

2016 ARCHITECTURAL MANUAL

SUBMISSION REQUIREMENTS

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A. OVERVIEW:

The Submission Requirements section of the Architectural Manual provides an overview of the documentation related to the Construction Services (CS) Department that will be submitted by each project team as both part of the application and awarded projects processes.

B. APPLICATION FOR DCA RESOURCES:

1. Location/Vicinity Map: This map should indicate adjacent land uses, existing roads and/or streets and significant facilities such as schools, hospitals, retail, public transportation and recreation areas.
2. Conceptual Site Development Plan: (This plan is not intended to be a final site development plan). The plan shall reflect the following information:
 - a. All existing property easements. (Information to be compiled from public records and other appropriate sources);
 - b. All existing physical structures, underground tanks, and any other improvements on the property;
 - c. All wetlands, floodplains, and state waters in relation to proposed buildings, paving, and site amenities; all buffers required by state and local jurisdictions and areas of disturbance indicated and calculated. (This information must be supported by the wetlands map, wetlands delineation report, and floodplain map submitted in the Environmental Site Assessment Report. See Environmental Review Guide for DCA limitations on the development of wetlands and floodplains);
 - d. Adjacent property usage indicated both graphically and in written form;
 - e. All zoning setbacks and zoning restrictions for the subject property;
 - f. All other features that would affect the development of the subject property;
 - g. Proposed entrance access to the property and a layout of all buildings, roads, parking areas, etc.
 - h. All amenities in the Application must be on the site plan;
 - i. All areas of tree and vegetation preservation;
 - j. Existing topographic contours at appropriate vertical scale;
 - k. Proposed finish floor elevations for each building.
3. Desirable/Undesirable Site Certification: This form must include locations and distances of desirable and undesirable activities within the vicinity of the proposed development and depict all desirable and undesirable activities or establishments, as described under the Desirable and Undesirable Characteristics section of the QAP.
4. Physical Needs Assessment (See Rehabilitation Guide for additional requirements)
5. DCA Rehabilitation Work Scope form (See Rehabilitation Guide for additional requirements)

6. Color photographs of the property and adjacent surrounding properties and structures, with location map: **Aerial photographs** are required for all properties. The use of online satellite map programs for aerial pictures, such as *Google Earth* and *MapQuest*, is permitted only if the pictures are current (taken within 6 months of Application date) and have a high enough resolution to clearly identify the existing property and adjacent land uses. Approximate property boundaries must be marked. Black and white photographs are not acceptable.
7. A boundary survey may be required if the precise location and extent of the subject property appears to be ambiguous.

Applicable DCA forms:

- 2016 DCA Rehabilitation Work Scope form
- 2016 QAP

C. AWARDED PROJECTS

In order to ensure compliance with Georgia DCA's Architectural Standards for safe, decent, affordable housing, DCA monitors the design and construction of all projects awarded tax credits and/or HOME funds. As such, the project team is required to submit documents to DCA throughout the stages of design and construction, which is accomplished through the Construction Services (CS) Department's defined staged submission process as outlined below. Adherence to these requirements and periodic DCA staff consultation are essential to ensure that deadlines and QAP commitments are met.

The submittal process and procedural requirements, including a list of the documents required for each submission, are further detailed in the **2016 DCA Construction Services (CS) Transmittal** Excel workbook. The workbook includes submittal instructions and a program specific transmittal form for each program type (HOME, 9% Tax Credit only, and 4% Bond Tax Credit only projects). The 2016 DCA CS Transmittal workbook and applicable DCA documents will be made available on the DCA website prior to the DCA award letter:

Applicable DCA forms:

- 2016 Construction Services (CS) Transmittal
- 2016 Construction Document Log
- 2016 Schedule of Values
- 2016 Design Options & Amenities Recertification

1. HOME Funded Projects:

a. 60 DAY SUBMISSION

- Due: No later than 60 days after announcement of awards; or no later than March 1, 2017.
- Description: Includes items such as the ALTA Survey and Geotechnical Report which DCA uses to ensure that the project design can commence.

b. DCA REVIEW SUBMISSION

- Due: No later than May 1, 2017).
- Description: Includes items such as the "Review Set" of construction documents and DCA Schedule of Values which DCA uses to approve the project for DCA Loan Committee review.

c. LOAN CLOSING SUBMISSION

- Due: Prior to HOME loan closing which must occur on or before July 15, 2017.
- Description: Includes items such as the "Contract Set" of construction documents and executed Owner/Contractor Agreement which DCA uses for the HOME loan closing.

d. COMMENCEMENT SUBMISSION

- Due: Prior to construction commencement which must occur within nine (9) months of the date of the initial HOME commitment.
- Description: Includes items such as the Building Permit and Notice to Proceed which DCA uses to verify commencement of construction.

2. 9% Tax Credit Only Projects

a. 60 DAY SUBMISSION

- Due: No later than 60 days after announcement of awards; or no later than March 1, 2017.
- Description: Includes items such as the Survey and Geotechnical Report which DCA uses to ensure that the project design can commence.

b. COMMENCEMENT SUBMISSION

- Due: Prior to construction commencement which must occur no later than no later than September 30th, 2017.
- Description: Includes items such as the Building Permit and the Notice to Proceed which DCA uses to verify commencement of construction.

c. DCA FINAL INSPECTION SUBMISSION

- Due: When final retainage release contractor pay app is issued.
- Description: Includes items such as the Certificate of Substantial Completion and the Accessibility Clearance Letter which DCA uses to verify that the project is ready for the DCA Final Inspection.

d. CONSTRUCTION 8609 CLEARANCE SUBMISSION

- Due: Prior to final allocation of resources which is due no later than February 15, 2019.

- Description: Includes items like the Radon Testing Report and the Contractor Cost Certification which DCA uses to clear the project for issuance of the 8609.

3. 4% Bond Tax Credit Only Projects

a. 60 DAY SUBMISSION

- Due: No later than 60 days after date of Letter of Determination.
- Description: Includes items like the Survey and Geotechnical Report which DCA uses to ensure that the project design can commence.

b. COMMENCEMENT SUBMISSION

- Due: Prior to construction commencement.
- Description: Includes items like the Building Permit and the Notice to Proceed which DCA uses to verify commencement of construction.

c. DCA FINAL INSPECTION SUBMISSION

- Due: When final retainage release contractor pay app is issued.
- Description: Includes items like the Certificate of Substantial Completion and the Accessibility Clearance Letter which DCA uses to verify that the project is ready for the DCA Final Inspection.

d. CONSTRUCTION 8609 CLEARANCE SUBMISSION

- Due: Prior to final allocation of resources which is due no later than September 15, 2019.
- Description: Includes items like the Radon Testing Report and the Contractor Cost Certification which DCA uses to clear the project for issuance of the 8609.

D. HOME CONSTRUCTION DRAWS

For projects that utilize HOME funds, the project team is required to submit ALL development draws to DCA for review and approval by the DCA stipulated due dates. This includes soft cost only draws or where seeking other sources of funding

NOTE: HOME Agreement: "The failure to send GHFA all Draw Requests, as required by this section, is an Event of Default".

There are two sets of DCA draw procedures to follow, one for the monthly interim draws and one for the final retainage draw. The DCA **2016 HOME Monthly Interim Draw Process** document will guide the teams through the interim draws (loan closing draw thru the 100% complete draw) and the DCA **2016 HOME Construction Closeout Process** document will guide the team through the Contractor's final retainage pay app and the HOME construction closeout process.

NOTE: See additional requirements indicated in the 2016 HOME Manual

Applicable DCA forms/documents:

- 2016 HOME AIA form G702/703) Contractor Application for Payment
- 2016 Executed Change Order Log
- 2016 Subcontractor/Lien Waiver Log
- 2016 Draw Checklist
- 2016 HOME Monthly Interim Draw Process
- 2016 HOME Construction Closeout Process (final retainage draw)

E. HOME CHANGE ORDER APPROVAL

For HOME projects ALL changes to the approved scope of work and/or construction contract must be approved by DCA **in advance of proceeding** with the work. Contractor shall not enter into, or permit to be effective, any change order to the Contract or any of the plans and specifications for the construction of the Project without Lender's prior written consent. **Architect** shall not change the plans and specifications for the Project or, on Borrower's behalf, authorize any change order relating to the construction of the Project without Lender's prior written consent. Draw requests shall **include evidence** that all change orders have been approved in writing by GHFA.

Applicable DCA forms/documents:

- Work Scope Change Request form
- Construction/Permanent Loan Agreement
- Contractor's Consent and Agreement
- Architect's Consent and Agreement
- HOME Addendum to Construction Contract
- 2016 HOME Manual

F. MISCELLANEOUS

1. Projects With Tax Credits Only:

For projects with Tax Credits only, the Owner is NOT required to submit construction related documents on a monthly basis to DCA during the construction period. However, during the construction period, DCA reserves the right to request documentation as needed to demonstrate that the project is in compliance with DCA design and construction requirements.

2. DCA Construction Inspector:

During construction, the Owner is responsible for providing in a timely fashion to the **DCA Construction Inspector** all requested construction related documents (drawings and specifications, applications for payments, Change Orders, Architectural Supplemental Instructions (ASIs), Architect's Field Reports, Soils and materials test reports, etc.) prior to his/her inspection(s).