



INSTRUCTIONS FOR THE COMPLETION OF APPENDIX F ARCHITECT'S CERTIFICATION

**(This Form Must Be Submitted Under Architect's Letterhead
and included in the Application – Tab F)**

NOTE: If the development includes any combination of New Construction, Rehabilitation and Adaptive Reuse, then separate Architect Certifications must be provided for each construction type.

The proper completion of this certification is critical to calculate the average unit square feet and net rentable square feet of each unit type, to document amenity items for which points will be awarded, and to calculate certain elements of the efficient use of resources points.

If this certification is not completed correctly there may be loss of points or disqualification of the application to compete for tax credits. **If this development receives an allocation of tax credits and items are not provided as indicated on this certification then VHDA may, at its sole option, require the payment by the Owner of an amount up to 10% of the Total Development Cost (as set forth in the Application) of the development as liquidated damages for such violation or the total loss of credits may result.** Therefore, it is imperative that this certification reflect the true and accurate intent of what will be provided in return for an allocation of tax credits.

Each section of this certification contains instructions on how the information should be provided. For Unit Size Calculations, the *Average Unit Square Feet* and *Net Rentable Square Feet* should be listed to two (2) decimal places. The number of units indicated should be only the units for which rent will be collected. For *Average Unit Square Feet* calculations, the Total Square Feet should equal the Average Unit Square Feet multiplied by the Number of Units/Type. The total at the bottom of the Total Square Feet column should equal item (D) on the same page of the certification, or be within 1 digit due to rounding. The total at the bottom of the Number of Units/Type column should equal the number of units in the tax credit application.

Accessibility certifications on page 8 are for tax credit point categories only and are not to be confused with minimum code requirements.

The architect signing this document is certifying that all unit and site amenities indicated in this certification are incorporated into the development plans and specifications and unit-by-unit work write-up, and that all products necessary to fulfill these representations are available for these purposes.

The individual who certifies this information must initial the pages where indicated, provide the personal information requested and sign on the last page. This certification should not be mailed separately to VHDA but returned to the developer for inclusion in the tax credit application.

(Acknowledge and include this instruction sheet as part of the certification)

Acknowledged: _____

Printed Name: _____

TO: Virginia Housing Development Authority
601 South Belvidere Street
Richmond, Virginia 23220-6500
Attention: Jim Chandler

RE: ARCHITECT'S CERTIFICATION

Name of Development: _____
Address of Development: _____
Name of Owner/Applicant: _____

The above-referenced Owner has asked our office to provide this certification regarding (i) plans and specifications, (ii) the development square footages, average unit square footages and net rental square footages, (iii) the amenities the development will have upon completion, and (iv) federal and state requirements pertaining to development accessibility for persons with disabilities. This certification is rendered solely for the confirmation of these items. It is understood it will be used by the Virginia Housing Development Authority solely for the purpose of determining whether the Development qualifies for points available under VHDA's Qualified Allocation Plan for housing tax credits and future consequences for failure to provide items certified below.

Plans and Specifications:

Required documentation for all properties (new construction, rehabilitation and adaptive reuse)

- 1 A location map with property clearly defined.
- 2 Sketch plan of the site showing overall dimensions of main building(s), major site elements (e.g., parking lots and location of existing utilities, and water, sewer, electric, gas in the streets adjacent to the site). Contour lines and elevations are not required.
- 3 Sketch plans of main building(s) reflecting overall dimensions of:
 - a. Typical floor plan(s) showing apartment types and placement
 - b. Ground floor plan(s) showing common areas;
 - c. Sketch floor plan(s) of typical dwelling unit(s);
 - d. Typical wall section(s) showing footing, foundation, wall and floor structure.Notes must indicate basic materials in structure, floor and exterior finish.

In addition: required documentation for rehabilitation properties

A unit-by-unit work write-up.

Initials _____

This certification includes two (2) separate calculations of square footage:

1. **Average Unit Square Feet:** Measurements Include A Prorata Share of Heated Residential Common Area
2. **Net Rentable Square Feet:** Measurements *Do Not* Include A Prorata Share of Any Common Area and Reflect All Floor Plans of Each Unit Type (1-BR, 2-BR, etc.)

1. Average Unit Square Feet: (These measurements impact the scoring of tax credit applications)

For purposes of determining the usable residential heated square feet, the building(s) were measured from the outside face of exterior walls and the centerline of any party walls. All unheated spaces and stairwells which are no more than heated breezeways and nonresidential, income producing commercial spaces were subtracted from this measurement. Community rooms, laundry rooms, property management offices and apartments, heated maintenance facilities, and other common space designed to serve residential tenants were not deducted. Based on this procedure, I certify the following calculations in determining the usable heated square feet for the above referenced development:

0.00			(A) Total floor area in (sq. ft.) for the entire development
0.00	-		(B) Unheated floor area (breezeways, balconies, storage)
0.00	-		(C) Nonresidential, commercial (income producing) area
0.00	=		(D) Total usable residential heated area (sq. ft.) for the development

INSTRUCTIONS FOR AVERAGE UNIT SQUARE FEET CALCULATIONS:

Provide the average unit size for each bedroom type, (1 bedroom elderly, 2 bedroom garden, 3 bedroom townhouse, etc.) by adding the total square feet of all the same bedroom types (2 bedroom garden with 1 bath and 2 bedroom garden with 2 baths) and adding the prorated share of heated common residential space and divide by the total number of the same bedroom types (2 bedroom garden). Do not alter any items below.

Unit Types	Average Unit Sq. Ft.*	x	Number of Units/Type	=	Total Square Feet
Assisted Living	0.00		0		0.00
1 Story/EFF-Elderly	0.00		0		0.00
1 Story/1 BR-Elderly	0.00		0		0.00
1 Story/2 BR-Elderly	0.00		0		0.00
Efficiency Elderly	0.00		0		0.00
1 Bedroom Elderly	0.00		0		0.00
2 Bedrooms Elderly	0.00		0		0.00
Efficiency Garden	0.00		0		0.00
1 Bedroom Garden	0.00		0		0.00
2 Bedrooms Garden	0.00		0		0.00
3 Bedrooms Garden	0.00		0		0.00
4 Bedrooms Garden	0.00		0		0.00
2 Bedrooms Townhouse	0.00		0		0.00
3 Bedrooms Townhouse	0.00		0		0.00
4 Bedrooms Townhouse	0.00		0		0.00
Total			0	Total	0.00

* Including pro rata share of heated, residential common area

Initials _____

2. Net Rentable Square

For purposes of calculating Net Rentable Square Feet, the units were measured from the face of each interior wall. The values below therefore indicate the actual square footage of each unit floor plan. (For example, there may be 2 distinct 1-bedroom floor plans, 3 distinct 2-bedroom floor plans, etc. The purpose of this section of the Architect Certification is to document and certify the floor space attributable to residential rental units in the development.)

<u>Unit Type</u>	<u>Floor Plan Square Feet</u>	<u>Number of Units This Floor Plan</u>	<u>Total</u>
Efficiency	0.00	0	0.00
Efficiency	0.00	0	0.00
Efficiency	0.00	0	0.00
Efficiency	0.00	0	0.00
Efficiency	0.00	0	0.00
Efficiency	0.00	0	0.00
Efficiency	0.00	0	0.00
Efficiency	0.00	0	0.00
Efficiency	0.00	0	0.00
Efficiency	0.00	0	0.00
Efficiency	0.00	0	0.00
Efficiency	0.00	0	0.00
Efficiency	0.00	0	0.00
Efficiency	0.00	0	0.00
Efficiency	0.00	0	0.00
1 Bedroom	0.00	0	0.00
1 Bedroom	0.00	0	0.00
1 Bedroom	0.00	0	0.00
1 Bedroom	0.00	0	0.00
1 Bedroom	0.00	0	0.00
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1 Bedroom	0.00	0	0.00
1 Bedroom	0.00	0	0.00
1 Bedroom	0.00	0	0.00
1 Bedroom	0.00	0	0.00
1 Bedroom	0.00	0	0.00
1 Bedroom	0.00	0	0.00

Initials _____

(Net Rentable Square Feet continued)

2 Bedroom	0.00	0	0.00
2 Bedroom	0.00	0	0.00
2 Bedroom	0.00	0	0.00
2 Bedroom	0.00	0	0.00
2 Bedroom	0.00	0	0.00
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2 Bedroom	0.00	0	0.00
3 Bedroom	0.00	0	0.00
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4 Bedroom	0.00	0	0.00
4 Bedroom	0.00	0	0.00
4 Bedroom	0.00	0	0.00
4 Bedroom	0.00	0	0.00
4 Bedroom	0.00	0	0.00
4 Bedroom	0.00	0	0.00
Total:		0	0.00

Initials _____

Development Amenities:

I certify that the development's plans and specifications, work write-up, and proposed budget incorporate all items from VHDA's most current Minimum Design and Construction Requirements. The Requirements apply to any new, adaptive reuse or rehabilitated development (including those serving elderly and/or physically disabled households).

The Minimum Design & Construction Requirements may be found on VHDA's website at www.vhda.com.

For any development upon completion of construction/rehabilitation: (non-mandatory amenities)

- | |
|---|
| 0 |
|---|

 % a.(1) Percentage of 2 bedroom units that will have 1.5 or more bathrooms
- | |
|---|
| 0 |
|---|

 % a.(2) Percentage of 3 or more bedroom units that will have 2 or more bathrooms
- b. The development will have a community/meeting room with a minimum of 749 square feet.
- | |
|---|
| 0 |
|---|

 % c. Percentage of exterior walls covered by brick (excluding triangular gable end area, doors windows and retaining walls)
- d. All kitchen and laundry appliances meet the EPA's Energy Star qualified program requirements
- e. All windows meet the EPA's Energy Star qualified program requirements
- f. Every unit in the development is heated and air conditioned with either (i) heat pump units with both a SEER rating of 14.0 or more and a HSPF rating of 8.2 or more and a variable speed air handling unit (for through-the-wall heat pump equipment that has an EER rating of 11.0 or more), or (ii) air conditioning units with a SEER rating of 14.0 or more and a variable speed air handling unit, combined with gas furnaces with an AFUE rating of 90% or more
- g. Water expense will be sub-metered (tenant will pay monthly or bi-monthly bill)
- h. Each bathroom consists only of low-flow faucets (2.2 gpm maximum) and showerheads (2.5 gpm maximum)
- i. Provide necessary infrastructure in all units for high speed cable, DSL or wireless internet service
- j. All water heaters will meet the EPA's Energy Star qualified program requirements.

Initials _____

ARCHITECT'S CERTIFICATION, continued

For all developments exclusively serving elderly and/or handicapped tenants, upon completion of construction/rehabilitation: (non-mandatory amenities)

- a. All cooking ranges will have front controls
- b. All units will have an emergency call system
- c. All bathrooms will have an independent or supplemental heat source
- d. All entrance doors have two eye viewers, one at 48" and the other at standard height

For all rehabilitation and adaptive reuse developments, upon completion of construction/ rehabilitation: (non-mandatory)

- The structure is listed individually in the National Register of Historic Places or is located in a registered historic district and certified by the Secretary of the Interior as being of historical significance to the district, and the rehabilitation will be completed in such a manner as to be eligible for historic rehabilitation tax credits

Building Structure:

Number of Stories

- Low-Rise** (1-5 stories with any structural elements being wood frame construction)
- Mid-Rise** (5-7 stories with no structural elements being wood frame construction)
- High-Rise** (8 or more stories with no structural elements being wood frame construction)

Initials _____

ARCHITECT'S CERTIFICATION, continued

Accessibility:

I certify that the development plans and specifications meet all requirements of the federal Americans With Disabilities Act.

I certify that the development plans and specifications meet all requirements of HUD regulations interpreting the accessibility requirements of section 504 of the Rehabilitation Act. Please reference Uniform Federal Accessibility Standards (UFAS) for more particular information.

Check one or none of the following point categories, as appropriate:

- For any non-elderly property in which the greater of 5 or 10% of the units (i) provide federal project-based rent subsidies or equivalent assistance in order to ensure occupancy by extremely low-income persons; (ii) conform to HUD regulations interpreting accessibility requirements of section 504 of the Rehabilitation Act; and (iii) are actively marketed to people with special needs in accordance with a plan submitted as part of the Application. (If special needs include mobility impairments the units described above must include roll-in showers and roll under sinks and front controls for ranges). **50 pts.**

- For any non-elderly property in which the greater of 5 or 10% of the units (i) have rents within HUD's Housing Choice Voucher ("HCV") payment standard; (ii) conform to HUD regulations interpreting accessibility requirements of section 504 of the Rehabilitation Act; and (iii) are actively marketed to people with mobility impairments, including HCV holders, in accordance with a plan submitted as part the Application. **30 pts.**

- For any non-elderly property in which at least four percent (4%) of the units conform to HUD regulations interpreting accessibility requirements of section 504 of the Rehabilitation Act and are actively marketed to people with mobility impairments in accordance with a plan submitted as part of the Application. **15 pts.**

As architect of record for the above referenced development, the above certifications are correct to the best of my knowledge.

Signed: _____
Printed Name: _____
Title: _____
Virginia Registration #: _____
Phone: _____
Date: _____

NOTE TO ARCHITECT: Any change in this form may result in disqualification or a reduction of points under the scoring system. If you have any questions, please call Jim Chandler at VHDA (804) 343-5786.

Return this certification on Architect's Letterhead to the developer for inclusion in the tax credit application package.



Appendix F - VHDA's Universal Design Standards Certification

- Units in the development will meet VHDA's **Universal Design Standards**.
Before issuance of IRS Form 8609, applicant will provide documentation to VHDA as evidence that such units meet VHDA's Universal Design standards.

The number of rental units that will meet these standards: 0

The total number of rental units in this development: 0

NOTE: For Elderly Developments, 100% of the units in the development must meet the Universal Design standards in order to qualify for points.

For Family Developments, points are awarded based on a percentage of the number of units meeting the Universal Design standards.

For the tax credit applicant to qualify for points associated with Universal Design, the architect of record must be on VHDA's list of Universal Design certified architects.

Initials _____



Appendix F - EarthCraft or LEED Development Certification

- Earthcraft Certification** - The development's design meets the criteria for EarthCraft certification according to energy modeling projections and the areas of emphasis worksheet. Before issuance of IRS Form 8609, applicant will obtain and provide EarthCraft Certification to VHDA.

- LEED Certification** - The development's design meets the criteria for the U.S. Green Building Council LEED green building certification. Before issuance of IRS Form 8609, applicant will obtain and provide LEED Certification to VHDA.

NOTE: Select only one of the above two options.

For the tax credit applicant to qualify for points associated with this section, the architect of record must on VHDA's list of LEED or Earthcraft certified architects, as appropriate.

Signed: _____

Printed Name: _____

Architect of Record
(same individual as on page 8)

Date: _____



Appendix F - LEED Accredited Design Team Member Certification

1. Please identify the following information of the LEED Accredited Professional:

Name:	<input type="text"/>
Company:	<input type="text"/>
Title:	<input type="text"/>
Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
Email:	<input type="text"/>

2. Please attach a copy of the LEED Accredited Professional Certificate to this document.

Signature of LEED Accredited Professional **

Date

**** This individual is not required to be the architect of record signing the Architect Certification. It is sufficient that this individual is a member of the design team.**