

Architectural, Site, Design & Capital Needs Frequently Asked Questions (FAQ) 2013 Qualified Allocation Plan

OHFA is often asked how it will interpret program guidelines with respect to specific issues. Such questions regarding the above noted guidelines can be submitted to 2013QAPMailbox@ohiohome.org

This FAQ will be updated weekly, as necessary, to address new questions that may arise.

August 20, 2012

Question: In the calculation of common area can you give me the definition of “Dedicated program space.” Depending on what is included in dedicated program space it might be hard for a senior building with interior corridors to meet the 20%.

Answer: Dedicated program space was intended to recognize that while we want to make our buildings more cost efficient with regards to square foot area, we do not want a developer to be penalized for spaces required by special needs programs. These special needs programs are more obviously exemplified by Permanent Supportive Housing projects. Such spaces are counseling spaces for adults and children, wellness areas, day care, etc. Spaces that would not be considered dedicated program space include libraries, fitness areas, computer rooms, common meeting space, etc.

August 27, 2012

Question: Capital Needs Assessment, does that mean “Physical Needs Assessment” for renovation projects? Is there a limit to the age of the report? Does the report need to be completed by an unrelated, third party consultant?

Answer: OHFA has posted to its website standards for the Capital Needs Assessment. This should provide clarification as to the purpose of the assessment.

The assessment must be conducted by a third-party professional and should be no more than 12 months old at the time of application. If it is older, an update can be provided by the author but it must address (1) each component identified in the original assessment, (2) any changes that have

occurred since the assessment was issued and (3) whether or not other components not originally addressed have been added to the assessment.

September 3, 2012

Question: If the developer is doing a “package” deal with one or more multifamily properties, how should they do their CNA and how will we score it? Should they do one for each property and then OHFA will weight them, or should they just have one completed?

Answer: One CNA can be done but it must provide the detail for each building (including Effective Useful Life of the components within each building). OHFA will score “packaged” deals the same as it would a single site project with multiple buildings. Each building will be evaluated and scored, and then the scores will be averaged. The submitted project will receive one score.

September 10, 2012

NOTE: OHFA is currently reviewing comments received with respect to the Capital Needs Assessment and the Effective Useful Life. OHFA will respond to those as soon as we have had the opportunity to fully evaluate our responses.

September 17, 2012

Question: Can the architectural firm that will serve as the project architect for a 9% LIHTC project also perform the Capital Needs Assessment or does a separate, independent entity need to be engaged?

Answer: From the August 27, 2012 FAQ: “The assessment must be conducted by a third-party professional and should be no more than 12 months old at the time of application. “

October 9, 2012

Question: How does the 2013 OHFA Site Evaluation form factor in to the scoring? Is it mentioned in the QAP?

Answer: OHFA typically develops forms that assist the staff in implementing the QAP, whether or not they are specifically identified in the QAP. However, any review tools used by OHFA staff are developed from the language in the QAP. OHFA is currently revising its site evaluation tool based on the 2013 QAP. We expect to have that finalized for the Housing Funding Training.

November 5, 2012

Question: What is the difference between adaptive reuse and new units (rehabilitation)?

Answer: Adaptive reuse involves taking a structure not previously used for residential occupancy and redeveloping it for residential occupancy. For example, a warehouse would be considered adaptive reuse if it is redeveloped for residential occupancy. However, a building previously used as apartments or long-term residential occupancy which may have been

vacant for an extended period of time would not be considered adaptive reuse if rehabilitated, even if the unit mix is being altered.

Question: Page 55 of the 2013 QAP states that New Construction or adaptive reuse projects must submit a construction narrative. The Application Checklist does not list where to provide this narrative and there is no information regarding what this narrative should cover. Can OHFA provide an outline of a Construction Narrative and identify where an applicant should include it in the submission?

Answer:

Describe the following:

1. construction method and materials from foundation to roof top ~~interior~~,
2. **interior and** exterior finishes and their durability,
3. energy compliance method and features,
4. mechanical systems and efficiencies. (ie: scope of work with detail)

Question: Is it possible that both HVAC system drawings and DXF files are items that could be submitted at Final Application stage rather than at Preliminary Application stage?

Answer: HVAC may be submitted at Final Application. DXF files are required to be submitted at proposal.

November 19, 2012

Question: Architects Certification – last week – it was mentioned that the certification was due at the final application stage instead of the initial proposal application stage.

Answer: That is correct.

November 26, 2012

Question: Where can I find an OHFA list of recommended Cleveland Architects?

Answer: OHFA does not provide a list of recommended Architects.

Question: For an existing building that has been gutted, is a Capital Needs Assessment required with an application for 9% tax credits?

Answer: A CNA is required to review the scope of work and ensure that unnecessary demolition does not occur and that the scope of work is appropriate.

December 10, 2012

Question: On page 54 of the 2013 QAP, it is noted to provide mechanical drawings and specs for the preliminary submittal. However, in the FAQ document, the last answer states that providing these documents may be put off until a later submittal. Has a determination been made yet? We are putting together our proposals for work on OHFA projects, and this determination will greatly impact out cost for work.

Answer: A mechanical system description for the scope of work will be required at preliminary submittal as it is necessary to estimate required funding.

Question: As in the past, will OHFA continue to allow one-bedroom Permanent Supportive Housing units at 540 SF, as opposed to the minimum project standard size of 650 SF. The 540 SF meets HUD minimum project standards.

Answer: OHFA will accept the HUD minimum project standard when HUD is providing funding for the project.

Question: The Scoring criterion for Rehabs is both diverse and complex. What is the overall process to identify the existing components within the various assembly systems and accurately determine each component's current condition? Will an onsite inspection of the various systems and components be a part of the process? If not, what other resources will be used in making these determinations?

Answer: There is a rehab survey with is used on site and filled out with the OHFA representative and the Applicant. The OHFA rep then presents to the OHFA architect and all scores are produced together and with consistent application of standards by the OHFA architect.

Question: How is the OHFA EUL Table utilized?

Answer: The EUL table will be used to give consistent standards to the CNA reports of all submitted projects and may be used to justify scope of work and possibly over scoping of work.

- a) Is it used to just standardize the CNA's; yes
- b) Is it used by OHFA to calculate the average useful life of existing assembly systems?

OHFA will only use it when site observation contradicts scope of work or CNA.

Question: What is the process that will be used to "average" existing mechanical, roof, building exterior systems, etc.? How will this process be administered to evaluate larger mechanical systems like a 4-pipe hydronic chiller/boiler systems that is made up of countless components and controls, some of which may have been recently replaced vs. the replacement of PTAC units? How will OHFA make this process equitable across various projects?

Answer: Four different categories are used to produce the mechanical score. These Four items are viewed in generality of need and scope of work on site visits. If this threshold is passed, then scoring is possible.

Question: What process will OHFA utilize to determine the quality of an existing structure over another structure? Many times a structural problem does not surface until after the rehab work begins. That being said, what supporting evidence and documentation will be used to make each determination?

Answer: The foundation, walls and typical areas prone to damage or settlement issues are observed by the OHFA architect Mark Schluetz or Nigel Simpson. Mark S has over 25 years experience and Nigel has over 30 years experience and in difficult projects will be reviewed by both with the project developer and a decision supporting or not will be made at the site visit.

Question: Scope of Work – OHFA is to compare the scope of work to the construction cost detail to determine the appropriateness of the scope. Will the CNA also be used to determine the appropriateness of the scope of work?

Answer: Yes, and the scope and appropriateness are reviewed on site when the site observation survey is completed with the OHFA site inspector and Developer.

Question: Does OHFA intend to visit all rehab sites to evaluate existing components and the overall appropriateness of the proposed scope of work?

Answer: yes, every site must be visited

Question: If a developer chooses to fulfill the Green QAP requirements by LEED certification, what exactly is required to be submitted to OHFA at the time of proposal application? What is to be submitted with the final application? What is required to document LEED Certification?

Answer: Preliminary submittal will be DOE COMcheck and a statement of which compliance method will be used.

At 80% submittal it will be expected to produce documentation to show compliance with compliance package selected by the developer. Waivers will only be considered for extreme extenuating circumstances. Waivers will not be given for any items for which competitive points where given.

Question: Regarding the calculation of square footages, the QAP requires and references a BOMA standard. Since many developers and architects are not familiar with the standard, could OHFA provide a link to the standard(s) or better yet, provide a copy of the standard as an exhibit to the QAP.

Answer: The BOMA standard is copyright material and available on their (BOMA.ORG) web site for approximately \$40. The standard was created by developers and office management groups and has been in existence over 100 years.

Question:

A. Limiting common space including circulation to 20% of the gross is difficult while providing amenity space such as libraries, fitness rooms, computer rooms, arts & crafts space and community meeting rooms. Is it OHFA intention that our facilities not include these spaces?

B. An August 20th, FAQ response defined “Dedicated program space” as not including libraries, fitness rooms, computer rooms, arts & crafts space and community meeting rooms. If one of these spaces serves a dual purpose, such as a meeting room that provides a program of some type; does this

space then qualify as a dedicated program space? Or if the fitness room includes classes for residents, would that constitute a dedicated program space?

Answer: 20% is intended to challenge the architect and developer and is intended to support cost containment. Specific programs that support residents must be provided in any space claimed as dedicated program space. OHFA will evaluate any such programs.

Question: Waivers, who will be reviewing and approving waivers of the design standards?

Answer: The OHFA architect will review waivers and give recommendations to the PP&D managers.

Question: Waiver of Enterprise Green criteria, who will be reviewing and approving waivers of these criteria?

Answer: All waivers will be submitted to OHFA and OHFA will work with the energy compliance agency

Question: Page 55 of the QAP, under the heading “new construction or adaptive reuse to resident housing developments”, it states that a construction narrative is required. Page 53 defines construction narrative as “A document written by the architect that describes the construction type...” Is it OHFA desire to receive a written narrative or will the submission of typical architectural drawings fulfill this “narrative” requirement?

Answer: Preliminary drawings are typically not detailed enough and a narrative would be a cost effective way to provide the information required. Guidance for the Construction Narrative are provided at the end of the FAQ. See Nov 5th above for outline.

Question: Page 18 of the QAP states that a C.N.A. is required for rehabs and adaptive reuse projects. If the scope of work for a rehab or adaptive reuse is a complete gut and replacement with only the building shell and structure remaining, is a full C.N.A. required? What purpose would an evaluation of the mechanical system be, if it’s proposed to be replaced in its entirety? Would it be acceptable to limit the C.N.A. to components of the building that would remain?

Answer: To a large degree yes. However, the removed components should be described to some degree to ensure that the project is not “over” scoped (IE: 10 year old vinyl windows removed because at the end of the 30 year compliance period, they would be 40 years old and beyond the EUL)

Question: What specific format/documents should be used to submit either EGC Green or LEEDs information in Tab 17 of the application?

Answer: We are currently exploring LEED checklist. The OHFA architect proposes that there should be a more preliminary submission for energy compliance as it appears not to be updated until close out and this may be

the cause of various expenses, waiver request, change orders request and compliance issues.

Proposed is DOE COMcheck and a compliance certification signed by the developer, architect and contractor (if selected) as to which compliance program will be used and score that level that will be complied with (IE: LEED silver).

See December 10th

Questions: Regarding building area calculations in the AHFA EXCEL application:

a) In the Project Information Tab in the “Floor Area” table of the Architect Certification section:

Commercial Space/Areas are not addressed in BOMA Multifamily Standards. How should they be calculated?

Answer: with the same methodology as the rest of the building

- Where is BOMA’s “Restricted Headroom (within unit)” category in the table?

Answer: see AHFA pull down and BOMA publication

- Are Market Rate/Low-Income/Managers Unit Areas all calculated using BOMA Gross (Method A)?

Answer: the methodology does not change

- There is no BOMA category for Basement. How should this be calculated?

Answer: if it is habitable space it must have a use, it will be categorized by use, not common naming convention.

- Is “Tenant Storage” the same as BOMA’s “Storage Unit” category? BOMA does not make a distinction between tenant use and management use. BOMA states that its “Storage Unit” category is neither inside nor contiguous with a living unit.

Answer: no, but OHFA must and the Developer and architect can identify this difference and tenant storage becomes part of the net rentable vs. support space for the building

- BOMA has just one big Common Area category. The table has Common Area-Public, Common Area-Circulation, Common Area-Social Work/Programmatic, and Support categories. Should these four (4) categories add up to BOMA’s overall Common Area category?

Answer: yes

- Is the “Common Area-Circulation” category only horizontal area (such as public corridors and lobbies)? BOMA places vertical circulation (such as elevators and stairwells) in the Major Vertical Penetrations category.

Answer: use BOMA guideline

- What is included in the “Support” category? This is not a BOMA category. Where do mechanical/janitorial/restroom areas go?

Answer: see AHFA pull down information red box corner

- How is the “Common Area-Social Work/Programmatic” category defined? What if a space is used for both social work/programmatic activities and resident activities (such as a community room)? How should its space be allocated?

Answer: The developer will write a narrative for the use of any questionable space and submit it to the OHFA underwriter.

- BOMA states that if an area is attached/contiguous to a building, roofed and supported by structure (enclosed or unenclosed), it should be included in the “construction gross area” or “building perimeter” calculation. This includes such areas (whether public or private) as porches, patios, terraces, decks, breezeways, entries, corridors, and porticos/drop-offs, walkways. Where do these areas get placed in the table?

Answer: see AHFA Common area- public info tab

- The “Auto Fill” categories at the bottom of table (bolded items) do not appear to be properly defined for desired calculations. These “Auto Fill” boxes should be checked: (1) against the definitions and requirements in the QAP Design Requirements section (Pages 53-58) and (2) to see if the proper cells are being pulled. These are critical values for the rest of the application.

Answer: Calculations have been reviewed, if an applicant has a specific concern, they may contact kberry@ohiohome.org.

- b) In the Budget Tab in the “Annual Gross Project Income Calculation” table, are the unit square footage values BOMA Gross (Method A) or BOMA Net (Method B)?

Answer: Gross area method is specified for OHFA area calculation method “A”

- c) In the Proposal Summary Tab in the “Unit Information” table, are the unit square footage values BOMA Gross (Method A) or BOMA Net (Method B)?

Answer: Gross area method is specified for OHFA area calculation method “A”

Question: In the opening paragraph of the OHFA Square Footage Calculation section of the QAP Design Requirements (Page 55), it states that BOMA Gross Method (Type A) Standards should be used when calculating square footages. BOMA standards appear to allocate construction gross area into only seven (7) categories listed at the bottom of Page 55 and the top of Page 56. However, this section goes on to ask for areas not defined by BOMA. These OHFA required sub-area breakdowns conflict between sections and with BOMA standards.

Answer: Please give examples of conflict specifically. Internally this does not appear to be so.

Question: In Item A of the Minimum Project Standards section of the QAP Design Requirements (Page 56), are all cited square footage values (unit and bedroom) calculated using BOMA's Gross (Method A) or Net (Method B) standards? For the minimum unit size calculations, should limited common area (balcony/patio/terrace) and attached exterior tenant storage area be included?

Answer: see BOMA document

Question: In Item E of the Minimum Project Standards section of the QAP Design Requirements (Page 57), must all other space outside of "living units" and "dedicated program space" not exceed 20% of the total gross building area (e.g. LU area + DPS area + 20% other area = Total Gross Bldg. Area)? Also, are the "living unit" and "dedicated program space" areas calculated using BOMA Gross Method (Type A)? If so, this could be very difficult to achieve, especially for senior and permanent supportive housing projects with interior corridors. 25% would be more reasonable, especially for "non-family" projects. Also, what if certain common spaces are used for both dedicated programs and resident activities, such as a community room? How are these spaces counted?

Answer: Other developers have already met this requirement.

Question: Under the Rehabilitation Characteristics scoring (QAP Page 30), what does "UPCS" stand for?

Answer: Please refer to OHFA definitions, UPCS are Uniform Physical Conditions Standards and is the compliance inspection standards for the 30 year compliance period.

Question: Specifically, how will Mechanical Systems Replacement, Roof Replacement, Exterior Building Replacement, Existing Structure Quality, Work Scope/Development Budget, and Urgent Physical Need sections be scored (Pages 28-30)?

Answer: This information will be presented at the Housing Funding Training webinar(s)

January 8, 2013

Question: Pertaining to the Green Initiative (Enterprise Green Communities 2011 or LEED for Homes) for 2013 LIHTC submissions, is it the intent for Rehabilitation Developments that only components scheduled to be replaced need to meet the specific green program criteria? This would mean that the project would not be certified and that not all specific green program criteria requirements will be met.

Answer: The project must meet the requirements of the applicable standards, either Enterprise Green Communities or LEED and must obtain certification.

Question: For a waiver request for Visitability, do we fill out the Form PPD-E01 as indicated on PG 57 of the 2013 QAP found under 2012 QAP Program

Docs/Forms OR the Exception Request Form located under the 2013 QAP Program Docs/Forms?

Answer: For the Visitability Exception Pilot Program as listed on page 54 in the QAP, the applicant must submit a cover letter that clearly indicates that this new construction project is competing under the Visitability Exception Pilot Program.

For a project requesting an exception to the Visitability requirements aside from the Visitability Exception Program, the applicant should fill out Form PPD-E01 as mentioned on page 57 in the QAP.

Question: The 2011 OBC - 2009 IECC requires using Chapter 4 (REScheck) for residential construction three stories or less. Chapter 5 (COMcheck) only applies when commercial or residential four stories or more (see IECC definitions). Should we submit REScheck for residential three stories or less and COMcheck for four stories or more to show code compliance and baseline for LEED efficiency comparison?

COMcheck lighting cannot be completed without a lighting count, which frequently changes during design. Is OHFA only looking for COMcheck Envelope calculation, or should we also include COMcheck lighting calculation based on preliminary lighting estimates?

Answer: Follow IECC guidelines for Rescheck and Comcheck application. I would accept COMcheck for in Lieu of REScheck as it is more detailed and preliminary lighting design should be used.

The intent is to know what Compliance direction a project needs to take for a components and not just the shell. Creating a lighting budget should help a project become compliant during design, not after the fact requiring redesign.

Question: If you are proposing an attached one-car garage as a unit amenity, is the garage area considered "living unit" area, "non-living unit" area, or nothing at all? If it is considered "non-living unit" area and, thus, part of the 20% limitation, there will be insufficient area to provide each unit with a garage. For example, if you have a 700 square-foot one-bedroom senior unit with a 240 square-foot garage (12'x20' standard size), the garage area alone exceeds the 20% maximum (140 sf allowed vs. 240 sf). Under this scenario, you could not provide a garage for each unit, not to mention community spaces. It is our suggestion that unit garages be excluded from the 20% calculation all together, or include garages in "living unit" area.

Answer: Garages are considered resident specific spaces as are resident storage lockers. These spaces are dedicated to and under complete control of a tenant and considered tenant net rentable space.

Question: In which application tab number should the "Construction Narrative" be placed?

Answer: The construction narrative should be the 1st page of the drawing PDF file as this is related information and should be reviewed together.

Question: Has OHFA considered reducing the required HERS Rating of 85 again this year like they did last year for properties that are older than 1980?

Answer: HERs, RESnet, ACH and all other energy code compliance is much more detailed in the new building code and OHFA will accept all code compliance reports.

However, LEED and enterprise green standards will have to be met for those certifications.

January 14, 2013

Question: Is there a standard report format for the capital needs assessment?

Answer: No, the CNA author should format the report such that the author thinks it makes the most sense to the reader (ie OHFA field staff and architect) to reduce potential questions.

Question: Does the author of a capital needs assessment need to list out each system and its post-rehab expected useful life (as in the checklist in the standards) or certify that the scope of work will meet the standards?

Answer: Yes, this is especially useful to selection of materials and for the owner to plan maintenance reserves. This is especially useful for less durable materials such as appliances, water heaters and similar items.

This may also help the owner understand why OHFA is trying to reduce and eliminate nondurable finishes such as carpet, dropped ceilings, thin gauge vinyl siding and similar finishes.

Question: Are 80% drawings required for existing single family free standing home rehab.

Answer: The extent of the drawings and documentation is conditional on the extent of the work being performed. General building permit drawings/ documents are sufficient for OHFA review when submitted with the C N A report and a scope of work.

Should the documents submitted need clarification or if OHFA determine them as not sufficient to show budgetary and contractor scope of work, then revised drawings will be requested. If the drawings/ documents appear to be vague and allow change orders, then the documents will be viewed as inadequate. Drawings should specify contract limits and specific materials being used on the project.

Question: The 2013 QAP, page 54 under Submittals is asking for a typical wall section. For existing projects that are doing limited work scope on the building exterior walls is this still required. For example a project that is all brick and the only work is new windows and maybe some tuck pointing and a new roof?

Answer: See January 14th 80% drawing question above.....

No wall section would not have to be provided if adequate information and scope of work make them unnecessary. However, should it be determined that the scope of work is not clearly defined, then the developer would have

to provide additional information and/or drawings to clarify the scope of work as required by the OHFA architect.

Question: Could you please clarify if the Minimum Project Standards A. 1 thru A.5 are applicable only to new construction and adaptive reuse and are not intended for projects that are proposing only rehabilitation of existing units. We are trying to determine if we need to submit an exception requests for our project that only anticipates rehabilitation.

Answer: Minimum Project Standards A.i through A.v apply only to new and adaptive reuse units, and NOT to existing/ rehab units.

January 17, 2013

Question: On page 57 of the QAP Item D. Bathrooms, “and the full bath must contain a ADA compliant shower”. Can we also have a bath that contains a shower?

Answer: Yes, as long as it complies with ADA 2010 standards. Note that building codes and other funding sources may have additional requirements.

Question: Based on the December 10 Architecture FAQs, it appears an energy compliance certification is required for all proposals. For proposals involving single family homes (new cons and rehabs) designed to comply with ECG 2011, please clarify if a RESCheck summary page is necessary and sufficient (at the time of proposal) for each home as well as the ECG 2011 checklist/workbook requirements stated in the QAP?

Answer: REScheck and a letter indicating compliance method of LEED –OR- EGC check list will be used for EGC compliance method

Question: Does the requirement for a clear floor space of 30x48 inches in the bathroom apply to rehabilitation?

Answer: No, this only applies to new construction

January 25, 2013

Question: For adaptive-re-use of an existing building, do we need to submit exterior elevations or can the architect submit photos with materials and façade repairs noted?

Answer: Please refer to page 54 of the QAP for preliminary drawing requirements.

Question: Could you please provide clarification on page 57_ of the QAP; specifically, are the items listed under D. Bathrooms required for rehabilitation of existing units?

Answer: No, D. Bathrooms, is specific to the construction of new units and adaptive reuse.

February 4, 2013

Question: Pursuant to page 57 of the 2013 QAP under Minimum Project Standards – F.ii.: ‘...All doors must be solid core.’ Does this apply to Adaptive Reuse and Rehabilitation projects as well?

Answer: Solid core doors are required on all new construction and replacement doors in rehabs if doors are in the scope of work.

CONSTRUCTION NARRATIVE GUIDANCE

It is assumed that each builder/ developer team has produced a previous project and basic concepts and cost information is based upon their experience.

Also see Nov 5th for abbreviated answer

Site information - describe the following:

project type (PSH, Sr., Multi-family), number of buildings, number of stories, number of occupants, neighborhood, terrain, site features (such as cell towers, rail roads, adjacent properties, neighborhood amenities, neighborhood detriments, site development cost issues (steep grade, retaining walls, wet lands), parking area (, curbs or wheel stops), storm water management (detention pond, parking lot retention, pervious paving, bio retention, etc.),

Building(s) information - describe the following (for each building):

Design concepts for relation to community, for resident to building, for residents to community, views from building and to building, campus concept

Building code information (gross area, number of stories, net rentable area, common area, out buildings, garages, carports), construction type (wood, steel, block), door and window size and type, size of residential spaces, materials and durability. Describe exterior and materials used, describe insulation package, concept and describe how universal design will be implemented and what features are included.

Describe what accessibility code is being used and the type and quantity provided (note: almost all project must comply with HUD UFAS 504 ask OHFA if you have any questions)

Building(s) mechanical system - describe the following (for each building):

Describe basic concept of heating and cooling (PTAC, Ductless split, DX, Central system), client paid utility bills or included in rent, describe mechanical system efficiencies, describe green features (tankless water heaters, high efficiency, solar etc.), lighting systems and efficiencies.

Note: this is only asking for conceptual information and a design direction, not actual design or drawings (IE: if the previous phase has 8 seer PTAC units, this phase might also have PTAC units or might propose a high efficiency ductless split system in lieu or low efficiency PTAC units)

QUESTION ON MECHANICAL PRELIMINARY SUBMITTAL

Building(s) mechanical system - describe the following (for each building): Describe basic concept of heating and cooling (PTAC, Ductless split, DX, Central system), client paid utility bills or included in rent, describe mechanical system efficiencies, describe green features (tankless water heaters, high efficiency, solar etc.), lighting systems and efficiencies. Note: this is only asking for conceptual information and a design direction, not actual design or drawings (IE: if the previous phase has 8 seer PTAC units, this phase might also have PTAC units or might propose a high efficiency ductless split system in lieu of low efficiency PTAC units)

PDF DRAWINGS

All CADD systems can produce PDF drawings; this is not exclusive to AutoCAD. Additionally, PDF printers can be added to any windows, Linux or Apple computer such that it can produce PDF drawings.

Hand drawn plans can be scanned and printed at any print shop and a composite PDF file created from such scans.

Architectural PDF file will be combined into a single organized PDF with all drawings oriented horizontally.

It's expected that drawings will be organized per the title drawing sheet. In lieu of a title sheet drawings should be organized with site information first, plan information 2nd, Building elevations 3rd, Sections (if submitted) 4th interior information 4th,

Questions answered from the Housing Funding Training:

Question: Will OHFA conduct a capital needs assessment (CNA) on a project that is an Adaptive Reuse development in addition to the CNA obtained by the developer to determine the scope of work?

Answer: OHFA will not conduct a CNA; however, OHFA's architect will visit the property to review both the scope of work and the Capital Needs Assessment provided with the application.

Question: Scope and CNA can have a close match... preliminary drawings will not have detailed match to scope - a comment on the issue raised by OHFA regarding the matter.

Answer: The scope, CNA, and preliminary drawings are a package that conveys a promise of the type and basic intent of a project to be developed. The experience and capacity is required so that the developer can direct the architect to fall within that promise with architectural features, scope and budget as proven by the 80% drawings and permit sets.

Question: Where can we find the Architect Evaluation forms? Also, where can we find a copy of the UPSC book?

Answer: The architectural evaluation forms are not intended for self-scoring, but are posted on the OHFA web site at <http://www.ohiohome.org/lihtc/documents.aspx>. See 2013qualified Allocation Plan "resources" sub category

The UPCS (Uniform Physical Condition Standards) used by OHFA compliance department is available at the following links:

<http://www.theinspectiongroup.com/>

<http://www.theinspectiongroup.com/assets/downloads/flipchartorderpage2.pdf>

Question: What pool is a scattered site project with a mix of new construction and rehab single family homes be in - New Units or Existing Rental?

Answer: The typical project with existing units will involve substantial gut rehab work thus placing new construction requirements on all the work.

Question: If a historic structure has office use on floors 1-3 and residential use on floors 4-6 and the proposal includes adding units to floors that once were commercial office use, meaning new units are created on floors 2 and 3, will OHFA look at these floors as Adaptive Reuse?

Answer: This development will be considered as adaptive reuse and will compete as new units.

Question: If a property has SRO units today that are not marketable and all of the units will be demo' d and replaced with 'new' units that are efficiency or one bedroom, will OHFA consider this as Adaptive Reuse?

Answer: OHFA would consider this preservation. Please refer to the FAQ updated for November 5, 2012.