

CHFA Developer Training Seminars: Pre-Application Review Process

prepared by the

Technical Services Department

at the

Connecticut Housing Finance Authority

999 West Street

Rocky Hill, Connecticut

presented on

June 19, 2007



CHFA
999 West Street
Rocky Hill, Connecticut 06067
www.chfa.org





Welcome to CHFA

- This seminar is the second presentation for a series of five seminars defining the Technical Services acceptance procedure for multifamily developments.
- This series will highlight each phase of the Technical Services review process in succession:
 - Pre-Application (Pre-Design/Site Analysis) – 04/24/07
 - **Pre-Application Review Process (Feasibility/Concept) – 06/19/07**
 - Full Application (Design Development/Construction Development) – 08/14/07
 - CHFA Approval/Initial Closing – 11/13/07
 - Final Closing – 01/15/08
- This seminar outlines Technical Services' expectations and requirements for the Pre-Application Review Process





CHFA Technical Services

- CHFA Technical Services Staff
 - Mark Hirsch – Manager Architectural & Construction Development (Technical Services)
 - August Sarno – Senior Architect/Environmental Reviewer
 - Charles Emerson – Architect
 - George Kleven – Field Observer
 - Orrie Vardar – Field Observer
 - Robert Ottiano – Development Cost Analyst
- The goal for Technical Services is to facilitate the development of quality affordable multifamily housing at the most reasonable cost.
- Housing units must be constructed to last the life of the mortgage (typically 40 years) – plus any extended use terms (up to 15 years).





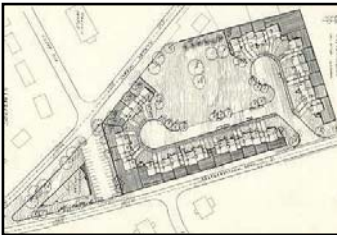
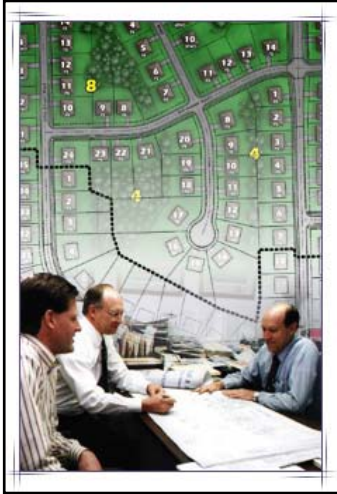
What Technical Services Does

- Implements the CHFA Standards of Design and Construction through:
 - Development Team Review
 - Design/Construction Documents Review
 - Development/Construction Cost Review
 - Construction Observation

- Review Considerations:
 - Utility
 - Convenience
 - Health and Safety
 - Accessibility
 - Comfort
 - Indoor Air Quality
 - Quality Materials
 - Durable Details
 - Energy Efficiency
 - Sustainability/Resource Conservation



Seminar Outline

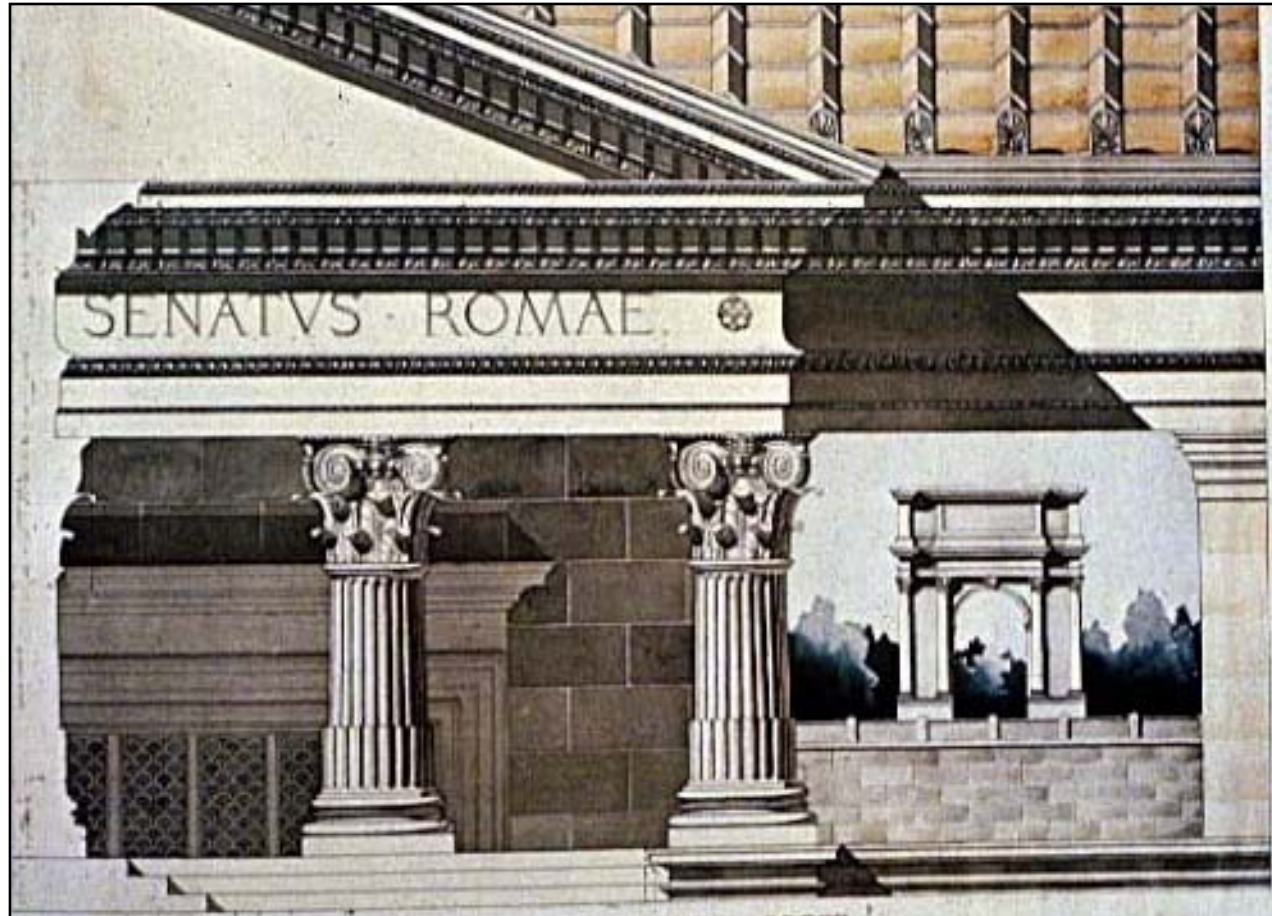


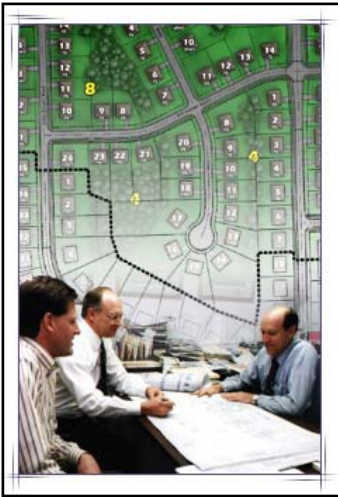
- CHFA Pre-Application Review Process
 - Design Review Process
 - CHFA Technical Services Process
 - Integrated Design Process
 - Owner/Architect Agreement
 - Owner/General Contractor Agreement
- Pre-Design Meeting
 - CHFA Design & Construction Standards
 - Green Design Considerations
 - Site Analysis
- Environmental/Hazardous Materials Review
- Preliminary Cost
 - Project Square Footage Information Form
 - CHFA Form 2328-MR03
- Development Concept/Feasibility Meeting
 - Preliminary Design Review
- Questions





CHFA Pre-application Review Process

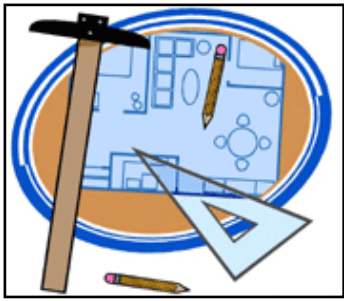




Design Review Process

- Logical, step-by-step process programming, planning, design and construction of housing developments.
- General to specific/overall to details.
- Rational sequence for the review of applications for financial assistance
- Early Communication and adherence to CHFA requirements will insure expeditious processing of applications and minimize the need for modifications.





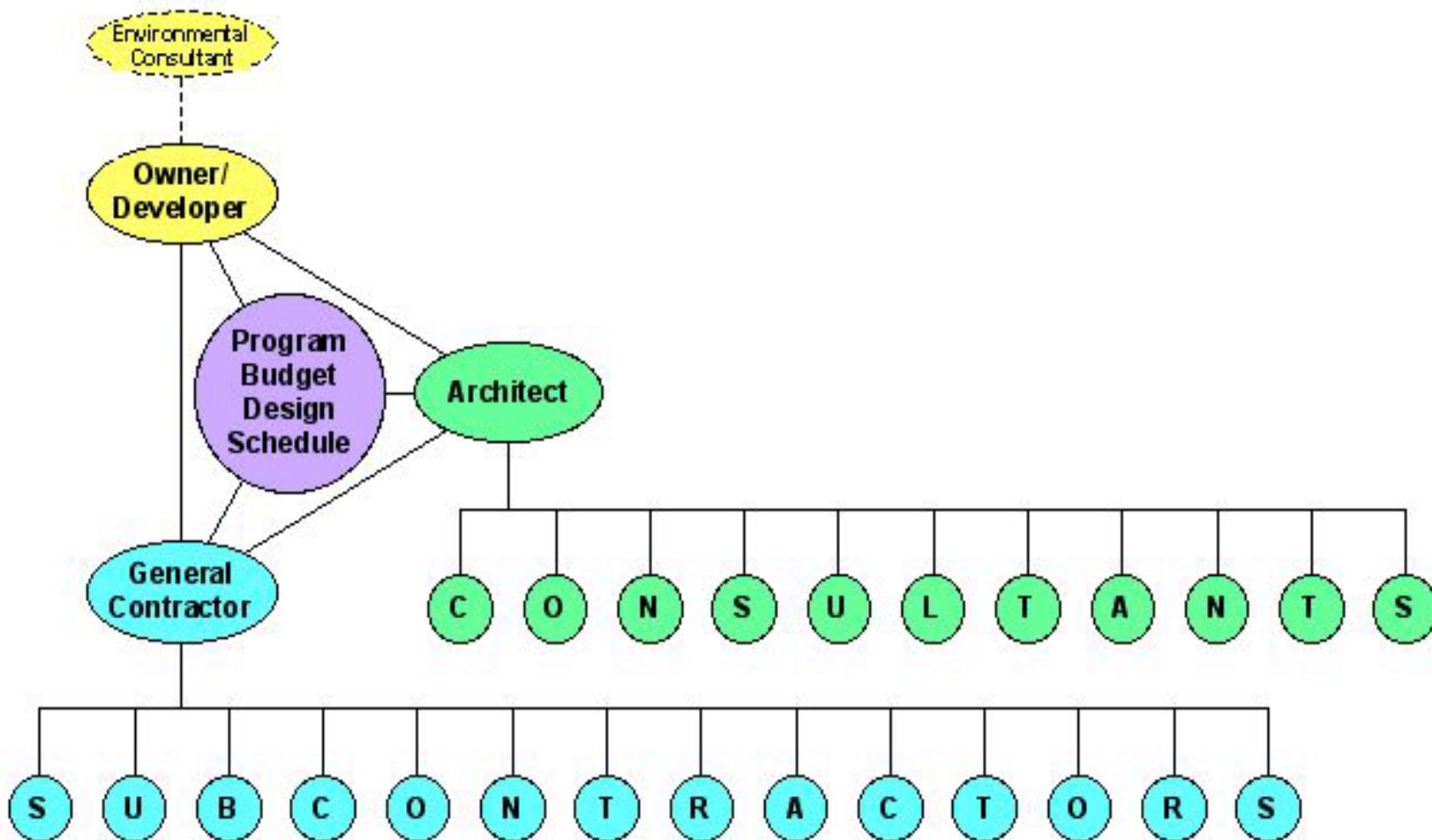
CHFA Technical Services Process

- **Step I – Pre-Application: Preliminary Design/ Concept/Site Analysis/Feasibility**
- Step II – Full Application: Design Development
- Step III – Final Review: Construction Documents Development
- Step IV – Initial Closing: Construction Documents/Commitment/Pre-Construction Meeting





CHFA Model Project Delivery Method





Owner/Architect Agreement

- AIA Document B141-1997 Part 1 – Standard Form of Agreement between Owner and Architect with Standard Form of Architect’s Services
- AIA Document B141-1997 Part 2 – Standard Form of CHFA Design & Construction Standards
- CHFA Agreement Requirements:
 - Contracts shall be assignable to CHFA
 - The Construction Administration portion of the Architect’s fee shall be a minimum of 35% of the total fee, and shall be paid in equal monthly installments based upon the length of the agreed-upon construction schedule.
 - The scope of the Architect’s Services shall include the preparation of agenda, scheduling and running weekly jobsite meetings with the Owner/Developer, GC, and CHFA Field Observer, recording meeting minutes and distribution copies to all parties.
 - The Architect shall also prepare and distribute a final punch list to all parties, and verify that the work is completed by the GC.





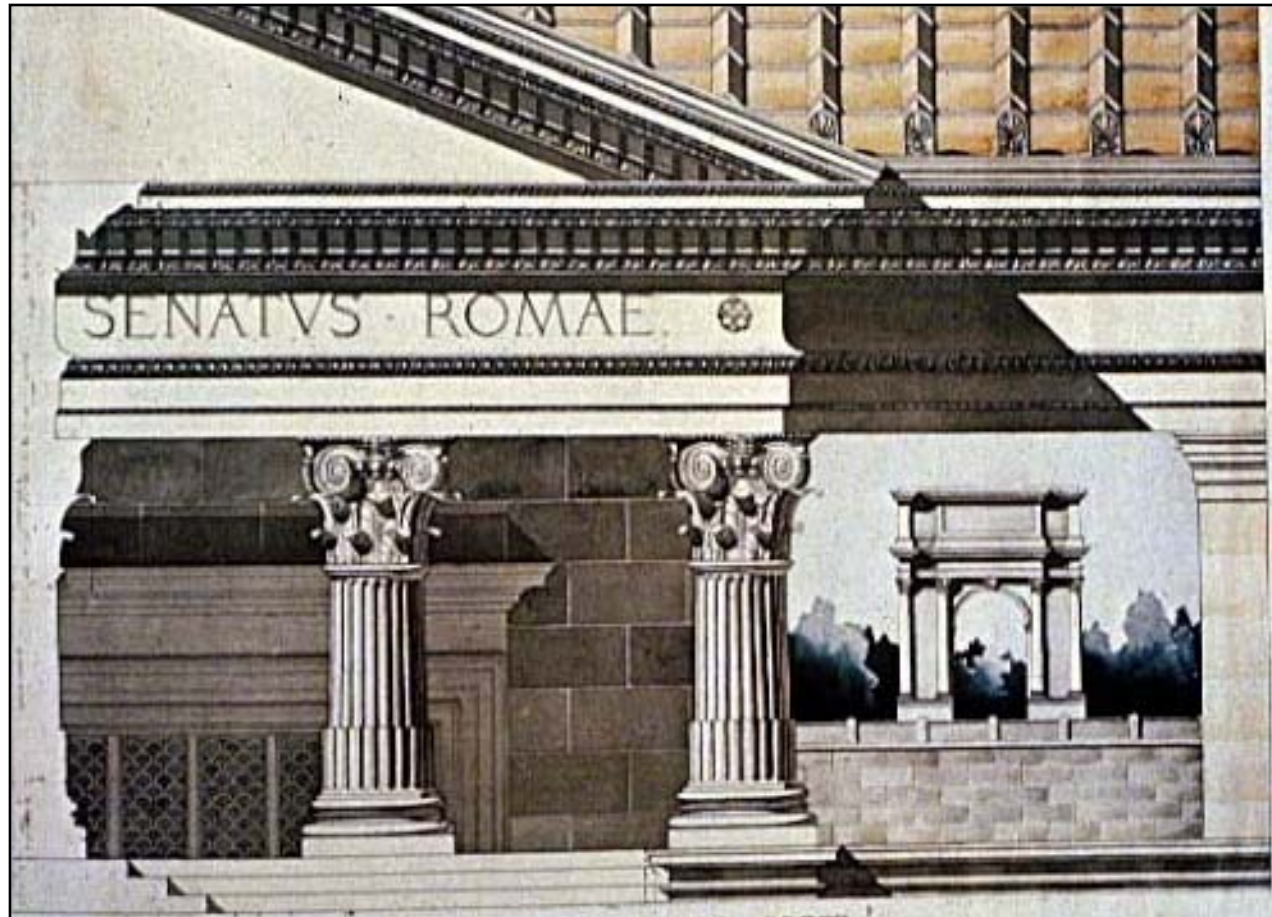
Owner/General Contractor Agreement

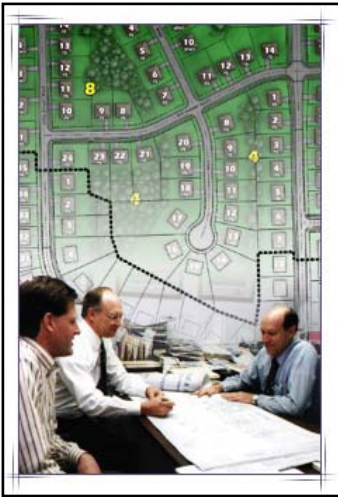
- AIA Document A101-1997 Standard Form of Agreement Between Owner and Contractor – Stipulated Sum, with Instructions
- AIA Document A201-1997 General Conditions of the Contract for Construction, with Instructions
- CHFA Agreement Requirements:
 - Contracts shall be assignable to CHFA
 - Liquidated Damages
 - Date of Commencement and Completion of Construction
 - Progress Payments
 - Reduction of Retainage



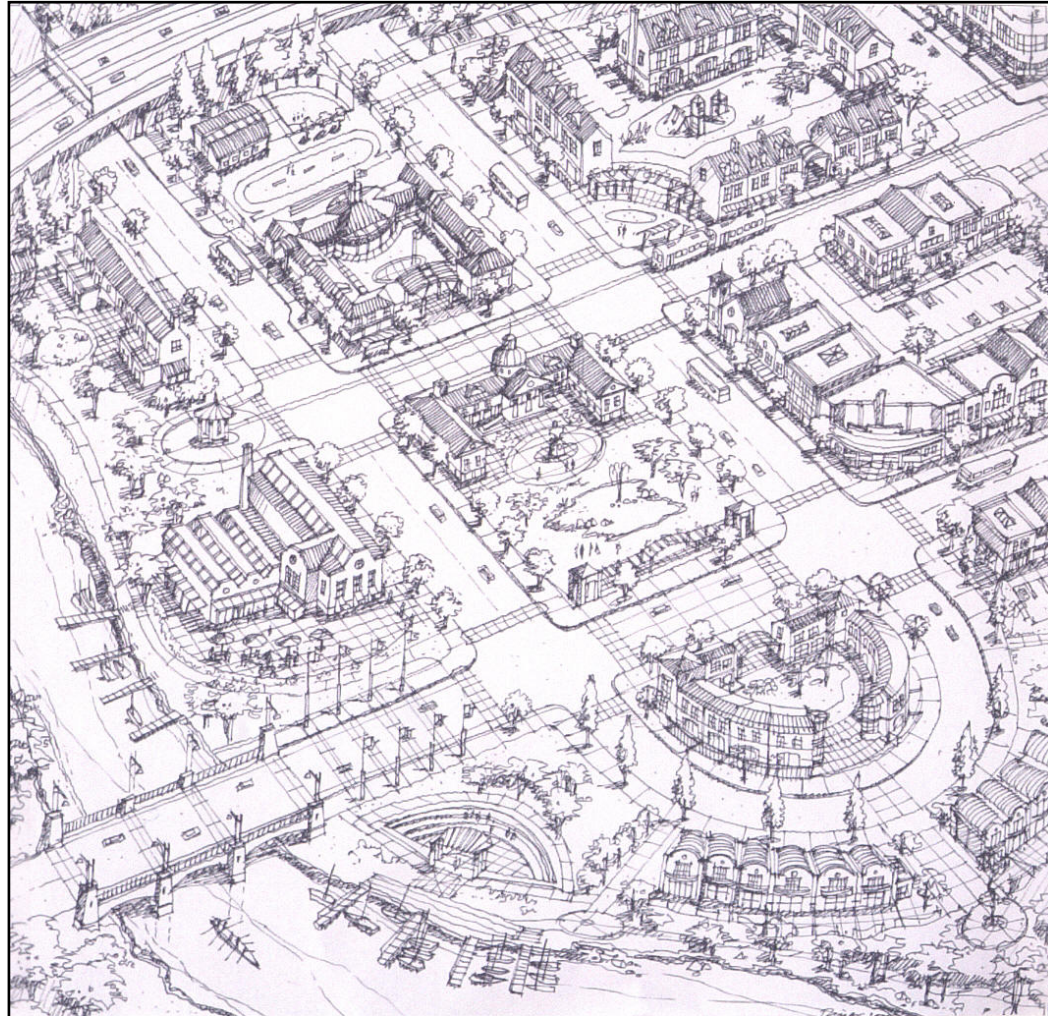


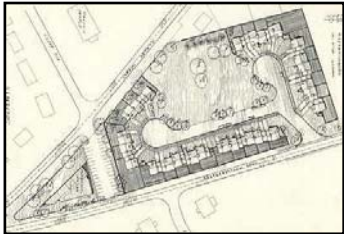
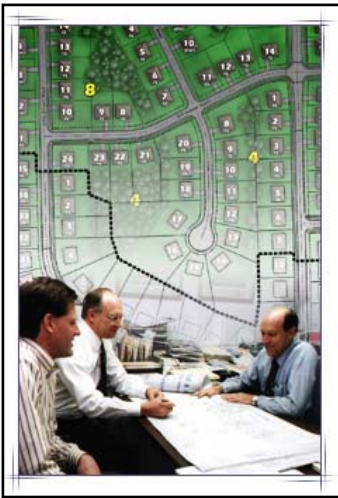
Questions?





Pre-Design Meeting

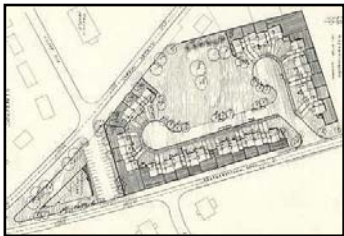
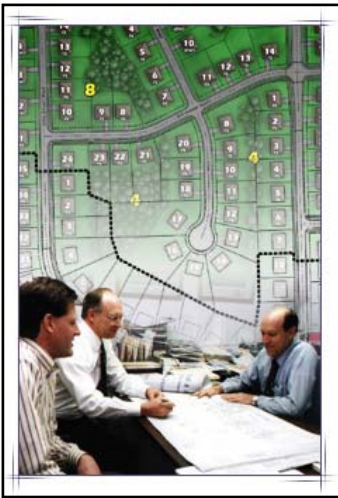




Pre-Design Meeting

(Recommended)

- Initial discussion between the Development Team and CHFA staff from Underwriting, Technical Services, Asset Management and other Authority departments as may be required.
- Discuss programmatic parameters and amenities for the development
- Discuss the development schedule
- Review sketch design drawings that may have already been developed

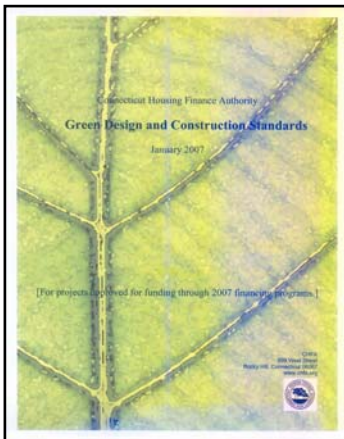


Pre-Design Meeting *(Recommended)*

- Discuss the CHFA Design Review Process
- Discuss applicable requirements, including CHFA Standards of Design and Construction.
- CHFA Standards of Design and Construction may be more restrictive than local planning and zoning requirements.
- CHFA Step I – Pre-Application: Pre-design/Site Analysis/Concept/Feasibility review process should be completed in conjunction with the local municipality's planning and zoning review/approval process.

Applicable Codes and Standards

- **2005 State Building Code**
 - 2003 International Building Code (IBC)
 - 2003 International Residential Code (IRC)
 - 2003 International Existing Building Code (IEBC)
 - 2003 International Mechanical Code (IMC)
 - 2003 International Plumbing Code (IPC)
 - 2003 International Energy Conservation Code (IECC)
 - 2003 International Fire Code (IFC)
 - 2005 National Electrical Code (NEC)
 - 2005 Connecticut Fire Safety Code
 - NFPA 70-2005 Life Safety Code
 - ICC/ANSI A117.1-2003 Accessible and Usable Buildings and Facilities
- **CHFA Standards of Design and Construction 2007**
 - CHFA Green Design and Construction Standards 2007





Applicable Codes and Standards



- **Asthma Regional Council of New England**
 - Building Guidance for Healthy Homes
 - Read This Before You Design, Build or Renovate – Healthy and Affordable Homes



- **HUD Minimum Property Standards**



- **Federal Occupational Safety and Health Agency (OSHA) Regulations**
- **Federal Housing and Equal Opportunity Laws**
 - The Americans with Disabilities Act (ADA)
 - The Architectural Barriers Act (ABA)
 - The Fair Housing Act (FHAct)





“Greening” Affordable Housing

- Long-term Ownership Supports a Life Cycle Approach
 - Continuous ownership and operation by one organization for 40 – 55 years justifies long payback periods
- Savings Help Low-Income Households Most
 - Utility costs can be 25% of expenses after rent – more than health care or education
- Housing Should be Safe, Affordable and Healthy
 - Formaldehyde, volatile organic compounds (VOCs), mold and other indoor air pollutants can impact children’s nervous and respiratory systems and trigger asthma
- Affordable Housing is a Public Asset
 - Approximately \$500 million in Federal tax credits are allocated and combined with other sources for housing annually – developments must be well-designed and long-lasting, and must not be operational burdens





“Green” Buildings

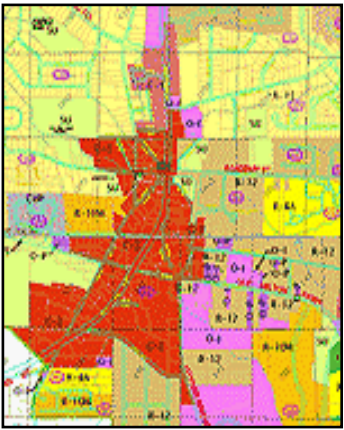
- Minimize the Depletion of Natural Resources in their Construction and Operation
- Use Environmentally-friendly Construction Practices and Materials
- Are Energy-Efficient and Water Conserving
- Improve Human Health and Comfort – Thermal, Visual and Air
- “Whole-Building” Philosophy – Interrelation of Site, Water Efficiency, Energy/Atmosphere, Materials/Resources and Indoor Environmental Quality



“Whole-Building”/Integrated Design Approach

- Begin at Earliest Stages of Design
- Work Together as a Team from the Beginning – Active Collaboration
- Emphasize the Integrated Process – Clear, Continuous Communication
- Think of the Building as a Whole
- Focus on Life-Cycle Design
- Conduct Assessments to Identify Requirements and Set Quantifiable Goals
- Develop Tailored Solutions that Yield Multiple Benefits while Meeting Requirements and Goals
- Evaluate Solutions – Ensure Requirements and Goals are Met





Site Analysis

Character, Structure and Potential of the Site



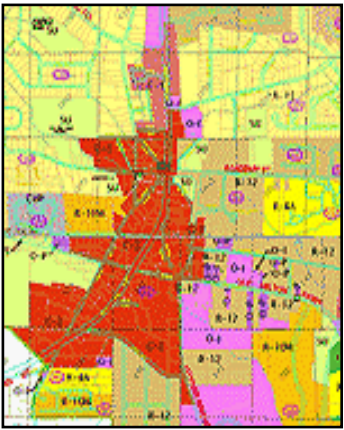
- **Contiguous Land Use**

- Type and impact on planned land use
- Direction and distance to community services, hospitals, shopping, etc.
- Public transportation route and stops.

- **Climatology**

- Prevailing wind direction
- Sun angle/shading (potential passive solar design)
- Tempering factors created by site character





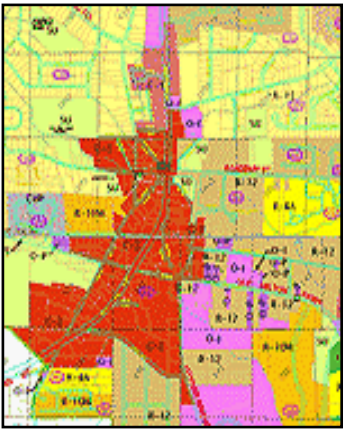
Site Analysis

Character, Structure and Potential of the Site



- **Topography**
 - Basic topography
 - Special or unique ground formations
 - Percent of slope

- **Drainage**
 - Natural watershed (direction);
 - Drainage swales;
 - Bog and swamp areas, designated wetlands, floodplains and floodways;
 - Soils Studies (if available);
 - Depth and analysis of topsoil indicating basic soil types and their characteristics
 - Locate soil borings and present data (may be separate report)



Site Analysis

Character, Structure and Potential of the Site



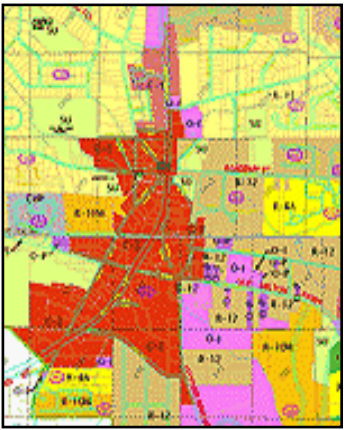
- **Vegetation**

- Locate and identify existing tree masses
- Locate and identify specimen plant material
- Indicate type of ground cover

- **Special Features**

- Lakes and ponds
- Special land features, rock outcroppings, etc.
- Dramatic views





Site Analysis

Character, Structure and Potential of the Site

- **Existing Conditions**

- Structures
- Utilities (sizes, capacities, depths)
- Circulation

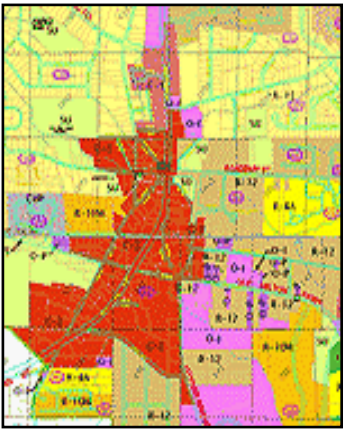
- **Legal Requirements**

- Easements, Special Conditions or Features
- Planning and Zoning (setbacks, site access, building height limitations, densities, parking, carports and garages, etc.)

- **Standards**

- Modifications or waivers of specific CHFA Standards of Design and Construction may be requested.
- Required Planning and Zoning Variances, special use permits, etc. may be discussed.





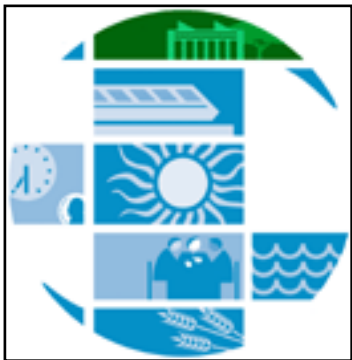
Site Analysis

Character, Structure and Potential of the Site



- **Dwelling Units**
 - Allowable site density
 - Types of dwelling units (differentiated by number of bedrooms, floor areas, configurations)
 - Distribution of total number of dwelling units
- **Community Facilities**
 - Anticipated management and maintenance spaces
 - Anticipated indoor and outdoor community recreational and social spaces
- **Non-Residential Facilities**
 - Anticipated Facilities





Questions?



CHFA Environmental/Hazardous Material Review Guidelines





Environmental Consultant Qualifications

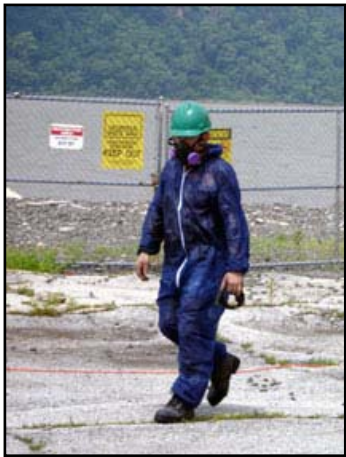


- Environmental Site Assessments prepared by CT LEP (CT Licensed Environmental Professional)



- Hazardous Materials Inspection - CT Licensed (lead paint, asbestos, air quality, etc.)

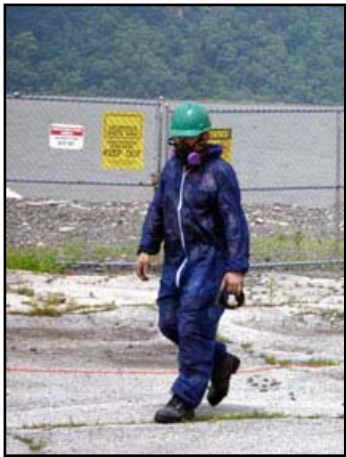




Environmental Site Assessment

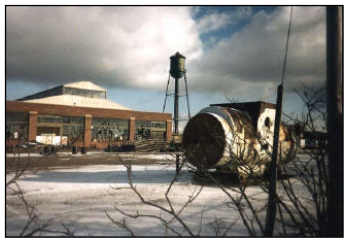
- Phase I Environmental Site Assessment*
 - Needs to comply with National Environmental Policy Act (NEPA)
 - Prepare in accordance with Standards per CT Transfer Act Site Assessment Guidance Document (TASA, CTDEP)
 - Comply with ASTM Standard E1527-05
- * Based on information submitted & reviewed, additional Phased Site Investigations, Testing and/or Reports may be required.





Environmental Site Assessment Process

- Components presented in three major phases of investigation: Phase I, II & III
- Based on situations, it may be cost effective to combine Phase I and Phase II or Phase II and Phase III
- Consultant may conduct activities consistent with Phase III for one part of the site while conducting activities consistent with Phase I or Phase II for other parts of the site.





Phase I Environmental Site Assessment

- Visual Inspection & Observations
 - Site and/or Existing Buildings
 - Record & Document Review
 - Interviews – Agencies & Key Persons
 - Historic Site Uses/Prior Construction
 - Date of Construction
- Report Preparation (submit within 180 days of on-site inspection)





Phase 1 ESA Report Format

Table of Contents

- **Introduction**
- **Site Overview**
 - Site information
 - Potential receptors/environmentally sensitive areas
 - Capsule geologic setting
- **Site History**
 - Present uses
 - Former uses
- **Regulatory Compliance History**
 - Regulatory identification
 - Permits
 - Inspection reports
 - Enforcement history
 - Documented releases
- **Site Features**
 - Description
 - Water supply
 - Waste water disposal
 - Material & waste handling
 - Other likely source of releases
- **Site Walkover Survey**
 - Investigators
 - Observed activities
 - Building interiors
 - Indicators of contamination
 - Potential contaminant pathways
 - Potential off-site sources of contamination
- **Findings, Conclusions and Recommendations**
- **Appendices**





Hazardous Materials and Waste

- **Lead-based Paint**

Follow current Federal, State and Local Regulations:

- HUD Guidelines
- STATE CTDPHAS – Guidance Document
- EPA requirement removal/disposal of LBP
- OSHA 29 CFR 1926.62-lead construction std.
- Local Governmental Laws & Regulations

- **Asbestos**

Follow current Federal, State and Local Regulations:

- EPA
- STATE CTDPHAS
- State CTDEP
- Municipal (City/Town)



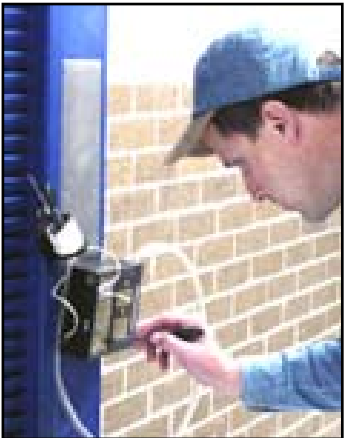
Hazardous Materials and Waste

- **Radon**

- Provide Radon Testing. If testing is not provided or possible, a Radon Mitigation System will need to be installed
 - References
 - EPA – Radon resistant construction techniques
 - ASTM – Installation of Radon Mitigation
 - Results of final testing will determine if a Passive or Active System is needed
 - EPA Action Guideline = 4 pCi/L (minimum)

- **Other Hazards**

- Mold
- Urea Formaldehyde Insulation
- PCB (Polychlorinated Biphenyl's)
- Drinking Water/Piping Systems
- Flood Zone Classification
- Wetland Area Designation





Environmental Attorney



- The Owner's Environmental Attorney needs to review environmental reports and submit a written opinion indicating if the site is considered an "Establishment" per requirements of the CT Transfer Act.



Environmental Costs

- Upon completion of all inspection, testing and reports for the determination of abatement and/or site remediation work, submit cost estimate for review.



Questions?





Preliminary Cost





Preliminary Cost

- **Preliminary Construction Cost**

In order for CHFA to evaluate the construction costs for proposed developments, provide the following project data which must be updated for each phase of the design review process:

- Number of Buildings
- Total Project Square Footage (all buildings)
- Total Living Area (all dwelling units)
- Total Retail Area (all commercial spaces)
- Total Number of Units
- Total Common Area



Preliminary Cost Submission Requirements

- **Common Spaces:**
 - Community room areas, common kitchen, office, reception, maintenance, library, meeting rooms, common laundry, lounge, rest rooms, mail room, janitor closets, craft rooms, game rooms, conference rooms, mechanical rooms and common storage space.
- **Residential Spaces:**
 - Dwelling units (including the manager's unit), corridors and traffic areas through lobbies, vestibules, elevators, elevator lobbies, receiving, mechanical, electrical, meter rooms, stairways, trash rooms and required tenant storage.
- **Lobby Space:**
 - The lobby space necessary for a traffic pattern from the building entry to the elevator and to the unit entry shall not be common space but shall be deemed as necessary residential space





Preliminary Cost Submission Requirements

- **Unit Net Area**
 - All floor area inside finish surfaces of the enclosing walls (unit separation & exterior walls)
- **Unit Gross Area**
 - Sum of floor areas included within outside faces of unit exterior walls and centerline of common or shared walls (basements are not included) and centerline of corridor walls.

CHFA Project Square Footage Information Form



PROJECT SQUARE FOOTAGE INFORMATION

BUILDING USE AND SQUARE FOOTAGE INFORMATION							
FLOOR	COMMON AREA Corridors, stairs, elevators, etc.	RETAIL AREA (Net SQ FT)	RESIDENTIAL AREA (Net SQ FT)	PARKING GARAGE (Net SQ FT)	COMMUNITY ROOM (Net SQ FT)	TOTAL NET (Net SF.)	TOTAL GROSS SF
Basement							
1st Floor							
2nd Floor							
3rd Floor							
4th Floor							
5th Floor							
6th Floor							
7th Floor							
Total							

W:\Excel\Tech\MHV\TypicalProjectSFInformationTable.xls





CHFA Form 2328-MR03

CONTRACTOR'S and/or MORTGAGOR'S COST BREAKDOWN (Schedule of Values)

Connecticut Housing Finance Authority

DEVELOPMENT NO. CHFA- _____
 No. of Buildings _____
 Total Project Square Footage _____
 Total Living Unit Square Footage _____
 Total Retail Square Footage _____
 Total Number of Units _____

CHFA Form 2328-MR03 (Rev 09/02) PROJECT NAME: _____
 ADDRESS: _____
 Street Address _____
 Town/City _____ Zip Code _____

This form represents the Contractor's and/or Mortgagor's firm costs and services as a basis for disbursing dollar amounts when advances are requested.

LINE	DIV	DIV/TRADE ITEM	TOTAL EXPENSE	COST/UNIT	COST/S.F.	REMARKS
1	2	Testing	0	#DIV/0	#DIV/0	
2	2	Environmental	0	#DIV/0	#DIV/0	
3	2	Grading & Excavation	0	#DIV/0	#DIV/0	
4	2	Site Utilities	0	#DIV/0	#DIV/0	
5	2	Paving, Walks & Signs	0	#DIV/0	#DIV/0	
6	2	Unusual Site Conditions	0	#DIV/0	#DIV/0	
7	2	Landscaping & Plantings	0	#DIV/0	#DIV/0	
8	2	Other Site Work	0	#DIV/0	#DIV/0	
9	2	Demolition	0	#DIV/0	#DIV/0	
10	3	Concrete	0	#DIV/0	#DIV/0	
11	4	Masonry	0	#DIV/0	#DIV/0	
12	5	Metals	0	#DIV/0	#DIV/0	
13	6	Rough Carpentry	0	#DIV/0	#DIV/0	
14	6	Finish Carpentry	0	#DIV/0	#DIV/0	
15	7	Moisture Protection	0	#DIV/0	#DIV/0	
16	7	Insulation	0	#DIV/0	#DIV/0	
17	7	Roofing	0	#DIV/0	#DIV/0	
18	7	Sheet Metal	0	#DIV/0	#DIV/0	
19	7	Stairs	0	#DIV/0	#DIV/0	
20	8	Doors & Hardware	0	#DIV/0	#DIV/0	
21	8	Windows & Glazing	0	#DIV/0	#DIV/0	
22	9	Acoustical Tile	0	#DIV/0	#DIV/0	
23	9	Drywall	0	#DIV/0	#DIV/0	
24	9	Ceramic Tile	0	#DIV/0	#DIV/0	
25	9	Wood Flooring	0	#DIV/0	#DIV/0	
26	9	Resilient Flooring	0	#DIV/0	#DIV/0	
27	9	Painting and Decorating	0	#DIV/0	#DIV/0	
28	9	Carpet	0	#DIV/0	#DIV/0	
29	10	Unit A/C and/or Sleeves	0	#DIV/0	#DIV/0	
30	10	Specialties	0	#DIV/0	#DIV/0	
31	11	Special Equipment (Specify)	0	#DIV/0	#DIV/0	
32	11	Cabinets & Vanities	0	#DIV/0	#DIV/0	
33	11	Appliances	0	#DIV/0	#DIV/0	
34	12	Block, Glass & Artwork	0	#DIV/0	#DIV/0	
35	13	Special Construction	0	#DIV/0	#DIV/0	
36	14	Elevators	0	#DIV/0	#DIV/0	
37	15	Plumbing	0	#DIV/0	#DIV/0	
38	15	Hydronic Heating	0	#DIV/0	#DIV/0	
39	15	HVAC	0	#DIV/0	#DIV/0	
40	15	Fire Suppression	0	#DIV/0	#DIV/0	
41	16	Electrical (Building Only)	0	#DIV/0	#DIV/0	
42		TOTAL STRUCTURE & LAND IMPROVEMENTS	\$0			
43		General Requirements	0			
44		SUBTOTAL (Lines 41 & 42)	\$0			
45		Builder's Overhead & Profit	0			
46		SUBTOTAL (Lines 43 & 44)	\$0			
47		Building Permit & Other Fees (Specify)	0			
48		Bond Premium	0			
49		TOTAL FOR ALL IMPROVEMENTS	\$0			

I/We hereby certify that the proposed housing can be built for the cost shown above.

Mortgagor _____ by _____ (Date) _____

Contractor _____ by _____ (Date) _____

Accepted: Connecticut Housing Finance Authority

Administrator, Multifamily Underwriting & Tech. (Date) _____ Development Cost Analyst (Date) _____

Acknowledged by: _____

Senior Mortgage Underwriter (Date) _____





Preliminary Cost

- Square Footages
- Usage
- Project Name
- Address



Preliminary Cost

- GMP = Guaranteed Maximum Price
- Divisions
- General Requirements
- OH&P
- Bond Premium
- Permits





Preliminary Cost

- Cost Developed by Contractor
- Form 2328 Serves as the Contractor's Requisition Template
- Form 2328 Serves as the Contractor's Cost Certification Template



CHFA Cost Acceptance Limits

- General Requirements: 4% of Total Hard Cost
- Overhead & Profit: 12% of Total Hard Cost
- Percentages remain the same for all Change Orders
- Percentage Stacking is not allowed

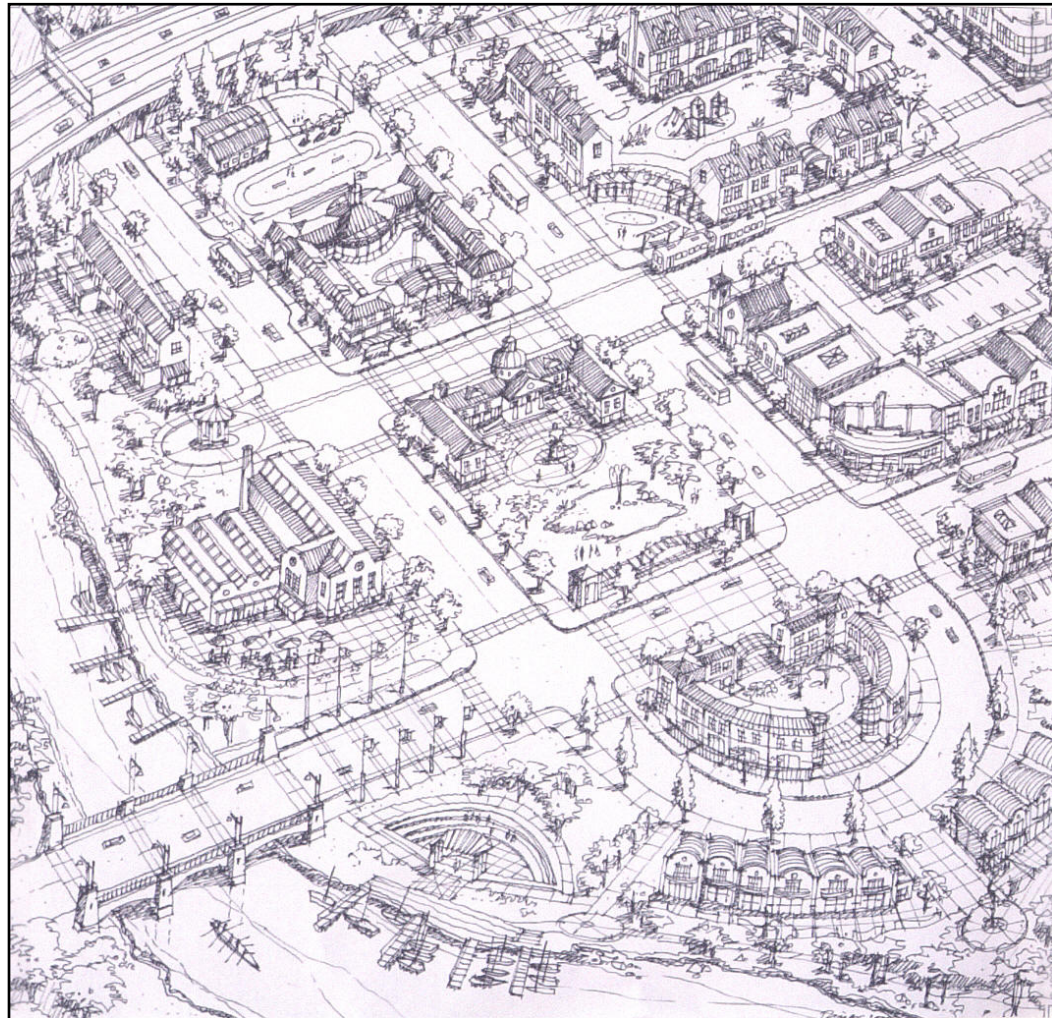




Questions?



Development Concept/Feasibility Meeting *Full Application*





Development Concept/Feasibility Meeting

Full Application



- Development Program
 - Proposed program statement for the development that provides guidelines for the conceptual plan based on the market, detailed graphic and written analysis of the site and its characteristics and other development considerations.

- Area Tabulations
 - Common Spaces
 - Residential Spaces





Development Concept/Feasibility Meeting

Full Application



- Preliminary Drawings
 - Title Sheet with development name/address/location map, names/contact information for the Developer, Architect, Landscape Architect, Site Planner, Surveyor, Engineer and other consultants, revision dates, CHFA number, index of drawings
 - Site Plans with rough grade information
 - Building Plans and Elevations/Unit Floor Plans
 - All drawings must be numbered and include a graphic and lettered scale, north arrow and sheet title

- Outline Specifications
 - Proposed Major Materials and Systems





Development Concept/Feasibility Meeting

Full Application



- Documents prepared in accordance with CHFA Site Analysis/Concept/Feasibility Requirements are presented and submitted to CHFA staff from Underwriting, Technical Services, Asset Management and other Authority departments as may be required.
- Standards
 - Modifications or waivers of specific CHFA Standards of Design and Construction may be requested
 - Required Planning and Zoning Variances, special use permits, etc. may be discussed
 - When requesting a modification or waiver, the Development Team shall provide compelling reasons for CHFA to consider granting a modification or waiver.





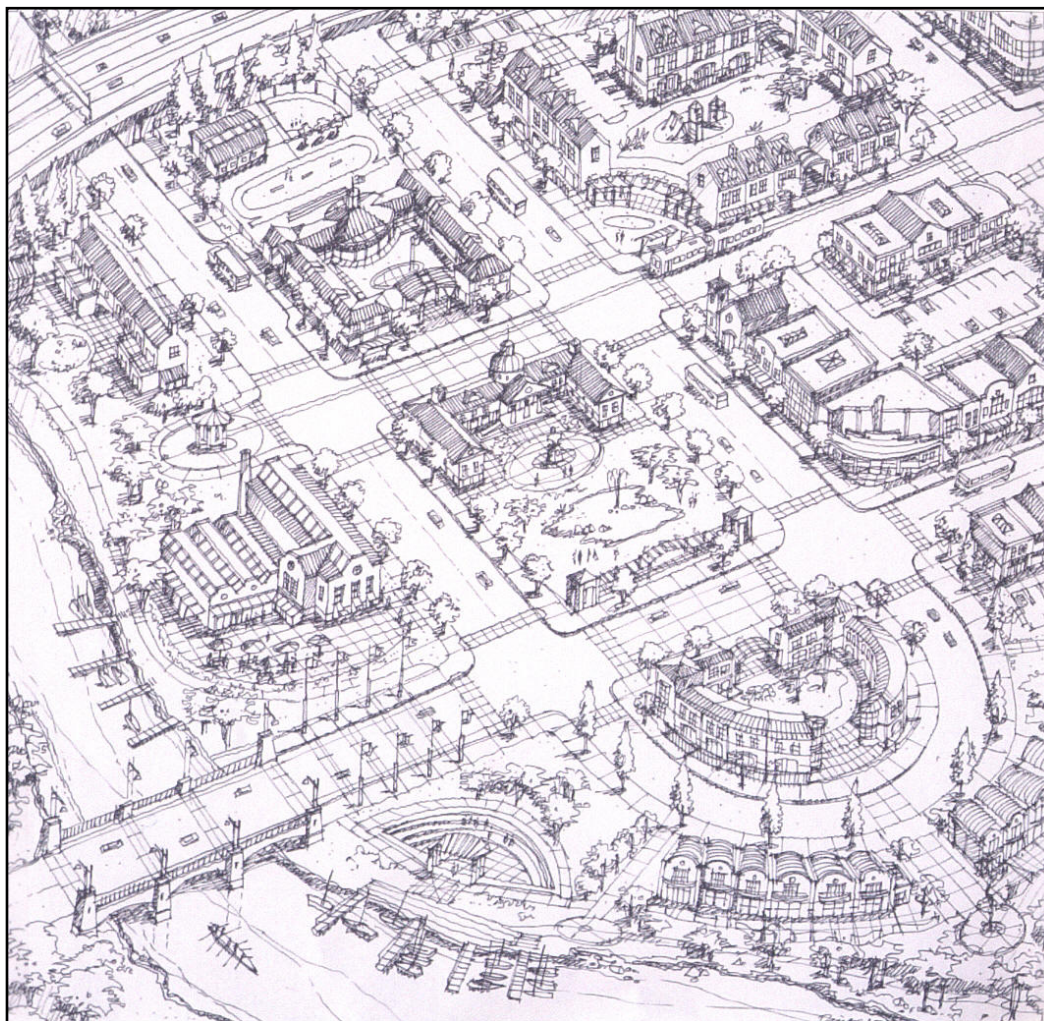
Technical Services Review Process

- Technical Services staff will review and comment on the submitted documents according to a checklist based on CHFA Standards of Design and Construction 2007. Tech Services staff will issue formal written comments at completion of review.
- The Developer's Design Team shall then prepare and submit a written response to CHFA comments and shall identify desired variances from the CHFA Standards of Design and Construction.
- When submitting revised drawings, all changes shall be highlighted by architectural graphic standard "clouds".





Questions?





Next Seminar – August 14, 2007

Full Application Review

