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# Connecticut Housing Finance Authority

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Construction Guidelines:  
Technical Services/  
Asset Management  
(TSAM) Capital  
Improvement Project  
Review

2014

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These Guidelines are effective on January 1, 2014

## **I. Capital Improvements – Repairs/Replacements/Installations**

CHFA requires that all building materials, components, fabrications, and equipment for all proposed repair, replacement and capital improvement work be completed in accordance with all applicable Building Codes, State and Federal regulations and current “Multifamily Design, Construction and Sustainability Standards – CHFA” (the Standards). The CHFA “Construction Guidelines: Technical Services/Asset Management (TSAM) Capital Improvement Project Review” outline the Technical Services process for reviewing specific Asset Management capital improvement, repair and replacement projects. When determining the scope of work for proposed capital improvement, repair and replacement projects, consideration of the interconnection of the individual materials, components, fabrications, and equipment that comprise a fully-functioning building is strongly encouraged. For assistance in planning capital improvement, repair and replacement work, Owners and Property Managers may consult the CHFA “Construction Guidelines: Technical Services/Asset Management (TSAM) Capital Improvement Guide (CIG)”, which includes “Questions to Consider” – suggested related issues and conditions to be examined when replacing or installing additional individual building materials, components, fabrications, and equipment.

The Standards and the CIG define the design considerations and specific requirements for capital improvement repair and replacement projects for multifamily housing financed through the Authority. It is the intent of these documents to insure that housing financed through CHFA’s multifamily lending programs best serves the physical, environmental and social needs of its residents as the marketplace, resources and need will permit.

Some of the Standards are general, and are intended to be guidelines that must be applied to the local situation. It is acknowledged that individual developments may face unique site, design, financing or market constraints for which full compliance may be difficult, impractical or undesirable. It is further intended that such unique constraints are to be identified during the Design Review Process, and that the Developer request a Design Modification or Waiver. CHFA will consider such requests, on a case-by-case basis, to determine whether specific standards should be modified or waived, for reasons and purposes acceptable to the Authority.

The Standards are not intended to reduce or circumvent the requirements of current applicable Building Codes, and/or Federal, State and Local law. It is the responsibility of Owners/Property Managers, and their Professional Consultants (as required) to assure compliance of the design and construction with all required laws, Codes and the Standards.

Following is a list of example projects in three categories, which require certification of completion in accordance with the Standards; acceptable certifying agent(s) are indicated for each project. Depending upon the project, the acceptable certifying agent may include one or more of the following: the Owner [O], a CT-licensed/insured Building and/or Home Inspector, or HUD-approved Inspector [I], insured FHA 203K Compliance Consultant [C], Architect [A], Professional Engineer [PE], Licensed Environmental Consultant [LEC], or Approved Vendor [AV].

## **II. Capital Improvement Project Classifications**

CHFA prefers the use of Design Professionals (Architects and Professional Engineers), whenever possible, to determine the scope of work to be included in the bid documents, coordinate bids and certify that the work has been completed in accordance with current Building Codes and the Standards. CHFA reserves the right to require a Design Professional on any and all replacement/repair construction projects, subject to the scope and complexity of the proposed project.

**A. Capital Improvement Project Classification A**

1. Classification A Example Projects:

If the Owner will be completing any of the Capital Improvement Projects listed below, the Owner may certify that the work has been completed in accordance with applicable Building Codes, State and Federal regulations and the current Standards.

- a. Air-Conditioning units in existing sleeves replacement [O]
- b. Bathroom cabinet/countertop/flooring replacement [O]
- c. Bathroom plumbing fixtures/controls/fittings replacement [O]
- d. Bathroom and Kitchen exhaust fan replacement [O]
- e. Building and site termite treatment [O]
- f. Carpet replacement [O]
- g. Decking repair/replacement [O]
- h. Electrical light fixtures and outlets repair/replacement [O]
- i. Exterior painting/caulking/weatherproofing [O]
- j. Exterior storm door replacement [O]
- k. Gutter system repair/replacement/installation [O]
- l. Kitchen appliance replacement [O]
- m. Kitchen cabinet/countertop/flooring replacement [O]
- n. Kitchen plumbing fixtures/controls/fittings replacement [O]
- o. Laundry appliance replacement [O]
- p. Kitchen plumbing fixtures/controls/fittings replacement [O]
- q. Masonry re-pointing, minor brick replacement and joint repair [O]
- r. Pool/tennis court/fitness center/playground repair/replacement [O]
- s. Power washing of exterior building elements [O]
- t. Security systems repair/replacement [O]
- u. Tree/bush/shrub trimming or removal [O]

2. CHFA Approval Process – Classification A:

- a. If the cost of the work will be greater than \$25000, the Owner submits CHFA Escrow Release Pre-Approval Form HM 6-21 for the Capital Improvement Project to CHFA the Asset Management Department for approval, along with the proposed scope of work and three (3) bid quotes. The Owner must sign the certification statement indicating that the proposed scope of work will be/has been planned, designed and completed in accordance with current Building Codes, State and Federal regulations and the Standards. If the Capital Improvement Project falls under Replacement Reserve Descriptive Codes A-2, A-9 or A-10 per CHFA Form HM 6-22, the submission must also include a Capital Improvement Schedule for Extensive Replacement.
- b. Upon completion of the approved project, the Owner submits CHFA Request to Release Escrow Funds Form HM 6-24. The Owner must sign the certification statement indicating that the proposed scope of work has been planned, designed and completed in accordance with current Building Codes, State and Federal regulations and the Standards.

**B. Capital Improvement Project Classification B**

1. Classification B Example Projects:

Classification B.1: If the Owner will be completing any of the Capital Improvement Projects listed below, and the cost for the proposed scope of work is less than \$25,000, the Owner may certify that the work has been completed in accordance with applicable Building Codes, State and Federal regulations and the current Standards. Classification B.2: If the cost for the proposed scope of work is \$25,000 or greater, the Owner must retain a Building Design Professional/Consultant to determine the scope of work, prepare the bid solicitation documents, and certify that the work has been completed in accordance with applicable Building Codes, State and Federal regulations and current Standards.

- a. Air-conditioning units in existing/new sleeves replacement/installation [I/C]
- b. Air-conditioning equipment and systems (roof-top) repair/replacement/installation [PE]

- c. Asphalt roof shingle repair/replacement / installation [I/C]
  - d. Bathroom and Kitchen exhaust fans/systems installation [I/C]
  - e. Built-up roofing repair/replacement/installation [A/PE/I]
  - f. Electrical service repair/replacement [I]
  - g. Exterior door replacement/installation [I/C]
  - h. Exterior siding repair/replacement/installation [I/C]
  - i. Hard-wired smoke detector system/carbon monoxide detector system installation [PE]
  - j. Heating equipment/controls repair/replacement/installation [PE]
  - k. Hot water heaters/controls replacement/installation [I/C]
  - l. Single-ply roofing repair/replacement/installation [A/PE]
  - m. Site paving repair/replacement/installation, including parking areas and sidewalks [I/PE]
  - n. Window replacement/installation [I/C]
2. CHFA Approval Process – Classification B.1:
- a. The Owner submits CHFA Escrow Release Pre-Approval Form HM 6-21 for the Capital Improvement Project to the CHFA Asset Management Department for approval, along with the proposed scope of work and three (3) bid quotes. The Owner must sign the certification statement indicating the that the proposed scope of work will be/has been planned, designed and completed in accordance with current Building Codes, State and Federal regulations and the Standards. If the Capital Improvement Project falls under Replacement Reserve Descriptive Codes A-2, A-9 or A-10 per CHFA Form HM 6-22, the submission must also include a Capital Improvement Schedule for Extensive Replacement.
  - b. Upon completion of the approved project, the Owner submits CHFA Request to Release Escrow Funds Form HM 6-24. The Owner must sign the certification statement indicating the that the proposed scope of work has been planned, designed and completed in accordance with current Building Codes, State and Federal regulations and the Standards.
3. CHFA Approval Process – Classification B.2:
- a. The Owner submits CHFA Escrow Release Pre-Approval Form HM 6-21 for the Capital Improvement Project to the CHFA Asset Management Department for approval, along with the proposed scope of work and three (3) bid quotes. The Owner’s Building Design Professional/Consultant must sign the certification statement indicating that the proposed scope of work will be/has been planned, designed and completed in accordance with current Building Codes, State and Federal regulations and the Standards. If the Capital Improvement Project falls under Replacement Reserve Descriptive Codes A-2, A-9 or A-10 per CHFA Form HM 6-22, the submission must also include a Capital Improvement Schedule for Extensive Replacement.
  - b. Upon completion of the approved project, the Owner submits CHFA Request to Release Escrow Funds Form HM 6-24. The Owner’s Building Design Professional/Consultant must sign the certification statement indicating that the proposed scope of work has been planned, designed and completed in accordance with current Building Codes, State and Federal regulations and the Standards.

### **C. Capital Improvement Project Classification C**

#### **1. Classification C Example Projects:**

If the Owner will be completing any of the Capital Improvement Projects listed below, the Owner must retain a Building Design Professional to determine the scope of work, prepare the bid solicitation documents, and certify that the work will be/has been planned and designed in accordance with applicable Building Codes, State and Federal regulations and the current Standards. If the Owner will be completing any work listed above under Classification A and/or B in conjunction with a Capital Improvement Project listed under Classification C, the Building Design Professional will include the Classification A and/or B work in the Classification C project scope of work and bid solicitation documents, and certify that the proposed scope of work will be/has been planned and designed in accordance with applicable Building Codes, State and Federal regulations and the current Standards. All bid documents (prior to bid solicitation) and bid proposals must be reviewed and accepted by the CHFA Technical Services Department. Upon completion of the approved project, the Building Design Professional of record must

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certify that the work has been completed in accordance with applicable Building Codes, State and Federal regulations and the current Standards.

- a. Alterations to or removal of fire-rated enclosures/separations/passages/doors [A/PE]
  - b. Antenna; i.e. cell tower installation [PE]
  - c. Building or site structural repairs/replacement [PE]
  - d. Commercial space build-out [A]
  - e. Cooling plants for buildings (cooling towers, piping, ductwork, etc.) repair/replacement/installation [PE]
  - f. Decking/balcony repair/replacement (>24" above finished grade) [A/PE]
  - g. Electrical service upgrade [PE]
  - h. Electrical switchgear repair/replacement [PE]
  - i. Elevator repair/upgrade/replacement [AV/PE]
  - j. Emergency generator repair/replacement/installation [PE]
  - k. Energy-efficiency upgrades (building components/systems) [A/PE]
  - l. Exterior fire-escape repair/replacement [A/PE]
  - m. Exterior masonry repairs where movement cracks are apparent [PE]
  - n. Geothermal heating/cooling system installation [PE]
  - o. Heat/fire/smoke suppression systems [AV/PE]
  - p. Heating plants (includes boilers/furnaces and associated piping/ductwork and chimneys/flues) [PE]
  - q. Parking structure repair/modification [A/PE]
  - r. Photo-voltaic/solar thermal system installation [PE]
  - s. Site grading and retaining wall repair/replacement/installation [PE]
  - t. Site utility (storm/sanitary drainage system, and electric/gas/phone/cable line) work [PE]
2. CHFA Approval Process – Classification C:
- a. The Owner submits CHFA Technical Services Review and Approval Form HM 6-21TS along with Site Photographs, Drawings, Project Manual/Specifications, Structural Assessment, Comprehensive Capital Needs Assessment Schedule (CNA), Environmental Reports/Testing, and other support documentation as may be required by the scope and complexity of the proposed Capital Improvement Project. The Owner's Building Design Professional must sign the certification statement indicating that the proposed scope of work has been/will be planned, designed and completed in accordance with current Building Codes, State and Federal regulations and the Standards.
  - b. Upon determination that the submission is complete, the Asset Manager forwards the submission to the CHFA Technical Services Department for review and approval. Technical Services staff will correspond directly with the Owner and Building Design Professionals (with a cc: to the Asset Manager), to address questions or concerns, and request additional information.
  - c. Upon notification from the Asset Manager that the bid solicitation documentation is acceptable, the Owner and Building Design Professional will obtain a minimum of three (3) bids in a competitive process, and submit the bids, the name of the Owner's recommended Contractor, and CHFA Escrow Release Pre-Approval Form HM 6-21 for the Capital Improvement Project to CHFA Asset Management. The Owner's Building Design Professional must sign the certification statement indicating that the proposed scope of work has been/will be planned, designed and completed in accordance with current Building Codes, State and Federal regulations and the Standards. If the Capital Improvement Project falls under Replacement Reserve Descriptive Codes A-2, A-9 or A-10 per CHFA Form HM 6-22, the submission must also include a Capital Improvement Schedule for Extensive Replacement.
  - d. Upon determination that the submission is complete, the Asset Manager forwards the submission to the CHFA Technical Services Department for review and approval. Technical Services staff will correspond directly with the Owner and Building Design Professionals (with a cc: to the Asset Manager), to address questions or concerns, and request additional information.

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- e. Upon notification from the Asset Manager of the acceptability of the bid proposal and authorization to proceed, the Owner and Building Design Professional may commence with the construction phase of the project.
- f. Upon completion of the approved project, the Owner submits CHFA Request to Release Escrow Funds Form HM 6-24, and any required back-up information, to CHFA Finance Department. The Owner's Building Design Professional must sign the certification statement indicating that the proposed scope of work has been planned, designed and completed in accordance with current Building Codes, State and Federal regulations and the Standards.