

ARCHITECTURAL MANUAL

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ARCHITECTURAL STANDARDS

In accordance with requirements established by the federal government at 24 CFR 92.251 for the proper operation of the HOME program, IRC Section 42 for the proper operation of the Low Income Housing Tax Credit (LIHTC) program, and the 1989 Georgia General Assembly for the proper operation of the State Housing Trust Fund (HTF) for the Homeless, the Georgia Department of Community Affairs (DCA) has established these Architectural Standards. All projects receiving HOME funds, 9% and 4% LIHTC, Bonds and HTF from DCA for the purpose of building new property and rehabilitating existing property must meet or exceed these Architectural Standards. Incorporation of these minimum standards into all work scopes which control the level of construction to be performed on all properties is required. These standards have incorporated all state and local building codes, state energy codes and the HUD Housing Quality Standards (HQS). In many cases DCA requirements exceed the referenced state and federal requirements. Compliance with these Architectural Standards will result in properties that pass the local codes and HQS standards upon project completion (except for those HQS standards, which vary by occupant household size). The marketability of rental property and the appraisal requirements of all properties may result in a higher level of construction required in certain areas.

The Qualified Allocation Plan requires that all projects funded under the Plan meet all applicable federal and state accessibility standards as well as all DCA accessibility requirements. For further information on the accessibility laws and requirements that are applicable to projects funded under the Plan, refer to the DCA Accessibility Guide in the DCA Application Manual.

These Architectural Standards **do not** have the effect of replacing local codes or minimum property standards. All properties must meet or exceed applicable local codes and property standards. With the exception of offsite development costs, measures required to address local codes and property standards are eligible construction costs for properties receiving HOME, LIHTC & HTF funding.

These Architectural Standards are applicable to **new and rehabilitation** construction. New and rehabilitation construction is governed by all local and state building codes and requirements. New construction is defined as projects having construction costs

exceeding 75% of the replacement cost of the completed property (as defined by Section 504 regulations).

Building Permits are required for all work to be funded under DCA programs.

Proof of inspections and approvals by local officials including Certificates of Occupancy are required for final allocation of Low Income Housing Tax Credits (LIHTC). See Submittal Instructions for specific information and verify all requirements with LIHTC and HOME underwriters.

The American Institute of Architects has issued new forms to replace some of the existing contract forms. Please ensure all required documentation is on these new forms.

Final determination as to compliance with the Architectural Standards rests solely with DCA, the mortgage lender and the credit enhancement provider. The highest standards will prevail.

All construction work scopes (including rehabilitation) must give consideration to the marketability of the property including the upgrading of the exterior appearance of the buildings, the interior of the units and the site conditions. DCA requires upgrades to the property that will improve the marketability and quality of life for the residents. These upgrades should be reflected in the Threshold and Scoring portions of the DCA Application.

Rehabilitation Modifications/Additions:

All projects presented for rehabilitation must meet all threshold requirements as published in the Qualified Allocation Plan, including longevity, per unit cost limitations, financial feasibility and economic viability. All buildings presented for rehabilitation must meet all current, applicable building, accessibility, fire and safety codes at the completion of the construction. This includes adherence to current electrical and mechanical codes etc. (DCA will not waive this requirement). Note that DCA requires building permits and local authority inspections for all rehabilitation proposals.

Refer to the Expected Useful Life Table (EUL) which can be used to determine whether a component is in need of replacement. Ensure this Architectural Manual is read in its entirety for further information on the DCA replacement and longevity requirements of all materials and components for the completed rehabilitation on the property. See the

Qualified Allocation Plan and the Physical Needs Assessment Guide for additional guidance.

I. DESIGN SUBMITTALS AND CONSTRUCTION MONITORING

A. Drawings and Specifications:

The architectural drawings and specifications must be in compliance with the Livability Standards found in HUD's Minimum Property Standards 4910.1 (1984). These are the minimum standards. Where DCA or local standards are higher, the higher standards will prevail. All federal, state and local codes must be met, including all applicable building and fire codes, applicable federal and state accessibility laws and requirements, Georgia Energy Code, and any other applicable requirements. In every case the most restrictive requirement shall prevail.

The architectural drawings should be complete, clear and consistent, graphically depicting the design, location and dimensions of the elements of the project. This is to minimize construction problems, schedule delays, discrepancies in documentation and cost overruns, all of which affect the overall construction process. Refer to the Architectural Submittal Instructions for document format and submittal requirements.

B. Inspections:

The soils testing, construction methods, and materials inspections (including related written documentation and reports) must meet or exceed applicable industry standards. A testing lab must approve all soils under foundations, slabs and paving. Concrete must be tested to ensure it meets specifications. Soils testing is required for new construction only.

C. Consultant Reports:

DCA will conduct periodic construction inspections of all HOME and LIHTC properties to ensure construction quality and completion dates are met. A consultant will be assigned to each property. For HOME funded projects, the consultant will provide monthly reports and review pay requests. For other funding programs, the consultant will perform 2-4 inspections during construction. The consultant will be engaged by DCA and/or the mortgage lender (when agreed on, the same consultant may serve both lenders). The construction reports, in addition to reviewing construction draw requests,

shall address methods of construction, percentage of completion, progress and budget analysis, and adherence to codes and acceptable building practices.

DCA requires that all properties under construction submit all draw requests and any additional construction inspection reports to DCA on a monthly basis.

II. SITE DEVELOPMENT STANDARDS

A. Environmental Conditions:

The environmental conditions surrounding the immediate area and the neighborhood must be carefully evaluated in order to determine the appropriate access to the property. Any negative adjoining situations (such as ditches, canals, railroad tracks, expressways, etc.) should be mitigated with screening, building orientation, and other measures. Site design should take into account the views, prevailing wind patterns and solar orientation of the property location.

Refer to Environmental Phase I Site Assessment standards published in the DCA Application Manual for the environmental documentation and review process. All applications are required to submit a Phase I Environmental Site Assessment and a Phase II investigation if recommended in the Phase I report.

B. Parking:

The number of parking spaces on a site shall meet all local zoning requirements. However, in cases where there are no local zoning requirements, DCA requires that there shall be no less than 1.5 spaces per unit. DCA may consider a waiver for an existing site layout that cannot meet this requirement. All access roads, parking areas and walking paths shall be either concrete or asphalt paving. DCA may approve a waiver for alternate paving materials that are appropriate for local conditions.

The relationship and distance of parking areas from building entrances is paramount to the safety and security of the property and tenants. The path traversed from parking to the building entrance should be as direct as possible and other safety measures such as apartment windows overlooking the parking areas should be considered.

All handicapped parking spaces must meet the requirements of the federal and state

accessibility laws and requirements, whichever is most restrictive. Ramps and no-step access must be provided as applicable. (See the DCA Accessibility Manual for more information on the applicability of federal and state accessibility requirements.)

C. Vehicle Circulation:

Vehicle circulation should allow for road patterns that are economically laid out. Roads should impact as little as possible on the buildings, and should use as little of the site as possible. All roadways shall be paved and have curbs as appropriate to the neighboring community.

D. Pedestrian Circulation:

Pedestrian circulation should incorporate paved walks to expected destinations. Access that would require walking on the streets, grass or gravel/sand surfaces is not acceptable. Security considerations, such as adjoining landscaping and site lighting, are to be taken into account in (re) designing pedestrian walkway layouts and landscaping.

E. Open Spaces:

The relationship between buildings should be oriented toward taking advantage of open landscaped spaces as much as possible. Open spaces should be located where they are overlooked by adjacent buildings to enhance the safety of the residents using the areas.

F. Landscaping:

Landscaping must be adequate and aesthetically appealing. The design and materials should convey a residential image and should carefully consider the requirements of future maintenance. Landscaping is an important marketing tool. Landscaping design should take appearance, low maintenance plant materials and security considerations into account.

1. All shrubs must be a minimum size of 2 gallons.
2. Trees at streetscape must be at least 2 ½” caliper. Canopy trees for general landscaping must be at least 2” caliper. (Flowering trees such as crape myrtles may be 1” caliper)

In some instances DCA may require additional landscaping to be included in the work scope to ensure adequacy and aesthetic appeal for the completed property.

G. Site Lighting:

One foot-candle is a generally acceptable minimum standard for site lighting in parking

lots and along pedestrian walks. The site lighting should be designed so that a warm, attractive residential atmosphere is created. All parking and site lighting should be directed down to the areas to be lit and to diminish nuisance to adjacent residential units. There should be no dark spots particularly at building entrances and parking lots. Lighting must be directed to areas of community use, such as mail pick up areas, building entries etc. Each unit must have an exterior light at entry doors, controlled from inside the apartment unit, in addition to other building/site lighting.

H. Site Amenities:

Site amenities such as swimming pools, community buildings, playgrounds and other recreational facilities are important marketing features. The location of these features must be taken into account, with the amenities such as playground being in close visual proximity to the buildings. However the areas that may create noise or disturbance may be located more remotely on the property. All amenities areas must meet the requirements of all applicable federal and state accessibility laws and DCA requirements and any other local requirements. See DCA Accessibility Manual in the Application Manual for further guidance. This shall include no-step access from adjacent walk or parking lot to amenity, and provision of a seating area as appropriate to the type of amenity. Protection from the elements as appropriate is an important design consideration and will enhance the appearance and use of these amenities.

The selected site amenities of the Property, (i.e. community spaces, gathering areas, swimming pool, playgrounds, and other recreational areas) must be completely reflected in the construction documents and budget and must be suitable for the market being served. All amenities indicated in the application package must be reflected in the final construction documentation and be part of the completed Property. If an application is not subject to the competitive process, optional amenities must be selected as indicated in the DCA Application.

Minimum standards for site amenities are defined the Amenities Guidebook portion of the Architectural Manual. DCA reserves the right to determine the adequacy of the amenities on the completed property and to determine whether or not they meet DCA requirements.

I. Trash Collection

All trash collection areas must be screened from the residential and community areas and

be located no closer than 40 feet from any building face. Trash collection areas must be accessible to disabled persons and convenient to tenants and service vehicles, and all dumpsters must be placed on concrete slabs with approach concrete aprons of at least 10'-0" in depth.

J. Signage and Fixtures:

The design, location and materials for signage, free standing mailboxes, site lighting fixtures, benches etc, should be compatible with the overall site design and materials used. Illumination for the property entrance signage should be provided.

K. Site Grading and Drainage:

All portions of the site should drain positively away from all buildings and other site amenities, to eliminate standing water, pooling or any other undesirable drainage patterns. The site surface drainage should rely on existing drainage patterns as much as possible. Grading must meet requirements for pedestrian access and handicapped access where applicable. All design for drainage must meet local requirements, and retention ponds on the site must be well maintained.

All drainage retention and detention areas (ponds), that hold water on the property, must be fenced to protect the residents. The fencing may be designed with a gate access for maintenance of the areas, but there should be a mechanism to secure the gate. Any large inlet or outlet drainage ways must also be screened or gated to prevent resident entry.

Seamless gutters and downspouts are required on all buildings, with adequate grading to ensure positive drainage away from the buildings, pedestrian entrances and walkways. Basement and foundation walls must be designed to prevent free access to, or the entrance of, water, moisture, insects, or rodents into the basement or crawl space areas. Access and ventilation of basement and crawl spaces must be in accordance with all codes and must be secured from the exterior as appropriate. Waterproofing under newly constructed slabs must be at least 6 mil polyethylene film.

All rehabilitation work scopes must adequately address existing site conditions. All areas of washout, exposed dirt, dead trees, overgrown landscaping, broken or un-useable amenities equipment, sidewalks etc. and any other undesirable conditions must be corrected.

L. Site Entry:

Entry image is the impression created on entering the site. The entry image should work to enhance a favorable impression of the development. Landscaping, lighting, signage, lighting, paving and open spaces all contribute to the entry image.

M. Residential Image:

The residential image is composed of the facade treatments, the relationship of the buildings, the roads and pedestrian layouts, landscaping and all the other visual elements present on the site. The residential image should convey an informal, warm, humanly scaled design, using site treatments generally applied and accepted in residential design. The end product should be an attractive marketable product as well as environmentally responsible.

N. Personal Safety and Security:

Any aspect of the site design that might affect personal safety and security must be closely examined and mitigated (e.g., dark, poorly lighted parking areas or long walkways, corners that have the potential for concealment of a person, or objects that might present a hazard to a resident). Steep grades, retention ponds, etc., must be fenced or otherwise guarded to prevent danger to the residents.

O. Underground Utilities:

The underground utilities should be efficiently laid out. The electrical distribution system should be underground where possible. Utilities should be given to the local authorities after construction to avoid future utility maintenance needs, which could include excavation and the room for equipment to accomplish the tasks. **All projects must have access to and be connected to the existing public water and sewer systems.** (For further information refer to the Qualified Allocation Plan, Appendix I, Threshold Criteria)

Work scope plans for rehabilitation projects must contain a budget line item to investigate and repair or replace all main utility lines on the property that do not have an Effective Remaining Life of more than 5 years, or have been in place for more than 30 years. If more than 50% of the lines of either or both systems are identified as failed, the entire pipelines of whichever or both systems must be replaced.

III. BUILDING EXTERIOR DESIGN STANDARDS

The design and materials of building exteriors should create a residential image. The design and use of the materials should fall within the range of locally held perceptions of quality residential developments. All construction materials must be appropriate for lifecycle cost and ease of maintenance. The cost of materials may be greater 'up front', as compared to other alternatives at the time of construction, but the integrity of the property over the long run will be maintained. All materials are to be installed according to manufacturer specifications using acceptable methods and materials that will result in the issuance of a manufacturer's guarantee. All materials must bear the label of an industry accepted testing or certification agency. Preference must be given to materials that represent low maintenance and longevity over the life span of the property.

A. Roofing:

DCA requires a minimum warranty of 20 years for all pitched roofs, that must be verified by the manufacturer. Note: flat roofs are not permitted in any construction. (For rehabilitation properties DCA may consider waiver applications based on the excessive cost to reconfigure an existing flat roof in good condition.) **Seamless gutters and downspouts are mandatory for all construction and on all buildings including the rehabilitation of existing properties.**

For a rehabilitation application where the work scope does not include the replacement of existing roofing, documentation must be provided to DCA to verify the quality and remaining warranty of the roofing. In all cases if the roofing does not meet DCA minimum requirements, more than 50% of the roof requires replacement or the roofing is more than 10 years old, it must be replaced under the proposed work scope. The replacement must include underlayment, decking and structure as is necessary.

B. Vinyl Siding:

DCA requires commercial grade siding with a minimum thickness of .044 and with a 15 year warranty to be verified by the manufacturer.

For a rehabilitation application where the work scope does not include the replacement of existing vinyl siding, documentation must be provided to DCA to verify the quality and remaining warranty of the siding. In all cases if the vinyl siding does not meet DCA minimum requirements, or the siding is more than 5 years old, it must be replaced under

the proposed work scope.

C. Manufactured Siding:

Siding must be 7/16” nominal thickness with a 20 year warranty or an equivalent product with a 20 year warranty, which must be approved by DCA. Warranty must be verified by the manufacturer.

For a rehabilitation where the work scope does not include the replacement of existing manufactured siding, documentation must be provided to DCA to verify the quality and remaining warranty of the siding. In all cases if the manufactured siding does not meet DCA minimum requirements, or the siding is more than 10 years old, it must be replaced under the proposed work scope.

D. Wood Siding:

Cedar or redwood in random lengths of 4’-0” or greater is acceptable; other wood siding product must be approved by DCA. All wood siding must have a protective finish.

For a rehabilitation where the work scope does not include the replacement of existing wood siding, documentation must be provided to DCA to verify the remaining warranty of the siding. In all cases if the wood siding does not meet DCA requirements, or the siding is more than 8 years old, it must be replaced.

E. Exterior Insulation and Finish Systems (EIFS):

The installation of EIFS (e.g. Dryvit or similar products) must include protection of finish in high traffic areas and must be approved by DCA.

For all rehabilitation work scopes, EIFS may not be repaired but must be replaced by a DCA-approved material.

F. Stucco:

Hard-coat stucco may be used in some instances, but must be approved by DCA.

For all rehabilitation work scopes, hard-coat stucco must be replaced if more than 25% of the existing material has failed. DCA must approve any repair or replacement of hard-coat stucco.

G. Soffits & Fascias:

Consideration should be given to pre-finished, or low maintenance finishes to all fascias and soffits. **Seamless gutters and downspouts are mandatory for all construction and on all buildings including the rehabilitation of existing buildings.**

H. Exterior Doors and Windows:

- Exterior doors must be 1 ¾” metal insulated or solid core wood, 20 minute rated door.
- Windows and glazed panels in doors must have insulated glass and meet Georgia Energy Code. All window locations, sizes and operable panels must meet the requirements of SBCCI (most recent revision) for light, ventilation and egress. Window sizes and locations should be taken into consideration with furniture arrangements, privacy and views.
- Skylights must meet all applicable codes for light, ventilation and egress.

For rehabilitation work scopes all exterior doors and windows must meet the Georgia Energy Code. In all cases if the exterior doors and windows do not meet Georgia Energy Code, DCA minimum requirements, or the Effective Remaining Life is less than 15 years, they must be replaced under the proposed work scope.

I. Exterior Stairs:

All exterior stairs are to be covered and protected from the elements in both new and the rehabilitation of existing buildings.

IV. BUILDING INTERIORS DESIGN STANDARDS

A. Individual Tenant Security:

Individual tenant security (e.g. security systems and intercoms) is equally important as overall property security. Measures that will enhance security should, to the maximum extent possible, be incorporated into the architectural design. All entry doors to units shall be equipped with a viewer and bell or buzzer. (See the DCA Accessibility Manual in the Application Manual for further guidance.) All exterior doors and windows must be equipped with locks to prevent access from the outside.

B. Room Configuration:

The overall configuration of the rooms should make functional sense. For example, the primary bathroom must be accessed from a common area such as a hall.

The kitchen should be conveniently accessed from the entry and the coat closet should be located in close proximity to the entry door. Bathrooms must not open from areas of food preparation, or be used as a sole passageway to a habitable room, hall, basement or to the exterior. No habitable rooms are permitted in basement or cellar spaces unless egress is provided according to applicable fire codes. **No waivers will be allowed for the rehabilitation of existing units with room layouts that do not meet this requirement.**

C. Circulation Patterns:

The circulation pattern should be efficient, with a minimum amount of space devoted to hallways. At the same time, circulation through the habitable rooms should be kept to a minimum (e.g., access to the primary bathroom only through a bedroom is not desirable).

D. Unit Sizes:

The minimum unit size permissible for funding under DCA programs for **all construction types** is for a Single Room Occupancy (SRO) unit and shall not be less than 250 square feet of floor space. SRO Housing is defined as a residential property that includes multiple single room dwelling units for occupancy by a single eligible individual.

DCA defines unit amenities within existing SRO developments as those existing community kitchens and bathrooms constructed for the purpose of serving the SRO tenants. Kitchens and bathrooms must be located within the same building that contains the SRO units. Kitchen and bathrooms located in a community building that is detached from the SRO units cannot be used to satisfy scoring requirements. Threshold criteria and Scoring criteria will be determined based on this definition of SRO unit amenities. Applicants may elect to modify the unit configuration to include a food preparation area and a bathroom within the rehabilitated SRO unit. All modifications must comply with the design criteria as stipulated in the architectural manual. Proposed **new construction SRO units** must include a food preparation area and bathroom within the unit and must comply with the design criteria as stipulated in the Architectural Manual.

MINIMUM UNIT SIZES			
DWELLING TYPE	SQUARE FOOTAGE REQUIRED	KITCHEN REQUIREMENT	BATHROOMS REQUIRED
Single Room Occupancy (SRO) REHABILITATION	250	None required	None required
Single Room Occupancy (SRO) NEW	250	Cooking area	1
Studio	375	Cooking area	1
Efficiency	450	Full kitchen	1
1 bedroom	650	Full kitchen	1
2 bedroom	850	Full kitchen	1
3 bedroom	1,100	Full kitchen	2
4 bedroom	1,250	Full kitchen	2

E. Room Sizes:

Rooms should be sized so they can contain, at a minimum, the required furniture functionally arranged. Room sizes can be larger so long as the budget **does not exceed the per unit cost limitation.**

DCA may consider a waiver to these minimum sizes for the rehabilitation of an existing property only. However, DCA reserves the right to withhold such waiver if the completed rehabilitation will not result in safe and decent housing that is equal to comparable housing in the marketplace.

MINIMUM ROOM SIZES			
	MINIMUM DIMENSION	MINIMUM SQUARE FOOTAGE (s.f.)	ROOM REQUIRED TO FIT THE FOLLOWING FURNITURE:
Living room	11'-6"	150-200 s.f.	<ul style="list-style-type: none"> • at least 2 furnishable walls and as a minimum, comfortably contain: <ul style="list-style-type: none"> ○ 1- couch, 6'-10" x 3'-0" ○ 2- easy chairs, 2'-6" x 2'-6" ○ 1- desk or table, 2'-0" x 3'-6" ○ 1- television, 2'-8" x 2'-0"
Living/Dining room	11'-6"	180-220 s.f.	<ul style="list-style-type: none"> • at least 1 furnishable wall and as a minimum, comfortably contain: <ul style="list-style-type: none"> ○ 1- table with 2'-0" of frontage per person seated, based on 2 people per bedroom. The table is to be 2'-6" wide for 1 bedroom units, and 3'-0" wide for 2 or more bedroom units. ○ appropriate size of dining chairs, 1'-6" x 1'-6" • circulation space around furniture should allow for reasonable clearances
Primary bedroom	11'-0"	130-160 s.f.	<ul style="list-style-type: none"> • at least 2 furnishable walls and as a minimum, comfortably contain: <ul style="list-style-type: none"> ○ 1- full sized bed, 5'-6" x 7'-10" (min) ○ 2- night stands, 1'-6" sq. ○ 1- dresser, 3'-6" x 2'-0"
Secondary bedroom	9'-6"	120-140 s.f.	<ul style="list-style-type: none"> • at least 2 furnishable walls and adequately accommodate a full sized bed, or two twin beds, or a single twin bed in addition to nightstands and a dresser.
Kitchen	7'-6" wide		<ul style="list-style-type: none"> • minimum clear countertop frontages, excluding sinks and appliances: <ul style="list-style-type: none"> ○ 1- Bedroom unit, 6'-9", with a minimum of 16-18 lf. of cabinets ○ 2- Bedroom unit, 7'-9", with a minimum of 18-20 lf. of cabinets. ○ 3- Bedroom unit, 8'-9", with a minimum of 20-22 lf. of cabinets.

MINIMUM CLOSET SIZES	
Entry closet	3'-0" wide x 2'-0" deep
Primary bedroom	7'-0" wide x 2'-0" deep
Secondary bedrooms (one closet per each bedroom)	4'-0" wide x 2'-0" deep
Linen closet	2'-0" wide x 1'-6" deep
Broom closet/Pantry	1'-6" x 1'-6" deep
Equipment	16 s.f., or as appropriate for HVAC etc.

Closets:

- Wherever possible storage spaces should be larger than the minimum spaces shown above to accommodate livability and marketing considerations. All closets designed to contain clothes must be a minimum of 2'-0" deep.
- All closets and defined storage areas are in addition to the minimum room sizes and must not be included in the room area computations.

Ceiling Height Requirements:

- Flat ceilings must be a minimum of 7'-6" above finished floor.
- Sloped ceilings must not be less than 5'-0" for the purposes of computing floor areas.
- Ceilings less than 7'-6" high must not exceed 50% of the floor area.

F. Floor Finishes:

The floor finishes should be suitable to the market in conjunction with maintenance considerations. Living rooms and bedrooms must be carpeted. If resilient flooring is used in the bathrooms, it should be sheet material rather than tile. All materials are to be installed according to manufacturer's specifications using acceptable methods and materials that will result in the issuance of a manufacturer's guarantee. **All materials must be low-VOC rated.** DCA will not accept existing units to be rehabilitated where there is vinyl flooring material throughout the unit. Carpeting or other appropriate upgraded materials must be included in the work scope in rooms where such upgrades are suitable.

- Unit carpeting must be at least cut pile 24oz or level loop 24oz.
- Community areas carpeting must be at least cut pile 30oz or level loop 24oz., 100% nylon with 5-year warranty.
- Carpet pad must be installed under all carpeting for which it is intended and should comply with HUD's Use of Materials Bulletin No. 72a.
- Sheet vinyl must be a minimum of 3/32" thick.
- VCT must be at least .080 gauge thickness.

DCA may approve alternate carpeting materials and installation methods in units intended for the elderly or disabled.

G. Additional Finishes Requirements:

- Medicine cabinets: bathrooms must have built in medicine cabinets. (Do not place the medicine cabinets in party walls unless fire separation is continuous behind the unit.)
- Kitchen cabinets: must be provided above and below the counter. Cabinets shall be constructed with wood or wood/plastic veneer styles, doors & drawer fronts.
- Paint: **Low VOC paints and other interior finishing components are required on all properties.**
- Blinds: All windows should have horizontal mini-blinds installed in white or other neutral color. All glass doors should have either horizontal mini-blinds or vertical slat blinds as appropriate.

H. Water Heaters:

Water Heaters: Must be at least 40 gallons minimum in all unit sizes. Water heaters must be Energy Factor (EF) .62 or greater for gas, or EF .92 or greater for electric. Water heaters of greater than EF .59 (gas) or EF .89 (electric) may be provided if an R-5 insulation jacket is installed. Water heaters in units must be equipped with a drip pan or floor drain as required by state and local building codes or in all locations above the first floor.

I. Appliances:

Kitchen appliances must include both refrigerators and ranges. Minimum refrigerator sizes are as follows: one and two bedroom units—14 cu.ft.; three bedroom units—16 cu.ft. The size of other kitchen appliances size must be appropriate to the unit size and

number of tenants. **All appliances must be Energy Star rated under the US EPA's Energy Star program** (consult the EnergyStar website at http://www.energystar.gov/index.cfm?c=appliances.pr_appliances for more information on the types of appliances covered under the program). Washers in units must be equipped with a drip pan or floor drain as required by state and local building codes or in all locations above the first floor.

J. Heating, Ventilating, Air Conditioning, Plumbing and Indoor Air Quality:

All properties must meet Georgia Energy Code as a minimum including the requirements of Air Conditioning Contractors of America (ACCA) Manual J, with regard to equipment sizing, heat loss and gain, proper duct sealing measures, insulation, and infiltration controls including, but not limited to, sealing the sole and top plate, windows, plumbing, wiring and other penetrations into unconditioned spaces.

The heating and air conditioning systems are mandatory, and should be suitable for the marketplace and climate. DCA requires self-contained heating and air conditioning systems for each apartment unit (a waiver of this requirement may be considered for the rehabilitation of an existing multi-floor building where it can be demonstrated that the existing central system is the most efficient and economical system for conditioning the indoor spaces).

Indoor air quality is of utmost importance; see #4 and #5 below.

The following minimum standards also apply:

1. Gas furnace: minimum efficiency of 82%, or per Georgia Energy Code, whichever is greater.
2. Heat pump: minimum HSPF 7.4, or per Georgia Energy Code, whichever is greater.
3. Air conditioning: minimum SEER rating per Georgia Energy Code.
4. Ductwork:
 - Joints to be taped and sealed to reduce air infiltration per Georgia Energy Code, ACCA Manual J or equivalent (see note above).
 - Insulation must be a minimum of R-6 when placed in unheated spaces.
5. Exhaust Fans:
 - All baths must have an Energy Star rated mechanical exhaust fan that is either ducted to the exterior or recirculating. The exhaust fan must be of sufficient

size to adequately exhaust all humidity in an efficient manner.

- Kitchens are to be equipped with range vent hoods, preferably vented to the exterior.
- All exhaust fans are to be installed in accordance with applicable codes, and cannot be exhausted into wall or attic spaces under any circumstances.

For the proposed rehabilitation of existing buildings, all existing heating, ventilating, and air conditioning systems are to be repaired or replaced to meet these standards and upgraded as necessary to meet all applicable codes. If there is five (5) years or less Effective Remaining Life in the major heating and cooling components or the major components of these systems do not meet applicable building codes, the entire system must be replaced. The duct system must be replaced as required to meet applicable codes and DCA required life expectancy. If 75% of the plumbing system needs replacement, the entire system must be replaced.

DCA may consider waivers for some of these requirements as noted above, but in no case will DCA waive federal, state or local building or accessibility laws or codes, state energy conservation codes or health and safety requirements.

K. Electrical

The minimum sized breaker for individual unit electrical system is 100 amps, or per code. **All** electrical switches, outlets, phone or television jacks and controls, such as thermostats to be installed no higher than 48” and no lower than 15” above the finished floor. All penetrations for electrical installations must meet current fire codes as administered by the local authorities.

For the proposed rehabilitation of existing buildings, the existing electrical system is to be repaired or replaced to meet these standards, and upgraded as necessary to meet all applicable codes. If 75% of the system needs replacement, the entire system must be replaced. This includes all wiring for the electrical system.

DCA may consider waivers for some of these requirements as noted above, but in no case will DCA waive federal, state or local building or accessibility laws or codes, state energy conservation codes or health and safety requirements.

L. Acoustical Isolation:

Thermal and acoustical isolation should meet or exceed minimum standards of practice as defined in the Georgia Energy Code. Acoustical isolation is essential in providing a comfortable living environment for tenants, and is one of the greatest sources of tenant complaints if ineffective. Increasing acoustical isolation above required minimums will increase tenant livability significantly.

DCA requires that the noise levels for all developments (regardless of funding source) must meet the DCA and HUD noise limitations of 65 db exterior and 45 db interior. In areas where there are suspected or identified noise levels above these limitations, documentation of the construction methods and site mitigation must accompany the application for funding.

The following minimum standards apply:

1. Between units: one layer 5/8" 1 hr., GWB on each side (minimum or per local fire requirements if greater) w/two sets of staggered 2x4 studs (or metal stud equivalent), sound-insulated with blanket material to STC rating of 52. All wall edges must be caulked;
2. Within unit: one layer 1/2" GWB on each side 2x4 studs (or metal stud equivalent); and
3. Floor to floor: minimum STC rating 52, with a minimum of 1" lightweight concrete or 3/4" gypcrete topping over wood sub floor (optional floor construction may be considered for the rehabilitation of existing residential units).

Rehabilitation work scopes must meet these requirements wherever party and exterior wall structure, ceiling and floor construction is exposed during the course of construction.

M. Thermal Insulation:

Thermal insulation must meet or exceed minimum standards of practice as defined in the Georgia Energy Code, the International Energy Conservation Code, or equal. Energy efficiency considerations, materials and techniques should be taken into account in all aspects of the design and construction.

All plumbing in exterior walls must be insulated on the cold side of the wall to prevent freezing. The following is the minimum requirements for insulation of new construction:

1. Exterior walls: R-13
2. Attics: R-30
3. Crawl/basement/other areas: R-19

For rehabilitation work scope, wall cavities that are exposed during the construction process must be insulated to meet current energy and fire code requirements. All attic and crawl spaces in rehabilitated buildings must meet minimum energy and fire code requirements, whether or not other work is being completed in these areas. In all conditions (rehabilitation or new construction) attics must be constructed or replaced to meet current energy and fire code requirements.

N. Unit Amenities:

The selected unit amenities of the Property, (i.e. washers, dryers, appliances) must be completely reflected in the construction documents and budget, must be part of the complete Property, and must be suitable for the market being served. If an application is not subject to the competitive process, optional amenities must be selected as indicated in the DCA Application (Refer to the Threshold Criteria Twelve and Scoring Criteria Three for further guidance on Unit Amenities).

V. FIRE AND LIFE SAFETY

The property design shall meet or exceed all requirements to provide a safe environment for all tenants. Aspects of this design have been discussed in earlier sections, and affect the property from overall site layout to individual unit design. Strict adherence to the most recently adopted editions of the Life Safety and SBCCI codes is required. This includes but is not limited to:

- Smoke detectors must be hard-wired and located per code for all construction rehabilitation or new. (DCA will not waive this requirement for rehabilitation proposals.)
- Fire alarms and sprinklers must meet fire department, state and local code requirements.
- Attics must be constructed or rebuilt to meet all current fire and life safety codes, regardless of the requirements of the local building authority. This includes draft stop walls and ceiling assemblies.
- All penetrations for electrical, plumbing and HVAC installations must meet current fire codes.

VI. ACCESSIBILITY

The Property must be designed to meet all applicable federal and state laws and DCA requirements for accessibility by individuals with disabilities. This is mandatory and is to be incorporated in the basic layout and design of open spaces, building location and unit design. Refer to DCA Accessibility Manual in the Application Manual for additional information and guidance. Please note that DCA requirements may be more stringent than federal or state requirements. **For new and rehabilitation construction, DCA requires 5% of the units (no less than one unit) be equipped for the physically disabled and an additional 2% of the units (no less than one unit) be equipped for the hearing and sight impaired.**

Newly constructed and rehabilitated multifamily housing developments funded, all or in part, by the Georgia Department of Community Affairs (“DCA”) are subject to statutory and regulatory requirements regarding accessibility. It is the responsibility of project participants, including the Owner, Architect and Contractor, to ensure compliance with all federal, state and local laws. DCA’s direct relationship in the awarding of funds is with the Owner only. The Owner ultimately is responsible regardless as to whoever is at fault, even though he can seek restitution from the entity that caused the legal infraction. However, the Owner relies upon the Architect’s expertise to design the project to meet certain contractual and legal requirements to DCA, including accessibility, and the Owner’s contract with the Contractor legally bind the Contractor to build the project in accordance with the stamped documents from the Architect. Specifically, the Project Owner must oversee that the project meets accessibility standards; the Project Architect must ensure that the project is designed to meet all applicable standards and the Project Contractor must ensure that the project is built to meet all applicable standards. All projects funded, all or in part, by DCA must meet the requirements of all federal, state and local accessibility laws, including, but not limited to:

1. Title II and III of the Americans with Disabilities Act (ADA) applies to all actions of state and municipal governments as well as all “public entities” (Title II) and public accommodations (Title III). The ADA requires compliance with the ADA Accessibility Guidelines (ADAAG);
2. Section 504 of the Rehabilitation Act of 1973 (Section 504) applies to all entities who receive federal funds. Section 504 requires compliance with the Uniform Federal Accessibility Standards (UFAS);

3. The Fair Housing Amendments Act of 1988 (FHA) applies to all “covered units” of multifamily development regardless of funding source FHA requires compliance with the Fair Housing Accessibility Guidelines (FHAG);
4. The Georgia Access Law (O.C.G.A. §30-3 et. seq.) and all applicable compliance standards;
5. Georgia Fair Housing Law (O.C.G.A. §8-3-200 et. seq.) and all applicable compliance standards;
6. The requirements of the DCA Qualified Allocation Plan (“QAP”), Architectural Manual and Accessibility Manual applicable to the Project; and
7. Any other accessibility laws and regulations, including local (building and accessibility) codes, applicable to the project.

Failure of a project to meet these requirements could result in federal and state noncompliance, and result in costly repairs or corrections to meet project-specific applicable accessibility requirements.