves for Replacement)
(Also referred to in this Manual as a “Capital Plan”)**

The CNA must include a thorough analysis of reserves for replacement, including an estimate of the initial and ongoing monthly deposit into the Replacement Reserve needed to support the Capital Needs of the project for a period of 30 years.

Important Note:

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

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

B.1.09_ Photographic Record

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

B.1 Appendix : CNA

Capital Needs Assessment

B.1.10_ Other Requirements

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

- b) Acknowledgement of Compliance with CNA Requirements:
The CNA must include a statement by the Principal Provider within the executive summary that indicates that the completed CNA complies with all of the requirements of Appendix B.1 of the PDM. The acknowledgement must include the **version number** of the PDM being referenced. If an aspect of the Department CNA requirements cannot be fully complied with, the required acknowledgement must identify what requirements have not been fully addressed and must include a detailed rationale for the omission or deviation. Omissions of, or material deviations in the requirements of Appendix B.1 must be approved by the Department in writing for the CNA to be considered complete. Timing of such requests should be made well in advance of program funding application deadlines so that there is adequate time for the CNA to be revised by the applicant’s CNA Provider if deemed necessary by the Department.

B.1.11_ Small Project CNA Alternative : Small Project PCA

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

- a) The PCA, the inspector, and the inspector’s report must address all of the same conditions stipulated for CNAs as defined by this Appendix B.1 with the following modifications:
 - 1. Section B.1.05; a) is modified to include the following:
 - i) An individual in possession of a current Oregon Home Inspector’s license.
 - 2. Exceptions to the CNA Requirements
The following Sections do not apply to the Small Project PCAs:

Section B.1.06; Item 5)
Section B.1.13

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

may require additional investigation based on the content of the submitted Small project PCA. The Department will reject work products it deems to have not meet the spirit and intent of this Section.

B.1 Appendix : CNA

Capital Needs Assessment

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Table B.2

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

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

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

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

B.2.01__General

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

B.2.02__Site

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

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B.2 Appendix : TER(s)

Target Expectations for Rehabilitation

B.2.03__ Building Envelope (Exterior)

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

B.2.04__ Building Systems

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

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Target Expectations for Rehabilitation

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

B.2.05__ Building Interior

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

B.2.06__ Other

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

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B.2 Appendix : TER(s)

Target Expectations for Rehabilitation

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

Table B.3

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

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

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

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

Footnotes:

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

Note:

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

B.3.01_Site

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

B.3 Appendix : UPCS

UPCS Based Deficiencies

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

B.3.02_Building Exterior

	Inspectable Item	Observable Deficiency	Type and/or Degree of Deficiency Requiring Remediation
02.01	Doors	Damaged Frames/Threshold/Lintels/Trim	Doors that do not function as intended or cannot be locked because of damage to the frame, threshold, lintel or trim
		Damaged Hardware/Locks	Doors that do not function as intended or cannot be locked because of damage to the door's hardware
		Damaged Surface (Holes/Paint/Rusting/Glass)	Doors that have holes, significant peeling/cracking/ or rust that affects the integrity of the door surface, or that have broken or missing sections of glass
		Damaged/Missing Screen/Storm/Security Door	Screen doors or storm doors that are damaged or are missing screens, have broken or missing sections of glass or security doors that do not function as intended or are missing
		Deteriorated/Missing Caulking/Seals	Sealants or caulking that are missing or damaged such that they do not function as intended
		Missing Door	Missing doors where the integrity of the building,

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

B.3 Appendix : UPCS

UPCS Based Deficiencies

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

B.3.03_Building Systems

	Inspectable Item	Observable Deficiency	Type and/or Degree of Deficiency Requiring Remediation
03.01	Plumbing	Damaged/Inoperable Water Supply Line/Fixtures	Evidence of leaking water from water supply lines or fixtures, obsolete lines or fixtures
		Inoperable Drains	Evidence of obstructions or extensive deterioration
	Electrical	Blocked Access/Improper Storage	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel(s) during an emergency
		Evidence of Arcing or Overheating	Carbon residue, evidence of arcing or overheating is evident
		Evidence of Leaks/Corrosion	Corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or associated hardware
		Frayed Wiring	Nicks, abrasions, or fraying of the insulation that exposes any conducting wire
		Missing Breakers/Fuses	Open and/or exposed breaker port
		Missing Fixture Covers	Cover is missing, which results in exposed visible electrical connections
		Electrical Hazards; Exposed Wires/Open Panels	Exposed bare wires or openings in electrical panels
		Electrical Hazards; Water Leaks on/near Electrical Equipment	Leaking or standing water on or near any electrical apparatus that could pose a risk of fire, electrocution or explosion
		GFI Inoperable	Not present in required locations or not operational
03.02	Elevators	Not Operable	Elevator(s) does not function as intended
		Tripping	Elevator does not level with receiving floor as intended
03.03	Emergency Power	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function
03.04	Fire Protection	Missing Sprinkler Head	Missing, visibly disabled, painted over, blocked, or capped
		Missing/Damaged/Expired Extinguishers	Missing, damaged or expired
03.05	HVAC	Boiler/Pump Leaks	Evidence of water or steam leaking in piping or pump packing
		Inoperable	HVAC does not function, does not provide heating and cooling as intended or the system does not respond when the controls are engaged
		Fuel Supply Leaks	Evidence of fuel leaking from the supply tank or piping
		General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice
		Inoperable or Abnormal Operation	System or equipment does not function properly; vibrations, unusual noise, leaks; not operational

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

B.3.04_Building Interiors

	Inspectable Item	Observable Deficiency	Type and/or Degree of Deficiency Requiring Remediation
04.01	Bathrooms	Bathroom Cabinets - Damaged/Missing	Damaged or missing shelves, vanity tops, drawers, or doors that do not function as intended
		Bathroom Plumbing Fixtures; Damaged/Missing	Cracks in sink or extensive discoloration over more than 10% of the sink surface, fixture is missing
		Ventilation/Exhaust System; Absent/Inoperable	Exhaust fan is not functioning or window designed for ventilation does not open
04.02	Call-for-Aid (if applicable)	Inoperable	The system does not function as intended
04.03	Ceiling	Bulging/Buckling/Leaking	Bulging, buckling or sagging ceilings
		Holes/Missing Tiles/Panels/Cracks Mold/Mildew	Holes, damaged or missing system components, stains, mold or mildew over a ceiling area greater than 1 foot square or other signs of damage
		Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
04.04	Doors	Damaged Frames/Threshold/Lintels/Trim	Doors that do not function as intended or cannot be locked because of damage to the frame, threshold, lintel or trim
		Damaged Hardware/Locks	Doors that do not function as intended or cannot be locked due to damage to the door's hardware
		Damaged Surface; Holes/Paint/Rusting/Glass/Deterioration	Doors that have holes, significant peeling/cracking/ or rust that affects the integrity of the door surface, or that have broken or missing sections of glass
		Missing Door	Missing doors where the intended function of interior spaces is negatively impacted by the absence of a door
04.05	Floors	Bulging/Buckling	Flooring that is bulging, buckling or sagging or is misaligned at transitions
		Damaged/Missing Flooring	Damaged or missing; more than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
		Deteriorated Subfloor	Evidence of deteriorated subflooring
		Water Stains/Water Damage/Mold/Mildew	Evidence of mold or mildew
04.06	Health & Safety	Air Quality; Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
		Air Quality; Sewer Odor Detected	Sewer odors are detected that could pose a health risk if inhaled for prolonged periods
		Air Quality; Propane/Natural Gas/Methane Gas Detected	Propane, natural gas or methane odors are detected that could pose a risk of explosion/ fire and/or pose a health risk if inhaled

B.3 Appendix : UPCS

UPCS Based Deficiencies

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

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Appendix C

Forms

A-VR Variance Request
A-ASArchitect's Certification 1 of 2
A-AFArchitect's Certification 2 of 2
A-CR Owner's DPP Closeout Report

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**OHCS Development Standards
Variance Request**

Date	
Project Name	
Project Owner	
Project Address	
Project Architect	
Architect's Firm	

Official Use:

- Approved
- Approved w/Conditions
- Not Approved
- Not Reviewed
- Withdrawn by Development Team

See Attached OHCS Comments

Comment Series Ref:

By:

Date:

1 Identify the Primary Type of Variance Being Requested:

- OHCS Visitability Dwelling Unit Size Other

2 Identify the Primary Reason(s) for the Variance Request:

Visitability Variances Only (OAR 813-310-065)

(Check all items that apply)

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

Non-Visitability Variances Only

- See Item 5; Variance Request Rational Detail
(Check this box for all Non-Visitability Variances Requests)

5 Owner's Signature (Required)

X

6 Architect's Signature (Required)

X

3 Indicate the OHCS Development Standard or Requirement for which the Variance is being Requested:

Visitability Variances Only

- This is an OHCS Visitability Variance (or Exemption) Request per OAR 813-310-065.

Non-Visitability Variances Only

Briefly state the OHCS Standard or Project Requirement Subject Heading this Variance Request is addressing and if applicable, provide the PDM reference number:

Brief Description or Subject Heading:

PDM Reference No:

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

Continued on page 2 of 2

A-VR Form

5

Variance Request Rational Detail:

5a) All Variance Requests Must Address the Following:

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

5b) Additional Requirements for Visitability Variance Requests:

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

1. An explanation or rational for each Primary Reason that has been checked in item 2 of this form must be provided.
2. If “Conflict with Community Standards” has been given as a Primary Reason in item 2 of this form, the Rational for this item must address why it is unreasonable to assume that 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.

6

Appendices to this Variance Request:

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

No other documents or sheets are included with this form.

Other documents and/or sheets have been appended to this form.

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

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Date

Project Name

Project Owner

Project Address

Project Architect

Architect's Firm

**Architect's Certification 1 of 2
Substantial Completion**

Official Use:

- Approved
- Forwarded to OHCS Loan Officer

Date:

By:

1 Verify all applicable regulatory bureau/agency approval requirements and provide the documents listed below. Sign and submit this form to the Owner and to the Department with Submittal-7 (See Chapter 4.0, Section 4.3.02-1 of the PDM for details regarding Submittal-7).

2 Architect's Signature (Required)

X

No.	√	NA ¹	Required Task / Documentation	OHCS Comment
1.01	<input type="checkbox"/>	<input type="checkbox"/>	A Certificate of Occupancy (C of O) has been issued by the local Building Department and a copy of the C of O is attached herewith.	
1.02	<input checked="" type="checkbox"/>		I have verified with the appropriate regulatory authorities that all building development related City/County/State inspection "finals" have occurred that may be needed either in addition to, or in lieu of a Certificate of Occupancy (C of O) from the local Building Department. I have listed any such inspection "finals/approvals" on page 2 of this form and attached the applicable final approval documentation for each entity with this form. (Example: Fire Marshal approval of fire suppression system, State elevator final approval, Mechanical and Electrical Trade inspection finals if not covered under C of O, Etc.) If none, then state "None" in the list on page 2.	
1.03	<input checked="" type="checkbox"/>		Completed Certificate of Substantial Completion [AIA Form G704] signed by the Architect, Contractor, and Owner.	
1.04	<input type="checkbox"/>	<input type="checkbox"/>	Project Architect's Punchlist including all Architect Sub-Consultant Punchlists.	
1.05	<input type="checkbox"/>	<input type="checkbox"/>	Sustainable (Green) Path Completion Certification	
1.06	<input type="checkbox"/>	<input type="checkbox"/>	Radon Clearance Documentation (Rehabilitation projects only and only when applicable per PDM Chapter 6.2, Item R05.04).	

Form A-AS Continued on Page 2 of 2

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

1	
2	
3	
4	
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6	
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8	

Footnotes:

- 1. NA : Not Applicable.

Notes:

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

Date

Project Name

Project Owner

Project Address

Project Architect

Architect's Firm

Architect's Certification 2 of 2
Final Completion

Official Use:

- Approved
- Forwarded to OHCS Loan Officer

Date:

By:

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

2 Architect's Signature (Required)

X

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

Notes:

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

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Form **A-CR**

Owner's

DPP¹ Closeout Report

Date

Project Name

Project Owner

Project Address

Official Use:

- Approved
- Forwarded to OHCS Loan Officer

Date:

By:

2 Owner's Signature (Required)

X

1

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

Sign and Submit this form with the required documentation.



Note:

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

No.	√	NA ²	Required Task / Documentation	OHCS Comment
1.01	<input type="checkbox"/>	<input type="checkbox"/>	Application and Certification of Payment [AIA Form G702] marked "Final" and certified by the Architect. [Submit to OHCS and Department CA-Consultant³ with this form].	
1.02	<input type="checkbox"/>	<input type="checkbox"/>	Signed Contractor's Affidavit of Payment of Debts and Claims [AIA Form G706]. [Submit to OHCS and Department CA-Consultant³ with this form].	
1.03	<input type="checkbox"/>	<input type="checkbox"/>	Signed Consent of Surety to Final Payment [AIA Form G707] – as applicable. [Submit to OHCS and Department CA-Consultant³ with this form].	
1.04	<input type="checkbox"/>	<input type="checkbox"/>	Architect signed Form A-AF (Architect's Certification 2 of 2 : Final Completion). See Forms in Appendix C of the PDM. Include form A-AF signed by the Architect with submittal of this form unless it has already been submitted to the Department directly by the Architect. [Submit to OHCS and Department CA-Consultant³ with this form].	
1.05	<input type="checkbox"/>	<input type="checkbox"/>	ALTA Survey representing post project completion Conditions. [Submit Hard Copy to OHCS only].	

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

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(PDM) Project Development Manual

A-CR Form

No.	√	NA ²	Required Task / Documentation	OHCS Comment
1.06	<input type="checkbox"/>		<p><u>Owner Declaration 1</u> : Receipt of Final Record Documents</p> <p>By checking the box associated with this item, I declare that as of the date of this form, I have received a complete and neatly organized set (minimum of one set each) of the following documents which have been reviewed and approved by the Project Architect and which I will retain for Building Owner records and reference purposes:</p> <ul style="list-style-type: none"> • All Operation and Maintenance (O&M) Manuals • All Product Submittals • Bound Set of Construction Drawings inclusive of all design disciplines and a copy of the Project Manual reflecting all changes to the project that occurred during construction. The set should be marked "<u>As-Built</u>" and bear an As-Built set date. 	
1.07	<input type="checkbox"/>		<p><u>Owner Declaration 2</u> : Project is Complete</p> <p>By checking the box associated with this item, I declare that as of the date of this form, the scope of work as defined by the Construction Documents has, to the best of my knowledge, been fully constructed, including all "punchlist" items, and that it has attained a level of completeness whereby it can be immediately, fully, and safely occupied and utilized for its intended purpose.</p>	

Footnotes:

1. DPP : Development Process Portal. See Chapter 4.0 of this Manual.
2. NA : Not Applicable. Check this box if the item requested does not apply to the subject project. Provide a brief explanation for why the item does not apply in the space below and/or on a separate sheet and submit with this form.
3. CA-Consultant : OHCS Construction Administration Consultant

Notes:

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

Appendix D

Regulatory Compliance Guide

A Reference for Department Administrators
and
External Regulatory Reviewers

Appendix D.0 | Overview

Appendix D.1 | HOME/HTF

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Overview

D.0.01 Appendix D Overview

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

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

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

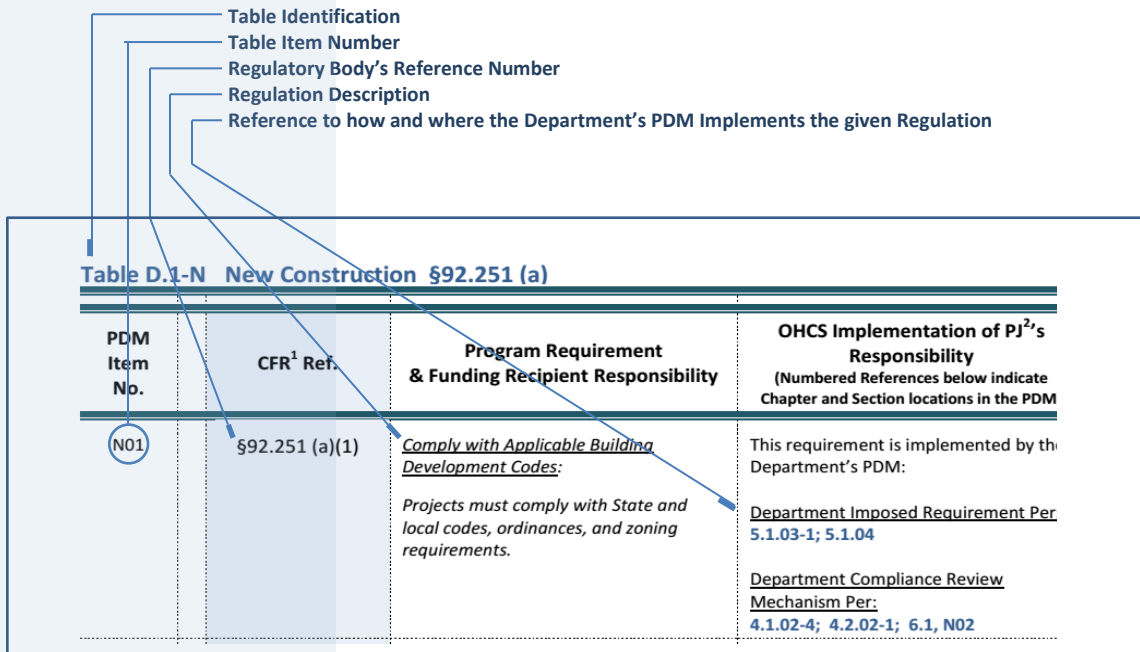
D.0.03 Funding Programs Covered by Appendix D

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

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

D.0.04 Interpreting the Regulatory Compliance Tables

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



D.0 Appendix : Regulatory Compliance Guide

Overview

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Project Development Manual (PDM)

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

[Updated 12/2017] HOME/HTF

Notes:

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

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

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

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

Table D.1-R Rehabilitation §92.251 (b)

PDM Item No.	CFR ¹ Ref.	Program Requirement & Funding Recipient Responsibility	OHCS Implementation of PJ ² 's Responsibility (Numbered References below indicate Chapter and Section locations in the PDM)
R01	§92.251 (b)(1)	<p><u>Comply with the Department's Rehabilitation Standards:</u></p> <p><i>The Department has established Rehabilitation Standards that set forth the minimum requirements that the project must meet upon completion. In addition to other important project factors, the Rehabilitation Standards address HUD required items (i) through (ix) listed below.</i></p>	<p>This requirement is implemented by the Department's PDM:</p> <p><u>Project Team Requirements Per:</u> 6.2; Appendix B</p> <p><u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1</p>
R02	§92.251 (b)(1)(i)	<p><u>(i) Health and Safety:</u></p> <p><i>The Department's Rehabilitation Standards specify life threatening deficiencies that must be addressed immediately if a housing unit is occupied.</i></p>	<p>This requirement is implemented by the Department's PDM:</p> <p><u>Project Team Requirements Per:</u> Appendix B.3</p> <p><u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1</p>
R03	§92.251 (b)(1)(ii)	<p><u>(ii) Major Systems:</u></p> <p>A) Estimate of Remaining Useful Life: <i>The Department's Rehabilitation Standards require an estimate of the remaining useful life of major systems.</i></p>	<p>This requirement is implemented by the Department's PDM:</p> <p><u>Project Team Requirements Per:</u> Appendix B.1, B.1.06, 10)</p> <p><u>Department Compliance Review Mechanism Per:</u> CNA is Reviewed at Point of Application for Funding Assistance.</p>

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Project Development Manual (PDM)

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		<p>B) Capital Needs Assessment (CNA): <i>The Department's Rehabilitation Standards require that Item A) above be accomplished via a Capital Needs Assessment.</i></p> <p><i>Note: The Department requires a CNA for all rehabilitation projects regardless of size.</i></p>	<p>This requirement is implemented by the Department's PDM:</p> <p><u>Project Team Requirements Per:</u> 3.1, R01</p> <p><u>Department Compliance Review Mechanism Per:</u> CNA is Reviewed at Point of Application for Funding Assistance.</p>
		<p>C) Replacement Reserve: <i>The Department's Rehabilitation Standards specify that when the remaining useful life is determined to be less than the affordability period, replacement reserve deposits are required to ensure that the project's major systems and physical needs can be adequately maintained and addressed throughout the affordability period.</i></p>	<p>This requirement is implemented by the Department's PDM:</p> <p><u>Project Team Submittal Requirements Per:</u> Appendix B.1, B.1.08</p> <p><u>Department Compliance Review Mechanism Per:</u> CNA is Reviewed at Point of Application for Funding Assistance.</p>
R04	§92.251 (b)(1)(iii)	<p>(iii) Lead-Based Paint: <i>The Department's Rehabilitation Standards require the project to meet Lead-Based Paint requirements in accordance with 24 CFR part 35.</i></p>	<p>This requirement is implemented by the Department's PDM:</p> <p><u>Project Team Submittal Requirements Per:</u> 6.2, R05.02</p> <p><u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1</p>
R05	§92.251 (b)(1)(iv)	<p>(iv) Comply with Federal Accessibility Requirements: <i>The Department's Rehabilitation Standards require projects to comply with Accessibility requirements, as applicable, in accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Fair Housing Act.</i></p>	<p>This requirement is implemented by the Department's PDM:</p> <p><u>Project Team Submittal Requirements Per:</u> 5.1.03-3; 6.2, R03</p> <p><u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1</p>
R06	§92.251 (b)(1)(v)	<p>(v) [Reserved]</p>	N/A
R07	§92.251 (b)(1)(vi)	<p>(vi) Disaster Mitigation: <i>The Department's Rehabilitation Standards require, where relevant, the project to be improved to mitigate the impact of potential disasters (e.g. earthquakes, hurricanes, flooding, and wildfires) in accordance with State and local requirements or as established by</i></p>	<p>Required by and communicated to the Funding Recipient per Department's PDM:</p> <p><u>Project Team Submittal Requirements Per:</u> 6.2, R04.01</p>

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		HUD.	<u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1
R08	§92.251 (b)(1)(vii)	<u>(vii) Comply with Applicable Building Development Codes:</u> <i>The Department’s Rehabilitation Standards require projects to comply with State and local codes, ordinances, and zoning requirements.</i>	This requirement is implemented by the Department’s PDM: <u>Project Team Submittal Requirements Per:</u> 5.1.03-1; 5.1.04; 6.2, R01 <u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1
R09	§92.251 (b)(1)(viii)	<u>(viii) Uniform Physical Conditions Standards:</u> <i>The Department’s Rehabilitation Standards require projects to meet or surpass the Uniform Physical Conditions Standards (UPCS) pursuant to 24 CFR 5.705 and further, that the completed housing will be decent, safe, sanitary, and in good repair as defined in 24 CFR 5.703.</i>	This requirement is implemented by the Department’s PDM: <u>Project Team Submittal Requirements Per:</u> Appendix B.2; Appendix B.3; 6.2 <u>Department Compliance Review Mechanism Per:</u> 4.1.02-4; 4.2.02-1
R10	§92.251 (b)(1)(ix)	<u>(ix) Capital Needs Assessment:</u> <i>The Department’s Rehabilitation Standards require the project scope and the long-term physical needs of the project to be defined via a Capital Needs Assessment.</i> <i>Note: The Department requires a CNA for all rehabilitation projects regardless of size.</i>	This requirement is implemented by the Department’s PDM: <u>Project Team Submittal Requirements Per:</u> Appendix B.1, B.1.06, 8); 3.1, R01 <u>Department Compliance Review Mechanism Per:</u> CNA is Reviewed at Point of Application for Funding Assistance.
R11	§92.251 (b)(2)	<u>Construction Documents and Cost Estimates:</u> A) <i>The Department’s Rehabilitation Standards require the Project Team to submit construction documents (i.e., written scope of work) and that the construction documents are developed in sufficient detail such that the Department can perform inspections of the construction to determine that it complies with the Department’s Rehabilitation Standards.</i> B) <i>Further, the Department’s Rehabilitation Standards require the Project Team to submit to the Department written cost estimates which the Department will review,</i>	This requirement is implemented by the Department’s PDM: <u>Project Team Submittal Requirements Per :</u> PDM Part 4; 6.2 <u>Department Compliance Review Mechanism Per:</u> PDM Part 4; 6.2

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Project Development Manual (PDM)

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

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

Additional Notes:

01. The PDM Regulatory Compliance Guide addresses only the HOME Program’s Property Standards portion of the HOME and HTF program regulations. This is due to the HOME and HTF Property Standards being the portion of those program regulations that deals most directly with the core development tasks of; project scope development, project design, project cost analysis, and project execution (construction) which collectively form the primary focus of this Manual. There are many other HOME and HTF program related requirements that are not addressed by this Manual. Program requirements not addressed by this Manual are managed via other Department developed program guidance tools. For more information or further guidance on Home and/or HTF program requirements, contact an OHCS Loan Officer or the OHCS HOME/HTF Program Manager.
02. Per HUD Interim Rule dated January 30, 2015 regarding the HTF Program, and until further direction is given by HUD on this topic, Property Standards for HOME and HTF funded projects are the same for both programs. The Property Standards, further, are implemented via the Department’s PDM in the same manner for both programs.
03. Appendix D.1 currently addresses only the core development related parts of CFR 92.251; a) New Construction and b) Rehabilitation. The parts of 24 CFR 92.251 listed below (c through f) are not currently addressed in this this Appendix because they are either; a) not a core development related activity and are

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therefore addressed under Department protocols that exist outside the scope and bounds of this Manual, b) they are currently not activities that this Department participates in using HOME or HTF funding.

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

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

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