

DESIGN, CONSTRUCTION & REGULATORY COMPLIANCE REQUIREMENTS

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INTRODUCTION

INTENT

The Design, Construction & Regulatory Compliance Requirements (Requirements) have been developed to provide development teams, receiving Illinois Housing Development Authority (IHDA, or Authority) resources, a reference document outlining IHDA's requirements for the design and construction of high-quality affordable housing, including new construction, rehabilitation, and adaptive reuse of existing buildings. The Requirements are intended to be used when submitting applications for IHDA programs including 9% Low Income Housing Tax Credit (LIHTC), 4% LIHTC and Permanent Supportive Housing (PSH). The Design, Construction & Regulatory Compliance team will use the Requirements as a reference when reviewing the submitted property due diligence documents, project scope documents, design, and construction documents, and when monitoring the progress of construction.

The Requirements support the Authority's mission of "Financing the creation and preservation of affordable housing in Illinois". To that effort the Requirements have been developed to meet the following objectives.

- The development of housing meets, and in certain areas, exceeds the applicable standards and codes.
- The development of housing incorporates requirements of accessibility which benefit individuals with mobility and sensory impairments.
- The development of housing incorporates principles of sustainability with a focus on energy efficiency and healthy environments which benefit both owners and residents.

The Requirements supersede all other IHDA documents developed to identify design and construction requirements for developments and will be updated on a regular basis to continue to align with industry standards. The Requirements are not intended to identify all project situations and we acknowledge that some projects have unique aspects which will need to be reviewed on a case-by-case basis.

STANDARDS AND CODES

The Requirements are based on compliance with the most recent edition of applicable standards and codes. It is the responsibility of the development team to verify which standards and codes are applicable to their respective project. Therefore, the following list of potential applicable standards and codes is provided as a reference only and is not intended to be all inclusive.

- Authority Having Jurisdiction (AHJ) for local building, plumbing, and electrical codes
- Americans with Disabilities Act Standards
- ASHRAE 62.2
- ASHRAE Standard 90.1
- ASTM E779 Standard
- ASTM Standard E1527 Environmental Assessment Standards and Risk Management Standards

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- ASTM Standard E1903
- Carbon Monoxide Alarm Detector Act (Public Act 094-0741)
- Code of Ethics and Standards of Practice for Environmental Professionals (from the National Association of Environmental Professionals)
- Code of Federal Regulations (Title 29 CFR, parts 1, 3, 5, 6, and 7)
- Contract Work Hours and Safety Standards Act
- Davis-Bacon Act or Illinois Prevailing Wage Act (820 ILCS 130/0.01)
- National Archives and Records Administration Electronic Code of Federal Regulations, Subpart B – Definitions and References (Section 312.10)
- ICC/ANSI A117.1
- HUD Minimum Property Standards (for projects receiving federal financial assistance)
- HUD Title 24 CFR 8.23 (for projects receiving federal financial assistance)
- Illinois Accessibility Code
- Illinois Department of Public Health, IEPA, and EPA 40 CFR 61.145
- Illinois Energy Conservation Code
- Illinois State Plumbing Code
- International Fuel Gas Code
- International Mechanical Code (if no building code adopted within the AHJ)
- Local Fire and Life Safety Code or National Fire Protection Association (NFPA) Life Safety Code 101
- Manuals J and S of the Air Conditioning Contractors of America or the ASHRAE Handbook of Fundamentals
- National Electrical Code
- Smoke Detector Act (Public Act 425 ILCS 60)
- United States Department of Energy REScheck or COMcheck

ORGANIZATION

The Requirements are organized to reflect and align with IHDA's process for awarding, reviewing, and monitoring projects, with IHDA resources, as follows:

- **Pre-Design Activities (PD):** The requirements identified in this chapter pertain to the activities required to gather the project site documentation, establish the project development scope, develop the project estimate of probable construction cost, and identify the project team, many of which occur during the application phase starting with the PPA and ending with an award of IHDA resources.
- **Design Activities (DES):** The requirements identified in this chapter pertain to the activities required to design the project and develop the construction documents which occur after the award of IHDA resources and ending with the initial closing of the project.
- **Construction Activities (CONS):** The requirements identified in this section pertain to the activities required to monitor the progress of construction starting after the initial closing of the project and ending with the final closing of the project, at which point the development is ready for occupancy.

INTRODUCTION

Each chapter is organized into three sections, as follows:

- **Overview:** An overview of the activities.
- **Requirements:** A detailed listing of the requirements.
- **Deliverables and Review Process:** A detailed listing of the required deliverables with links to applicable IHDA forms, included in the Appendix. An overview of the various processes for reviewing required deliverables.

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PRE-DESIGN ACTIVITIES

OVERVIEW

Pre-Design Activities are focused on obtaining and reviewing project site documentation, the project development scope, the project estimate of probable construction cost, and the project team to assist IHDA in the evaluation of the project's overall feasibility.

This chapter is organized as follows:

REQUIREMENTS

1. Project Site Documentation
2. Project Scope Development
3. Project Estimate of Probable Construction Cost
4. Project Team

DELIVERABLES AND REVIEW PROCESS

REQUIREMENTS

1. PROJECT SITE DOCUMENTATION

1.1 ENVIRONMENTAL ASSESSMENT

As part of the Application for Multifamily Financing, IHDA requires applicants to submit Environmental Reports prepared by an environmental professional, including a Phase I, Phase II (if recommended in the Phase I), and additional documentation identified below. The submitted Phase I Environmental Report shall meet the requirements of the **ASTM Standard E1527-13** and be dated no later than 180 days prior to the application date; utilize the Phase I Environmental Report Checklist as a guide for what documentation should be included. The submitted Phase II Environmental Report shall meet the requirements of the **ASTM Standard E1903-11**.

1.2 PROPERTY NEEDS ASSESSMENT

As part of the Application for Multifamily Financing, IHDA requires applicants that are working on the rehabilitation or adaptive reuse of a property to provide a Property Needs Assessment (PNA) by an independent third-party consultant. The submitted PNA shall meet the requirements of **ASTM E2018-15 Standard Guide for Property Condition Assessment: Baseline Property Condition Assessment Process** and be dated no later than 180 days prior to the application date. The following additional requirements must also be met:

- a. IHDA must be explicitly addressed as being able to rely on the PNA.
- b. Include an ASHRAE Level 2 Energy Audit.

IHDA will accept PNA or Condition Needs Assessment (CNA) reports prepared under other similar formats including USDA Rural Development, Fannie Mae, or Freddie Mac, to avoid duplication of work prepared under similar formats. The use of other formats not mentioned herein must receive IHDA approval.

1.3 PROPERTY SURVEY

After award and as part of the project due diligence prior to initial closing, IHDA requires applicants to provide an ALTA survey by a licensed surveyor.

The submitted survey shall meet the requirements of the **2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys** (Survey Standards) as established and adopted by the American Land Title Association and the National Society of Professional Surveyors and be dated no later than 180 days prior to the initial closing date. The following additional requirements shall also be met:

- a. Certified by the surveyor to IHDA, borrower/owner and the title company that the survey has been prepared in accordance with the standard.

- b. The survey shall not contain a reference that it is made for loan purposes only.
- c. The following items, as identified on Table A, *Optional Survey Responsibilities and Specifications*, of the Survey Standards: 1, 3, 4, 6(a)(b), 7(a), 7(b)(1)(2), 7(c), 8, 9, 10, 11(a)(b), and 20.
- d. Per item 20, as identified on Table A of the Survey Standards, the following additional requirements shall be included as to whether the property:
 - Located in a classified zone 1 (red zone) radon area.
 - Encompasses an area of protected wetlands.
 - Incorporates an engineered barrier encapsulating contaminants.

2. PROJECT SCOPE DEVELOPMENT

As a part of the Application for Multifamily Financing, IHDA requires applicants to provide a project development scope ("scope") based on a review of the project site documentation including but not limited to the environmental assessment, the PNA, and the property survey.

The scope should be identified as one of the following types:

- a. **New Construction:** A new construction scope includes the construction of a new structure or structures on vacant land. All Requirements are applicable.
- b. **Adaptive Reuse:** An adaptive reuse scope includes the rehabilitation of an existing building where the use of the building is substantially altered. All Requirements are applicable.
- c. **Substantial Rehabilitation:** Per the IEBC definition of Alternation – Level 3, a substantial rehabilitation scope includes a work area which exceeds 50 percent of the building area. All Requirements are applicable.
- d. **Moderate Rehabilitation:** Per the IEBC definition of Alternation – Level 2, a moderate rehabilitation includes a work area which is equal to or less than 50 percent of the building area. All Requirements are applicable.
- e. **Minor Rehabilitation:** Per the IEBC definition of Alternation – Level 1, a minor rehabilitation includes a work area with the removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose. All Requirements are applicable with the exception of EGC sustainability requirements.

The scope should be organized around the following major categories:

- a. Site Development;
 - Site Hardscape
 - Site Landscape
 - Site Amenities
- b. Building Development;
 - Building Structure
 - Building Envelope
 - Building Systems
 - Building Interiors

3. PROJECT ESTIMATE OF PROBABLE CONSTRUCTION COST

As a part of the Application for Multifamily Financing, IHDA requires applicants to secure an estimate of probable construction cost (“estimate”) by an independent third-party consultant. The submitted estimate of probable construction cost shall meet the requirements as identified below and be dated no later than 90 days prior to the application date:

- a. IHDA must be explicitly addressed as being able to rely on the estimate.
- b. An estimate that includes all aspects of the work to successfully complete the full scope of the project based on scope documents supplied by the applicant.
- c. An estimate using recognized construction cost sources such as RS Means Building Construction Cost Data (BCCD).
- d. An estimate that is organized according to the Construction Specifications Institute’s (CSI) 16-division or 44-division master format numbering system.
- e. An estimate that incorporates IHDA’s requirements for the general contractor’s overhead, profit, and general conditions.

4. PROJECT TEAM

4.1 SPECIALTY CONSULTANTS

As part of the Application for Multifamily Financing, IHDA requires applicants to contract with professional services firms including specialty consultants (environmental consultant, surveyor, PNA consultant and cost estimator) and the architect of record. The Authority reserves the right to require other consultants as it may deem appropriate, for the completion of the project. The Authority shall determine if some or all these costs shall be funded by the borrower/developer. The information below is intended as a guide to applicants in the selection of consultants to be used on IHDA funded projects. It is the responsibility of the applicant to decide the capability, competence and/or limitations of a consultant. IHDA reserves the right to change or waive any of the requirements below and reject any studies.

- a. Professional services firms selected to perform services shall not have any direct or indirect interest in any property to be evaluated. IHDA reserves the right to determine necessary actions to eliminate or neutralize any conflict discovered after an applicant secured a professional firm to provide this service. Failure to disclose any organizational conflict of interest may result in rejection of the application and/or the study by the professional firm with the conflict and request of a study from a different firm at applicant's expense.
- b. The applicant is required to make a proactive effort in selecting and retaining qualified firms certified as Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE) and Women's Business Enterprise (WBE) whenever possible. The applicant is required to verify that any selected MBEs, DBEs and WBEs are registered and have a valid certification number.
- c. The selected consultant must be registered with the Illinois Department of Revenue to conduct business in Illinois and not be debarred, suspended, or otherwise prohibited from professional practice by any Federal, State or Local Agency.
- d. The selected consultant is required to have been in business for a minimum of five (5) years and must demonstrate knowledge and experience related to the development of affordable housing projects using federal, state and city funds.
- e. The selected consultant must supply the applicant with proof of professional liability insurance with a policy limit of \$1,000,000 per occurrence and \$2,000,000 excess umbrella and must submit a copy of the certificate to IHDA. The applicant will determine and notify the applicant of any additional parties, if required prior to contract issuance. Selected firms must not allow their liability insurance to expire or cancel for any reason during the contract period.
- f. Fees for all costs related to the performance of the scope of services shall be determined between the professional services firm and the applicant. The applicant is responsible for payment of fees and entering into a written agreement with the selected professional services firm. Kickbacks or incentives for procuring inflated values will not be permitted.

4.1.1 ENVIRONMENTAL CONSULTANT: The consultant preparing the environmental assessment documentation shall meet the qualifications as outlined in **ASTM Standard E1527-13**. The **Code of Ethics and Standards of Practice for Environmental Professionals** from the National Association of Environmental Professionals (NAEP) shall apply to all individuals providing environmental services for IHDA projects.

4.1.2 PROPERTY NEEDS ASSESSMENT (PNA) CONSULTANT: The consultant preparing the PNA shall be an independent observer and cannot be connected in any other fashion to the project such as the design architect, project architect of record, general contractor, property

manager or sponsor. The consultant shall be a professional in the field of architecture or engineering, or appropriate experience and/or certifications in the construction field.

4.1.3 SURVEYOR: The surveyor preparing the survey shall be a registered Illinois land surveyor.

4.1.4 COST ESTIMATOR: The consultant preparing the estimate of probable construction cost shall be an independent observer and cannot be connected in any other fashion to the project such as the design architect, project architect of record, general contractor, property manager or sponsor. The consultant shall be certified as a cost engineer by the Association for the Advancement of Cost Engineering (AACE) or as a certified professional estimator by the American Society of Professional Estimators (ASPE).

4.2 ARCHITECT OF RECORD

The Architect of Record (AOR) preparing the construction contract documents and performing construction administration services for the project shall be licensed to perform architectural services in the State of Illinois as either a professional organization or as a sole proprietor and have a history of similar work and type as required for the project.

The Authority shall evaluate the AOR's past performance in addition to the requirements as indicated on the Architect of Record Experience Certification form. The Authority reserves the right to deny a project's funding where a proposed architect does not meet the standards established in this certification, or if the architect's history with the authority does not meet a high-quality standard of design expected to be provided for all projects.

The architect of record will NOT be permitted to act as the general contractor without the written approval of the Authority.

As part of the Application for Multifamily Financing, IHDA requires applicants to contract with an architect of record, using the latest edition of contract form **AIA B101 Standard Form of Agreement Between Owner and Architect**.

4.3 GENERAL CONTRACTOR

The General Contractor (GC) providing the required labor and materials necessary for the construction of the project, based on the construction contract documents prepared by the AOR, shall have a history of similar work and type as required for the project.

The Authority shall evaluate the GC's past performance in addition to the requirements as indicated on the General Contractor Experience Certification form. The Authority reserves the right to deny a project's funding where a proposed contractor does not meet the standards established in this certification, or if the contractor's history with the authority does not meet a high-quality standard of construction expected to be provided for all projects.

As part of the Application for Multifamily Financing, IHDA requires applicants to contract with a general contractor. This contract should be executed using the latest edition of contract form **AIA A102 Standard Form of Agreement Between Owner and Contractor**, the latest edition

of contract form **AIA A201 General Conditions of the Contract for Construction** without modifications, and IHDA's rider.

The following is a list of requirements to be incorporated into the GC's contract for construction:

- a. **Identity of Interest:** In the event there is an identity of interest between the applicant and GC, the following will apply:
 - The developer fee will be reduced 2%, through the Authority's underwriting process via the Authority's Multifamily Application, or
 - The GC's overhead of 2% shall be eliminated. Limited partnerships, joint ventures, and other types of associations between the applicant and the general contractor shall be subject to the Authority's limitations on overhead.
- b. **Pre-Construction Services** performed by a GC shall be considered as acting as a construction consultant to the applicant. All direct costs and fees associated with this service is viewed as consultancy and therefore is paid through the developer fee.
- c. **Overhead, Profit, and General Conditions:**
 - The combined value of the GC's overhead, profit and general conditions shall not exceed 14%, calculated based on the hard construction costs. This percentage as indicated in the CSS at initial closing, shall remain constant throughout the project including any change orders. General conditions, overhead and profit shall be paid out equal to the completion of construction percentage as identified in the pay application. Related mobilization charges shall be evaluated on an as needed basis.
 - As the GC is responsible for general conditions, any subcontracting of these out to lower tier subcontractors will be evaluated against the stated limit and may reduce the amount of the GC's general conditions percentage a GC can collect accordingly. All general conditions items listed in the Appendix must be kept within the allowable percentages and the Authority prefers not to have individual items broken out as separate trade lines on the CSS. If individual items are isolated, the GC line item must be reduced by the individual line value, so the sum of the GCs listed, and individual line items do not exceed the allowable limit. Values for these items, if identified by the Authority, are more than the allowable percentage, the individual line-item values shall be removed from the budget. Redistribution of these values through the remaining trades after being removed from the contract is prohibited.
 - The GC shall reduce their markup for any self-performed work. The reduction shall be equal to the 2% of the trade cost identified as being self-performed. All self-performed work anticipated for the project must be identified on the originally submitted CSS for review prior to Initial Closing.
 - Financing, holding charges or other types of construction related interest shall be included in the overhead or general conditions calculation.

- d. **Payment and Performance Bond:** The Authority will require one of the following:
- A payment and performance bond equal to 100% of the cost of construction of the development, or
 - An unconditional, irrevocable commercial letter of credit, issued by a financial institution approved by the Authority, in an amount equal to 25% of the cost of construction of the development. This is not required for projects receiving Low-Income Housing Tax Credit financing only or seeking bond only financing with 4% Tax Credits. If a project is seeking additional financing in combination with these sources, the bond must be provided as described above.
- e. **Cost Savings:** In all instances where any contract agreement results in cost savings at the completion of the project, the disposition of any savings shall be in the sole discretion of the Authority. Trade savings are monitored to the end of a project at which point a change order is issued to place them into the contingency.

PRE-DESIGN DELIVERABLES AND REVIEW PROCESS

The following is a list of deliverables required to demonstrate compliance with the requirements of the Pre-Design Activities along with their respective review process.

- a. IHDA Environmental Report Checklist, link to form: To be submitted to IHDA at the time of application for review by Regulatory Compliance.
- b. Consultant's Environmental Phase I Report: To be submitted to IHDA at the time of application for review by Regulatory Compliance.
- c. Consultant's Environmental Phase II Report (if required): To be submitted to IHDA at the time of application for review by Regulatory Compliance.
- d. Consultant's Property Needs Assessment: To be submitted to IHDA at the time of application for review by Design Compliance.
- e. Surveyor's Property Survey: To be submitted to IHDA no later than 60 days prior to Initial Closing for review by Design Compliance.
- f. IHDA Project Development Scope Summary, link to form: To be submitted to IHDA at the time of application for review by Design Compliance.
- g. Consultant's Project Estimate of Probable Construction Cost: To be submitted to IHDA at the time of application for review by Construction Compliance.
- h. Architect of Record Experience Certification, link to form: To be submitted to IHDA at the time of application for review by Design Compliance.
- i. General Contractor Experience Certification, link to form: To be submitted to IHDA at the time of application for review by Construction Compliance.



DESIGN ACTIVITIES

OVERVIEW

Design activities are focused on obtaining and reviewing design and construction documents to assist IHDA in the evaluation of the project's compliance with design requirements.

The drawings and specifications must be prepared under direct supervision of an Illinois licensed architect in accordance with the Architectural Practice Act, bear the license number of the architect, and if the architect is part of any business structure other than a sole proprietorship, he or she must include the project design firm registration number on the drawings. The drawings are required to be signed and sealed by the architect of record. A professional engineer licensed to practice their profession in the State of Illinois, when acting as a consultant to the architect of record or under a separate agreement with the applicant, must sign and seal his work and provide proof of professional liability insurance.

The Authority's acceptance of plans and specifications is limited to the Authority review and shall not constitute a general approval of the development. The review of the plans and specifications is solely for the benefit of the Authority and not that of any other party.

Subsequent modifications to the plans and specifications after the Authority's acceptance must be approved by the Authority. Further, such acceptance shall not constitute a waiver of the Authority rights against those responsible for any error or omission or unauthorized changes.

This chapter is organized as follows:

REQUIREMENTS

1. Accessibility & Visitability
2. Sustainability
3. Site Components
4. Building Components
5. Unique Building Types

DELIVERABLES AND REVIEW PROCESS

REQUIREMENTS

1. ACCESSIBILITY & VISITABILITY

Projects must comply with the adopted local building and accessibility code. One or more of the following accessibility standards and codes shall be applicable to any development funded by the Authority. When there is a conflict in the design requirements of the various standards and codes, the most stringent requirements will prevail.

- a. **The Americans with Disabilities Act (ADA):** All projects which include common areas open for public use, such as a property management or rental office, community room, kitchen, public toilet rooms, lobbies, and corridors, shall comply with all requirements.
- b. **Federal Fair Housing Act (FFHA) and International Code Council (ICC) / American National Standard (ANSI) A117.1:** New construction projects of four or more dwelling units and buildings constructed for first occupancy after March 13, 1991, shall comply with all accessibility standards and design requirements.
- c. **Illinois Accessibility Code (IAC), Section 233, Residential Facilities:** Projects with housing units that are owned or financed by a governmental unit that consist of five or more dwelling units on each project site, shall comply with all requirements.
- d. **Uniform Federal Accessibility Standards (UFAS) Section 504 of the 1973 Rehabilitation Act and 1984 Uniform Federal Accessibility Standards:** Projects with housing units that receive federal financial assistance (HOME, National Housing Trust Fund, Risk Share, Section 811, etc.), shall comply with all requirements.
- e. **United States Department of Housing and Urban Development (HUD) Title 24 Code of Federal Regulations (CFT) § 8.23, Alterations of Existing Housing Facilities:** Projects that receive federal financial assistance, shall comply with all requirements.

1.1 NEW CONSTRUCTION REQUIREMENTS

1.1.1 ADAPTABLE UNITS: At a minimum, 20% of the total number of units must comply with the requirements of the IAC Section 233.6.5.

1.1.2 ACCESSIBLE UNITS: At a minimum, 10% of the total number of units (with at least one) shall be Type 'A' accessible units for persons with mobility impairments, in compliance with ICC/ANSI A117.1. In projects where there is a variety of units offered, at least one of each type of unit, including town houses, must be designed to the Type 'A' unit standard. The development must offer the same choices of unit location and variety of units to persons with mobility impairments as those who are not mobility impaired.

1.1.3 SENSORY UNITS: At a minimum, 2% of the total number of units (with at least one) shall be suitable for units for persons with hearing or visual impairments. The number of hearing and visual impaired units shall not be included in the required unit count for accessible units.

1.1.4 BUILDINGS WITH ELEVATORS: At a minimum, 100% of the total number of units must comply with the requirements of the FFHA.

1.1.5 BUILDINGS WITHOUT ELEVATORS: At a minimum, 100% of the total number of ground floor units must comply with the requirements of the FFHA.

1.2 ADAPTIVE REUSE & REHABILITATION REQUIREMENTS

Unless technically infeasible, existing buildings shall comply with the requirements listed for new construction.

The level of accessibility will be determined by complying with IAC, Section 202. For rehabilitation of historic buildings including compliance with requirements of the State of Illinois Historical Agency, IAC, Section 202.5 will govern.

1.3 VISITABILITY

Visitability design criteria allow persons with disabilities access to residential units by providing them with the opportunity to visit friends and family. It incorporates the following in all new construction, adaptive reuse, and rehabilitation projects, whenever practical. Visitability design criteria will be required in all single-family, townhomes, single story dwelling units and multi-story dwelling units. In multi-story elevator buildings, every unit shall be visitable. In multi-family non-elevator buildings only the ground floor units shall be visitable. Visitability shall not be used as a substitute for accessible or adaptable requirements described above.

If feasible the following should be incorporated in rehabilitation projects as well.

1.3.1 ACCESSIBLE ROUTE: From the point of arrival, defined as the public walk or public parking, to the point of access, defined as the main entrance of each unit, the accessible route should include a clear width of 36", a running slope of not greater than 5%, and a cross slope of not greater than 2%. For single family and townhome units, point of access does not include an attached garage.

1.3.2 MAIN ENTRANCE: Each unit must have at least one zero-step entrance which is an entrance without a step at the entrance door and with less than 1/2" difference between the inside and outside surfaces, or with a threshold with less than a 1/2" rise. An overhang or porch roof is recommended to protect the entrance from the elements. All other doors on the main level shall be a minimum of 34" wide.

1.3.3 BATHROOM: Half bathroom on the main entrance floor in compliance with the requirements of UFAS, Section 4.34.5 or requirements of ICC/ANSI A117.1.

2. SUSTAINABILITY

Projects must comply with the following standards and codes. When there is a conflict in the design requirements of the various standards and codes, the most stringent requirements will prevail.

- a. **Enterprise Green Communities:** New construction, adaptive re-use, substantial and moderate rehabilitation project types must comply with the forty mandatory project criteria in the eight major sections of the Enterprise program, as outlined in the Mandatory Criteria Checklist, unless pursuing certification under one of the green building standards as described in the QAP.
- b. **Illinois Energy Conservation Code (IECC):** All project types must comply with the prescriptive option, for single family and low-rise residential buildings of 3 stories or less, or the performance option for residential buildings of 4 stories or over.

3. SITE COMPONENTS

3.1 HARDSCAPE

3.1.1 ROADWAYS & SIDEWALKS: The design of private internal roadways and sidewalks shall comply with the local jurisdiction's design requirements to enable them to be acceptable to the municipality to qualify for future dedication to the municipality. Parking areas must be paved and graded for proper drainage as set forth in the HUD Minimum Property Standards.

3.1.2 PARKING: Parking spaces shall be provided as per local zoning ordinance but in no case be less than one parking space per dwelling unit for family housing, and 0.75 spaces per unit for senior housing except for the following housing types.

HOUSING TYPE	EXCEPTIONS
Supportive Living Facilities for the Frail Elderly (as defined by the Illinois Department of Public Aid)	One parking space shall be provided for each 10 units plus one parking space for every two staff members and 10% of the total number of units for visitor parking or as per local ordinance, whichever is greater.
Single Room Occupancy (SRO)	One (1) parking space shall be provided for each 10 units or as per local ordinance, whichever is greater.
Supportive Family Housing	One (1) parking space shall be provided for each 5 units or as per local ordinance, whichever is greater.
Transit Oriented Development	Reduction of parking requirement as allowed by local zoning codes meeting with distance to transit requirements.

Parking areas shall be designed to meet the minimum parking space and drive aisle requirements within the local zoning or building codes. The following minimum dimensions shall be provided if there are no local standards:

- a. Double-loaded 90-degree parking areas shall be a minimum width of 60'-0".
- b. Single-loaded 90-degree parking areas shall have a minimum width of 42'-0".
- c. Intermediate and access aisles shall be a minimum of 24'-0" in width for two-way traffic, and 12'-0" in width for one-way traffic.
- d. A minimum number of accessible parking and accessible van parking stalls shall be provided meeting with local and state accessibility code requirements. When accessible parking spaces are provided, one space in every six, or fraction thereof, shall be van accessible.
Exception: Where parking is provided for all residents, one accessible parking space shall be provided for each accessible dwelling unit. Where parking is provided for only a portion of the residents, an accessible parking space shall be provided on request of the occupant of an accessible dwelling unit.
- e. Each accessible parking space must be adjacent to an access aisle as allowed by the Illinois Accessibility Code, applicable federal and local codes, whichever is most restrictive, and all access aisles shall blend to a common level with an accessible route.
- f. In multi-family developments, when covered parking is provided a minimum of 2% of the covered parking spaces shall be accessible. If garages are provided, the minimum dimensions shall be per applicable code and the door shall be 9'-0" wide. Covered parking shall be defined as either an indoor parking garage or an outside parking lot carport.
- g. Accessible parking spaces and access aisles shall be designed so that cars and vans, when parked, cannot obstruct the required clear width of adjacent accessible routes. They shall not have a slope greater than 2% in all directions.
- h. In single family developments with single car garages, the minimum garage dimension will be 11'-0" wide by 20'-0" deep with an 8'-0" wide door.
- i. Concrete curbs at all access drives and parking lots must be provided. A single-family driveway is not considered a parking lot or an access drive and therefore does not require a curb. However, any parking lot provided at public use spaces in single family developments will require a curb per this requirement. If a site is developed within an existing neighborhood where curbs are not provided for the existing roads, new roadways shall be allowed to meet existing conditions, and shall be built per local municipality requirements.

- j. Access to fire-fighting equipment must be provided in accordance with the requirements of the local authorities.
- k. All sidewalks along the accessible route must be a minimum of 5'-0" in width,
Exception: Service walks and sidewalks accessing a single dwelling unit may be 3'-0" in width.
- l. A minimum 6-foot-wide sidewalk is required when parking spaces abut sidewalks, and the edge of the sidewalk becomes the wheel stop. If pre-cast concrete wheel stops are provided and set a minimum of 30" from the edge of the sidewalk to the centerline of the wheel stop, then a 5'-0" wide sidewalk will be permitted.
- m. Public sidewalks provided for multi-unit single family developments shall be designed to meet local municipality requirements for public sidewalks for neighborhoods.
- n. Refuse collection stations must be on an accessible route and screened with permanent enclosures. Paved areas adjacent to the collection stations must be designed to provide adequate bearing for heavy garbage trucks.

3.2 LANDSCAPE

Landscaping shall comply with the local jurisdiction's zoning or building code. The minimum cost for the landscaping shall be 2% of the hard construction cost of the project. Landscaping hard costs include vegetation, decorative hardscape, fencing, irrigation, path lighting not required for code and site furnishings.

3.2.1 STORMWATER DESIGN: Stormwater design for the site shall comply with local jurisdictional requirements, and an approved plan shall be submitted to the Authority with the final plans and specifications prior to the start of construction. All permits must be received by the State of Illinois Environmental Protection Agency prior to closing. If no jurisdictional requirements apply, all stormwater must be managed within the project site and be connected into a clearly identified storm sewer system (dedicated or combined).

Treat or retain on-site the precipitation volume from the 60th percentile precipitation event, as defined by the U.S. Environmental Protection Agency in the Technical Guidance on Implementing the Stormwater Runoff Requirements for Federal Projects under Section 438 of the Energy Independence and Security Act. On sites in which retaining the 60th percentile precipitation event is not feasible due to geotechnical issues (e.g., high groundwater elevations, contamination, underground utilities, underground transportation networks), soil conditions (e.g., clay soils) or the size of the site (e.g., zero lot line), the project must treat or retain the maximum possible up to the 60th percentile precipitation event.

3.2.2 IRRIGATION: Irrigation (manual or automated) shall be provided for the proper maintenance of planted material (e.g., trees, shrubs, sod, seeded areas, etc.). A water efficient irrigation system shall be utilized that includes irrigation zones to respond to weather conditions, timer, and controls to minimize evaporation, and soil moisture sensors. In addition, non-freeze wall hydrants or hose bibs shall be provided minimally 200'-0" apart along the perimeter of a multi-family building and at the front and rear of each scattered site development with 1-4 units.

3.3 AMENITIES

If provided, bicycle storage facilities shall be in exterior areas with bicycle racks, and/or in a separate room in the building or in a separate storage building. Exterior bike racks, if used, must be anchored, and have the requisite space for a parked bike which will not reduce the required width of an accessible path or parking stall.

4. BUILDING COMPONENTS

4.1 LOCATION

Buildings located within the 1% flood plain shall be avoided and may not be financed. All projects located on the flood plain shall submit proof of flood insurance. Federally funded projects located in the flood plain are subject to the 8-step process as determined by HUD. Projects shall not be in proximity to environmental hazards. Sites that are divided by a heavily traveled major traffic artery shall be avoided and may not be financed.

4.2 FOUNDATIONS

Foundations are to be designed based on a soils report including a boring log which shall be submitted to the Authority for review. In projects composed of one building exceeding 2000 square feet, there shall be a minimum of three borings within the building footprint and two borings along sidewalks and roadways. In projects with multiple buildings exceeding 2000 square feet, there shall be a minimum of nine borings within the building footprints and evenly distributed throughout the project or as otherwise directed by the structural engineer. In addition, for both single family and multi-family, on previously developed lots at a minimum one boring is required within the footprint of each former structure. Borings shall extend to a minimum of 15'-0" below the natural grade. For high-rise buildings at least one boring shall extend down to 100'-0" below the natural grade or hardpan.

4.2.1 WALL AND COLUMN SUPPORT FOOTINGS: Wall and column support footings shall be constructed of cast-in-place concrete. They shall be reinforced to accommodate the design loads. Timber, steel grillage, or other material used for footings will not be permitted. Wall and column footings shall extend to the appropriate frost depth for the site, or bear on suitable soil meeting the specified soil bearing capacity identified by the soils report.

4.2.2 FOUNDATION WALLS: Cast-in-place concrete, precast concrete and masonry foundation walls will be permitted and shall be designed to meet the requirements of the local building code. Steel sheet piles or helical pier foundations shall be allowed, with Authority approval. Wood foundation systems, rubble stone or any other similar materials used for foundation walls will not be permitted.

4.2.3 FOUNDATION DRAINAGE: An under-slab drainage system must be installed when the water table is 5'-0" or less below the bottom of the floor slab to prevent hydrostatic pressure build-up from groundwater fluctuation.

Finished grade at the exterior perimeter of the building shall be not less than 4" below the top of the exterior face of the foundation wall and slope away from the building at a slope of 5% for a minimum of 10'-0" measured perpendicular to the wall.

4.2.4 SPECIAL FOUNDATION CONDITIONS: Beneath concrete slabs, except where existing slabs are left intact for rehabilitation projects, choose one of the following details:

- a. Install a 4" layer of ½" diameter or greater clean aggregate as a capillary break.
- b. Install a 4" uniform layer of sand, overlain with a layer of or strips of geotextile drainage matting installed according to the manufacturer's instructions.

Beneath crawl spaces without slabs (projects on raised pier foundations with no foundation walls are exempt), choose one of the following details:

- a. Install at least 8-mil cross-laminated polyethylene on the crawl space floor, extend up at least 12" on piers and foundation walls with joints overlapping at least 12". The 8-mil and the cross-lamination ensure longevity of the polyethylene.
- b. Line the anticipated high-traffic area(s) of the crawl space with foam board, so the polyethylene beneath will not be disturbed.

4.3 EXTERIOR ENVELOPE

Provide water drainage away from walls, windows, and roofs by implementing the following techniques. Provide a continuous housewrap /weather-resistive barrier with sheets lapped shingle-style to prevent bulk water that penetrates the finished exterior cladding system from entering the wall assembly or being introduced through window or door openings or through other penetrations. Alternatively, install a fluid applied weather-resistive barrier in accordance with manufacturer's instructions. Taped systems (such as ZIP, ForceField, and others) are acceptable.

4.3.1 FLASHING: Flashings at roof/wall intersections and wall penetrations (i.e., plumbing, electrical, vents, HVAC refrigerant lines and the like in addition to windows and doors) must be integrated with the weather-resistive barrier and drainage plane prior to any exterior finish being installed to prevent bulk water from entering the exterior wall assembly. This includes kick-out flashing where a sloped roof eave terminates in a wall with siding, stucco, or other applied finish apart from brick veneer. Flashing installed at bottom of exterior walls with weep holes included for masonry veneer and weep screed for stucco cladding systems or equivalent drainage systems.

4.3.2 WALL CLADDING: Exterior wall facings shall consist of 4" face brick, stone, concrete masonry units, aluminum siding, vinyl siding, metal lath and cement stucco, glass and aluminum curtain wall systems, prefinished metal panels, cementitious siding, treated engineered wood siding, insulated precast concrete decorative panels, wood siding or Authority approved equal.

Exterior Insulation and Finish Systems (EIFS) are permitted in limited areas as an exterior facing with the approval of the Authority only and shall not be allowed as a primary building

facing. EIFS shall not be allowed as a finish material to be placed over the face of exterior cladding on existing buildings.

4.3.3 MASONRY RESTORATION: Special attention shall be given to a review of the lintels and mortar joints when rehabilitating masonry structures. A detailed repair scheme must be incorporated in the plans and specifications including the clearly defined areas where lintel repair and tuckpointing work is to be performed. All steel lintels shall be galvanized and repaired if scraped during installation. All exposed surfaces of steel lintels shall be finished to match adjacent finish.

4.4 SYSTEMS

4.4.1 HEATING, COOLING AND VENTILATION (HVAC): All units shall be heated and air-conditioned. The design of the system shall be such to maintain a consistent temperature in all habitable spaces evenly throughout the day. Heating, ventilating, and air-conditioning systems shall be designed and installed according to the requirements of the local building code. If no building code is adopted within the jurisdiction, the most current edition of the International Mechanical Code shall apply. They shall also comply with the efficient utilization of energy in accordance with the latest edition of the International Energy Conservation Code with Illinois Amendments. Lastly, the United States Department of Energy REScheck or COMcheck compliance verification and code requirements must be submitted to the Authority for review. All HVAC, plumbing, fire protection and electrical floor and wall penetrations must be properly sealed to maintain both the proper fire rating as required by the applicable building code, and/or acoustic control of adjacent spaces.

Size and select heating and cooling equipment in accordance with the Air Conditioning Contractors of America (ACCA) Manuals J and S or in accordance with the most recent ASHRAE Handbook of Fundamentals available at time of specification.

The installation and approval of fuel gas distribution piping and equipment, fuel gas-fired appliances, and fuel gas-fired venting systems shall be in accordance with the latest edition of the International Fuel Gas Code or the local building code, whichever is most stringent.

Any change orders submitted requiring changes to mechanical room design as a result of layouts not complying with code or equipment manufacturer clearance requirements will be determined to be errors and omissions, and subject to the requirements of Section 18, Change Orders and Contingency Funds. It is expected coordination of all equipment clearances is complete prior to submitting design documents for review.

A local mechanical exhaust system, in full accordance with ASHRAE 62.2-2010, shall be installed in each bathroom and kitchen. Also, a whole-house unit shall accompany the local systems. For Historic projects, consult Appendix A of ASHRAE 62.2-2010 on options for compliance.

Buildings of four stories or more, in full accordance with ASHRAE 62.1-2010, shall also install a mechanical ventilation system for all hallways and common spaces.

New technologies (items such as: alternative building systems, new design components and/or materials, etc.) for the purposes of decreasing operating costs must be proven and not experimental. Any new technology incorporated for energy savings will need to be justified through a cost benefit analysis. Applicable new technologies shall include any proposed efficiencies in excess of those indicated in the 2018 International Energy Conservation Code, ASHRE Standard 90.1-2019, the Authority Green Criteria or beyond those typically employed in similar housing. New technologies shall have a payback period within 15 years. Simple payback analysis shall at a minimum be utilized, or: the initial cost of the technology (or differential cost over its equivalent) divided by the annual energy savings due to the new technology. The payback period shall be calculated using the current Authority underwriting forecasting assumptions and shall incorporate maintenance costs, adjustments for any needed life cycle repairs and/or reserves.

4.4.2 PLUMBING: The Illinois State Plumbing Code, the local plumbing code, and these standards shall govern all plumbing work performed on new construction and new work on the renovation, rehabilitation, or preservation of existing buildings. Whenever there is a conflict in the requirements between the regulations, the more stringent requirement will prevail. All plumbing work shall be performed only by Illinois licensed plumbers and apprentice plumbers under the direction of a licensed plumber.

No project shall be served by a well or septic system. Hose bib shall be installed in refuse receiving rooms. On renovation, rehabilitation or preservation projects, replacement of the lead pipe incoming water service shall be required.

All equipment used for heating water or storing hot water shall be provided, at the time of installation of such equipment, with an appropriate relief valve or valves to protect against excessive or unsafe temperature and/or pressure. Water distribution piping from the water meter throughout the building shall be "Types K or M" or ductile iron for below ground piping, and copper or PEX for above ground piping. CPVC or Polybutylene water distribution pipe shall not be permitted. PEX piping below grade shall be allowed to be installed following industry best practices and code requirements.

Dielectric isolation shall be provided between ferrous and non-ferrous metals. Provide dielectric unions at points of connection of copper piping to ferrous piping and equipment or fittings.

Indicate on the drawings that water-conserving fixtures with the following minimum specifications will be used:

FIXTURE	WATER CONSERVATION MINIMUMS
Toilets	1.28 GPF with MaP Score >800
Urinals	0.50 GPF
Showerheads	1.75 GPM
Kitchen faucets	1.50 GPM
Bathroom faucets	0.50 GPM

4.4.3 ELECTRICAL: The National Electrical Code, the local electrical code, and these standards shall govern all electrical work performed on new construction and new work on the renovation, rehabilitation, or preservation of existing buildings. Whenever there is a conflict in the requirements between the regulations, the more stringent requirement shall prevail. The electric service to each dwelling unit shall be metered separately in all new construction projects. One central meter shall only be permitted with a letter of approval from the electric utility company.

The minimum electric service to a dwelling unit shall be 60-amperes. Appropriately sized and rated, existing electrical service may be allowed to remain for apartment unit rehabilitations. A load calculation for each unit of the proposed design should be provided to ascertain if the service is properly sized for the project.

Copper wiring is required in all branch circuits and within all units. Aluminum and aluminum clad copper wiring is ONLY allowed in feeders 60 amps or larger terminating in disconnects and electrical panels with lugs that are rated and suitable for aluminum wiring. The line from the transformer to the meter is regulated by the National Electrical Code and/or the local utility company whichever is most stringent.

In existing buildings that have existing aluminum wiring, all switches and outlets rated 20-ampere or less directly connected to aluminum conductors must be marked CO/ALR.

Every dwelling unit in buildings serviced by natural gas shall be equipped with at least one approved carbon monoxide (CO) alarm meeting the installation and operational requirements of the Carbon Monoxide Alarm Detector Act (Public Act 094-0741) and the local municipal requirements, whichever is more restrictive. All CO alarms shall be hard wired in new construction projects with appropriate battery back-up. Rehabilitation project may utilize battery powered or plug in CO detectors if allowed by local Authority Having Jurisdiction

Every dwelling unit shall be equipped with at least one approved smoke detector in accordance with the location and operation requirements of the Smoke Detector Act (Public Act 425 ILCS 60/) and local code requirements, whichever is more restrictive.

Exposed conduit is prohibited unless concealment of the conduit is not physically possible. Contact the Authority in the design stage for prior approval. If approved, the conduit or wire mold must be painted to match the mounting surface.

Family projects shall have tamperproof receptacles in all rooms except for utility rooms and garage. In renovation projects receptacles shall be replaced where technically feasible.

4.4.4 LIGHTING: Exterior lighting shall be provided by LED fixtures which meet energy code requirements for lighting power densities and efficiencies. The lighting design shall minimize light trespass and glare from selected fixtures both off properties and into residential units.

Interior lighting shall be provided by LED fixtures which meet energy code requirements for lighting power densities and efficiencies. The lighting design shall meet the Illuminating Engineering Society's (IES) recommended foot-candle levels.

4.4.5 FIRE PROTECTION: Fire protection systems, if required by code, must be properly priced to include all equipment and accessories required for a fully operational system for the building. This value shall be represented on the CSS submitted for review prior to Initial Closing of the project.

The price of the system included in the CSS must meet all applicable code requirements. Change orders requiring additional expenses related to the fire protection system, if as a result of code compliance after Initial Closing, will be classified as errors and omissions.

Exposed piping of fire protection systems is prohibited unless concealment is not physically possible. Contact the Authority in the design stage for prior approval. If approved, the pipe must be painted to match the mounting surface.

4.4.5 SECURITY: Security components to include the following: camera system, alarm systems, and access control systems.

4.4.6 COMMUNICATION: Common areas and units to include access to high-speed internet either through wireless service or a hard-wired connection.

4.5 INTERIORS

4.5.1 FLOORING: All flooring products (whether carpet or hard surface) must comply with the emission requirements of the public health department, which has authoritative jurisdiction. No flexible PVC with phthalates may be installed, whether the phthalates were intentionally added or added via recycled content. Carpet shall not be permitted as a floor finish in building entryways, laundry areas, kitchens/kitchenettes, bathrooms, or utility rooms. Fluid applied finish floors may only be installed in non-occupied spaces, such as mechanical rooms.

4.5.2 INTERIOR PAINTS, COATINGS, PRIMERS, AND WALLPAPERS: These material selections must have VOC content less than or equal to the thresholds provided by the most recent version of SCAQMD 1113 available at time of product specification for all interior paints, coatings, and primers. All wall finish paints must have VOC emissions verified as compliant with requirements of the public health department, which has authoritative jurisdiction. All wallpaper must be phthalate free.

4.5.3 INTERIOR ADHESIVES AND SEALANTS: These material selections must have VOC content less than or equal to the thresholds provided by the most recent version of SCAQMD 1168 available at time of product specification for all interior adhesives and sealants.

4.5.4 INSULATION: Fiberglass or mineral wool batt insulations must be formaldehyde-free.

4.5.5 COMPOSITE WOOD: Formaldehyde emissions less than or equal to the thresholds provided by CARB Phase 2 and/or TSCA Title IV for plywood, particleboard, MDF, and these materials within other products like cabinets and doors. For any other composite wood products not covered by CARB/TSCA requirements, but used in interior spaces, these must at minimum have no added urea formaldehyde (be NAUF).

4.5.6 STAIRS: Open risers are not permitted. Outdoor stairs and their approaches shall be designed so that water will not accumulate on walking surfaces. Exterior fire escapes shall not be permitted in new construction projects but will be acceptable as a means of egress component in existing buildings only.

When stairs are installed along routes that are required to be accessible there must be an alternative way to get between levels. When an accessible route consists of both a ramp and stairs, it is recommended they are in close proximity so people who can use only one of the two need not travel an unreasonable additional distance.

If the alternative option chosen is elevator or lift, the stairs do not need to comply with the “Stairways” section outlined in the latest edition of ICC/ANSI A117.1 adopted by the authority having jurisdiction.

If the alternative option chosen is a ramp, the stairs must comply with the “Ramps” section outlined in the latest edition of ICC/ANSI A117.1 adopted by the authority having jurisdiction.

4.6 COMMUNITY FACILITIES

4.6.1 COMMUNITY ROOM: Provide a kitchen that at a minimum has a sink, range/oven, refrigerator, base, and overhead storage. In municipalities requiring a commercial range hood above a range, the range/oven may be omitted, but a letter confirming this requirement as part of the municipal code must be provided to the Authority for review. A microwave is not a substitute for a range/oven.

4.6.2 LAUNDRY ROOM: Provide automatic washing machines and clothes dryers with 5% of the total number being front loading or a minimum of one each. When a laundry room is not provided on-site, automatic washers and clothes dryers must be provided within all the dwelling units. Utility hook ups alone are not considered compliant with this requirement if a laundry room is not provided.

4.6.3 RECREATIONAL FACILITIES: Indoor recreational facilities shall be located within the project, and shall comply with the following minimum size requirements:

Dwelling Type	Area
5-100 dwelling units	600 square feet
101-300 dwelling units	800 square feet
301-500 dwelling units	1200 square feet

Outdoor recreation facilities shall be on an accessible route. Swimming pools and wading pools must meet the Minimum Sanitary Regulations for the Design and Operation of Swimming Pools and Bathing Beaches by the Department of Public Health, State of Illinois, any local Public Health Department regulations and the Americans with Disabilities Act.

Play areas for younger children shall be centrally located and surrounded by dwelling units. An accessible route must be provided to the play area. The ground surface of the play area shall be stable, firm, and slip resistant. Where play components are provided, they shall be ADA compliant.

4.6.4 SUPPORT SPACES: Support spaces include the management office and maintenance spaces. If office space is contemplated, it must be for the exclusive use of the tenants or for the operation of the building. The applicant shall discuss the plans with the Authority's staff at the earliest opportunity. If the size of the project warrants a separate common space for the management staff and rental office, it shall include an office large enough to accommodate a secretarial space, a waiting/reception area, at least one accessible public restroom, and a storage/coat closet. These areas must be located on an accessible route from the point of arrival and accessible to persons with disabilities. These areas may be in separate buildings, such as a clubhouse, or on the ground floor to allow for maximum site and building surveillance. When a separate workroom or repair shop having vehicular access is provided, it shall be appropriately sized and include storage facilities, a utility sink, toilet facilities, and work bench.

Refuse collection and compactor rooms shall be mechanically ventilated and be in a room completely separated from the remainder of the building with walls and ceiling meeting code defined fire separation requirements. Where the room is serviced by a trash chute, code required, and maintenance sprinkler heads shall be provided. All openings to trash rooms shall meet code requirements in terms of fire rating and hardware. A concrete slab shall directly link access from this area to the exterior pick up point. Floor drains and hose bibs shall be provided at these trash termination locations. Refuse and laundry chutes shall not be used for any other purpose. The chutes shall have a fire resistive rating of not less than what is required by the applicable building code. An automatic sprinkler system shall be installed as required by code. Chutes extending three or more floors shall have additional sprinkler heads installed within the chute on alternate floors and be accessible for servicing. Trash chute access doors shall have lever operating device and closers if not automatically actuated.

4.7 UNITS

4.7.1 UNIT SIZES: The following table indicates the Authority's minimum acceptable dwelling unit size:

DWELLING TYPE	AREA (INSIDE DIMENSIONS)
Single Room Occupancy (SRO) – 1 occupant	350 SF
Single Room Occupancy (SRO) – 2 occupants	400 SF
Efficiency	420 SF
Supportive Living	420 SF
1 Bedroom and 1 Bathroom	600 SF
2 Bedrooms and 1 - 1 ½ Bathrooms	875 SF
3 Bedrooms and 1 ¾ - 2 Bathrooms	1,100 SF
4 Bedrooms and 2 Bathrooms	1,250 SF

All SROs shall include both a private bathroom with sink, toilet and bathing facilities, and a kitchen within the unit.

Unit living rooms (excluding SRO, efficiency, and supportive living units, or combined living areas) shall contain a minimum of 150 square feet and have a minimum dimension of 10'-0" in any horizontal dimension. Units' bedrooms (excluding SRO, and efficiency) shall contain a minimum of 100 square feet, not including closets, and have a minimum dimension of 9'-0" in any horizontal dimension. Clearly provide overall dimensions on enlarged plans.

4.7.2 UNIT STORAGE: All projects must include bulk storage areas within closets in the apartment unit or in a common tenant storage room. If provided within a closet, the provided volume must be free and clear from the floor to the ceiling without any fixed shelving. Adjustable shelving is allowed. The total volume provided within all bulk storage areas shall be as follows:

DWELLING TYPE	VOLUME
SRO/Efficiency	32 cubic feet
1-bedroom unit	72 cubic feet
2-bedroom unit	128 cubic feet
3-bedroom unit	200 cubic feet
4-bedroom unit	288 cubic feet

The minimum ceiling height in all habitable rooms shall be 7'-6". Soffits may be dropped to 7'-0" if soffit area does not exceed 20% of room area.

4.7.3 UNIT BATHROOMS: Prefabricated shower and/or bathtubs units shall be specified and provided with factory installed integral reinforcing, cast into the unit for installation of grab bars at code compliant locations of the unit walls. When prefabricated units are installed in multi-unit apartments, they must have a single layer of water-resistant wall sheathing installed prior to the unit being placed behind the unit, along with a cover layer of sheathing installed over the unit wall flange.

The installation of grab bars at all water closets, bathtubs and shower units complying with ICC/ANSI A117.1 (2009 or latest version adopted by the authority having jurisdiction) shall be required for fully accessible units or in buildings dedicated to seniors or people with disabilities.

5. UNIQUE BUILDING TYPES

5.1 SUPPORTIVE LIVING FACILITIES

A supportive living facility (SLF) is a residential setting in Illinois that provides or coordinates flexible personal care services, 24 hour supervision and assistance (scheduled and unscheduled), activities, and health-related services with a service program and physical environment designed to minimize the need for residents to move within or from the setting to accommodate changing needs and preferences; has an organizational mission, service programs and a physical environment designed to maximize residents' dignity, autonomy, privacy and independence; and encourages family and community involvement.

All SLF developments must be approved by the State of Illinois Department of Healthcare and Family Services (DHFS). Written approval from DHFS must be provided to the Authority at the time the application is submitted. The SLF's architectural plans shall conform to Title 89, Social Services, Chapter 1: Department of Healthcare and Family Services, Subchapter d: Medical Programs, Part 146.210 Structural Requirements. An SLF's architectural plans shall conform to the current State building codes for the respective building type, local Fire and Life Safety Standards for health care occupancy or the 2000 National Fire Protection Association Life Safety Code (NFPA) 101, Chapter 32, Residential Board and Care Occupancies, National Fire Protection Association, 1 Battery March Park, Quincy MA 02269 (March 11, 2003, no later amendments or editions included) or local building codes if more stringent.

Each SLF shall meet accessibility standards as related to the Americans with Disabilities Act of 1990, the Illinois Accessibility Code, Section 504 of the Rehabilitation Act of 1973 (if applicable), and the Fair Housing Act and the local building code.

5.2 FACTORY-BUILT HOMES

This section refers to both pre-manufactured and modular housing. The proposed manufacturer must have at least five years of experience in manufacturing similar housing units. In addition, the installer/general contractor must have prior experience in setting and finishing factory-built housing. Factory-built housing units for multi-family applications will only be allowed for up to one-story in height unless approved by the Authority prior to having the design coordinated by the fabricator. Please contact the Authority design staff for review of potential fabricators prior to commencing work. Factory-built housing units for single-family, detached units will be allowed for up to two stories in height. The design, construction and installation of the factory-built

housing units must incorporate all applicable wind, live, dead, snow and seismic design loads including geotechnical characteristics based on the specific geographical site conditions. As applicable, all factory-built housing must comply with the requirements of Title 24, Part 3280 Manufactured Home Construction and Safety Standards, Housing and Urban Development, the Authority Standards including the following modifications. Factory-built housing must also comply with the Illinois Department of Public Health requirements including Approved Manufacturers, Regulations for Factory Built Structures in Illinois, and Guidelines for Installing Manufactured Homes in Illinois. The Guidelines for Installing is only intended to be used for installations where the manufacturer's installation instructions are not available.

The minimum ceiling height in all habitable rooms shall be 7'-6" high. All exterior doors shall have a 32" clear width measured from the face of the door to the opposing stop when the door is open at 90 degrees and a minimum height of 80". All interior doors shall have a nominal 32" clear width measured from the face of the door to the opposing stop when the door is open at 90 degrees and a minimum height of 80".

Living rooms shall contain a minimum of 150 square feet and a minimum dimension of 10'-0" in any horizontal dimension. All other habitable rooms shall have a minimum size of 100 square feet (not including closets) and a minimum dimension of 9'-0" in any horizontal dimension.

Hallways shall have a minimum horizontal dimension of 36" measured from the interior finished surface to the interior finished surface of the opposite wall. If the hallway is restricted by a continuous apparatus, installed or future application, such as a handrail, the measurement shall be from the face of the apparatus.

Carbon monoxide detectors shall comply with the State of Illinois Carbon Monoxide Detector Act and shall be hardwired. Smoke detectors shall be hardwired with battery back-up.

Water distribution piping from the water meter throughout the building shall be Type K for below ground piping, and Types L or M copper or PEX for above ground piping. CPVC and Polybutylene water distribution pipe shall not be permitted. PEX piping shall be allowed to be installed below floor slabs as allowed by code and industry best practices. All plumbing shall comply with the State of Illinois Plumbing Code and the HUD regulations. If there is a conflict, the more stringent requirement will prevail.

All manufactured housing must comply with the energy conservation requirements of the International Energy Conservation Code, latest edition, and the energy conservation measures outlined in these standards.

Copper wiring is required in all branch circuits and within all units. Aluminum and aluminum-clad copper wiring is ONLY allowed in feeders 60 amps or larger terminating in disconnects and electrical panels with lugs that are rated and suitable for aluminum wiring. The line from the transformer to the meter is regulated by the National Electrical Code and/or the local utility company, whichever is most stringent. The minimum electric service to the dwelling unit shall be 60-amperes.

DESIGN DELIVERABLES AND REVIEW PROCESS

The following is a list of deliverables required to demonstrate compliance with the requirements of the Design Activities along with their respective review process.

- a. **Project Drawings & Specifications – Preliminary Optional Review:** To be submitted to IHDA no earlier than the completion of the Schematic Design Phase for review by Design Compliance.
- b. **Project Drawings & Specifications – Final Required Review:** To be submitted to IHDA no later than 60 days prior to Initial Closing for review by Design Compliance.
- c. **Project Drawings & Specifications – Issue for Construction:** To be submitted to IHDA prior to the start of construction for review by Design Compliance. The Issue for Construction documents shall incorporate all changes requested by IHDA and other governmental agencies and agreed to by the AOR. The documents shall be sealed and signed.



CONSTRUCTION ACTIVITIES

OVERVIEW

Construction activities are focused on monitoring the progress of construction to assist IHDA in the evaluation of the project's compliance with construction requirements.

The Authority's assigned Coordinator of Construction Compliance will work with the development team to review required documents and monitor the progress of construction to ensure the implementation of the scope of construction work is in compliance with the general contractor's construction contract.

This chapter is organized as follows:

REQUIREMENTS

5. Pre-Construction
6. Construction
7. Construction Close-Out

DELIVERABLES AND REVIEW PROCESS

REQUIREMENTS

1. PRE-CONSTRUCTION

The Authority will convene the following two meetings prior to the construction start:

- a. **Pre-Closing:** Attended by representatives of the applicant and general contractor (GC).
- b. **Pre-Construction:** Attended by representatives of the applicant, architect of record, and the GC.

2. CONSTRUCTION

2.1 PAYMENT PROCEDURES

2.1.1 STORED MATERIALS: The value of reimbursements for stored materials shall not exceed 60% of the total contract value for the associated line on the Contractor's Sworn Statement. The timeframe between payment of stored materials and installation of stored materials shall not exceed 120 calendar days. The stored materials must be under the control of the general contractor or subcontractor, not the manufacturer or fabricator, and located either offsite in an independent facility or onsite in an area isolated from construction activities. The following documents will be required to review and process the reimbursement:

- a. **Proof of Approval:** Architect's approved shop submittals, if applicable.
- b. **Proof of Payment:** Manufacturer or fabricator's approved invoice. Proof of payment, clearly indicating payee, must be submitted on the subsequent construction draw. If proof of payment is not submitted on the subsequent construction draw, IHDA reserves the right to deduct an amount equal to the approved invoice, on the construction draw.
- c. **Proof of Delivery:** Manufacturer or fabricator's bill of lading, identifying shipping insurance, liability information and the approved destination for materials to be delivered to.
- d. **Proof of Storage:** IHDA Stored Materials Log and photo documentation to provide evidence of stored materials.
- e. **Proof of Insurance:** Insurance rider denoting actual materials being stored, with IHDA and other funders of the project being named as insured.

2.1.2 DEPOSITS ON MATERIALS: The value of reimbursements for deposits on materials shall not exceed 50% of the total value of the costs. Failure to deliver the materials as scheduled will void the agreement to fund deposits on materials and a hold will be placed on the subsequent Developer Fee installments, equal to IHDA's portion of the deposit on materials.

- a. **Proof of Cost:** Total value of material costs for the project, identifying the value of the deposits, broken out per IHDA's portion and the Developer's portion.
- b. **Proof of Payment:** Vendor's approved invoice and proof of payment, clearly indicating payee.
- c. **Proof of Schedule:** A schedule which identifies the following: order date(s), delivery date(s) and installation date(s).

2.1.3 RETAINAGE: A 10% retention must be retained up to 95% completion, upon which it may be reduced to 5% if the following documents are received and the Authority's Construction Compliance Coordinator has approved the reduction:

- a. Certificate of Occupancy (C of O)
- b. AIA Form G704
- c. Authority's Permission to Occupy
- d. Authority's Completion Certificate

Retention shall apply to all trade labor and material costs, general conditions, overhead and profit and all COs, but does not apply to insurance, bonds, and permits.

For single family and scattered site projects only, the Authority will consider retention reduction based upon individual site completion as identified on an individual contractor's sworn statement for each individual site.

2.2 WAGE COMPLIANCE

2.2.1 DAVIS BACON: The Authority administers funds from federal sources for housing development activities. The Authority and the recipients of these funds must ensure that all applicable requirements are followed. This manual is provided as a user's guide for the Davis-Bacon wage requirements and includes the various forms that must be submitted for compliance.

The Davis-Bacon Act requires the payment of prevailing wage rates to all laborers and mechanics on federally assisted construction contracts. Overall program responsibilities are administered by the U.S. Department of Labor (USDOL) while the project-specific responsibilities are administered by the Authority. In addition, the various Davis-Bacon Act requirements are implemented through the related act provisions from the statutes of the specific agency.

The Authority's objective is to ensure compliance so that all laborers and mechanics are paid accordingly, to provide support and monitor performance of the labor standard requirements. By doing so we hope to eliminate disruption of the construction process.

CONSTRUCTION ACTIVITIES

These guidelines are subject to change and modification, this version supersedes and replaces any prior versions. If you have any questions, please contact IHDA staff.

The U.S. Department of Labor has oversight responsibilities to assure coordination of administration and consistency of enforcement of the labor standards provisions of the Davis-Bacon and Related Acts (DBRA). As such, DOL has issued regulations establishing standards and procedures for the administration and enforcement of the Davis-Bacon labor standards provisions. Federal contracting agencies such as the Authority have day-to-day responsibility for administration and enforcement of the Davis-Bacon labor standards provisions in covered contracts in which they administer.

The Authority will implement labor standards on demolition, construction, and rehabilitation projects where funds are provided from the Authority. In instances when the Authority is funding the project with non-federal (State) funds, the Authority needs to ensure the project adheres to the Illinois Prevailing Wage Act (820 ILCS 130/0.01). In instances where Federal funds are utilized the Authority must ensure the project complies with the DBRA. These regulations can be found in part from the Code of Federal Regulations (Title 29 CFR, parts 1,3,5,6 and 7) as amended.

The Davis-Bacon Act requires that all contractors and subcontractors performing on federal contracts (and contractors or subcontractors performing on federally assisted contracts under the related acts) more than \$2,000 pay their laborers and mechanics not less than the prevailing wage rates and fringe benefits listed in the contract's Davis-Bacon Wage Rate Determination for corresponding classes of laborers and mechanics employed on similar projects in the area. Davis-Bacon labor standards clauses must be included in covered contracts.

Prevailing wages are computed by the USDOL and are issued in the form of a Federal Wage Determination. This determination includes a Wage Rate Determination for each work classification listed by construction type, for each county where work is performed. Each contractor and subcontractor must sign a contract which includes the Federal Wage Determination for its employees by worker classification.

The applicant, GC, and the entity responsible for the labor standards submission to the Authority should first obtain a copy of the current version of HUD's *Making Davis-Bacon Work, A Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects* (The Guide). The Guide will address the various aspects of the process, the required documentation, and relevant items, such as Laws, Regulations and Responsibilities, Compliance, Certified Payroll Submission, Corrections to Payroll, and Withholdings and Sanctions.

Once familiar with the Guide, the GC should determine what subcontractors will be utilized and submit the Guide to those responsible for their implementation. The GC will be responsible for the full compliance of all its employees, subcontractors, and lower-tier subcontractors; subsequently the Authority will correspond directly with the GC.

After IHDA Board approval, the Authority will schedule a Pre-Construction meeting (unless waived by the Authority) with the principals of the project including the applicant, GC, and architect. During this meeting, the Authority will review the DBRA procedures, requirements, the Wage Determination for the project and other forms for compliance.

The GC shall notify the Authority when construction starts on the project. Beginning with the first week that the GC or subcontractor works on the project and for every week until the work (or trade) has been completed, each covered contractor and subcontractor must provide the Authority with a completed Labor Relations Agreement and certified payroll submitted through the GC. The "certification" part of the payroll contains specific language attesting to the employer's compliance with the wage requirements and signed by the employer or their authorized agent. Submission to and acceptance of appropriate certified weekly payrolls by IHDA must be done prior to any payments to the GC.

The USDOL provides employers, workers, and others with clear and easy-to-access information and assistance on how to comply with the Davis-Bacon and Related Acts, such as the DBRA Forms page. Other compliance assistance related to the Act, including the Davis-Bacon and Related Acts Web Page and regulatory and interpretive materials is available at the USDOL Compliance Assistance web page.

IHDA's overall objective is that the project complies with the relevant DBRA provisions. As such, the Authority will strive to provide guidance throughout the process. The applicant should contact the Authority in the early development stage to determine the applicable labor standard requirements and to convey this information to the GC prior to the contractor's estimate and sworn statement.

The Authority's oversight will include:

- a. Ensure Davis-Bacon requirements are properly applied. The Authority will determine when Davis-Bacon prevailing wage rates are applied and that any exemptions or exceptions are identified.
- b. Provide basic training and technical support to contractors to ensure that they understand their obligations under prevailing wage and reporting requirements.
- c. Monitor contractor performance and review of certified payroll submissions and other information to help ensure contractor compliance with labor standards provisions and the payment of prevailing wages to workers.
- d. Investigate evidence of any violations, determine the validity of the allegation, and take any necessary action to resolve.

Federal funds subject to DBRA and administered through the Authority include HOME Investment Partnership (HOME), Section 811 and Risk Share.

2.2.2 HOME Investment Partnership Program (HOME): A program derived from Title II of the Cranston-Gonzales National Affordable Housing Act of 1990, (as amended) 24 CFR Part 92. Any contract for the construction of affordable housing units assisted with HOME funds made available under this subtitle shall contain a provision requiring that not less than the wages prevailing in the locality, as predetermined by the Secretary of Labor pursuant to the Davis-Bacon Act, shall be paid to all laborers and mechanics employed in the development of affordable housing involved.

The standard for coverage is assisted not financed. This means that Davis-Bacon requirements are operable without regard to whether the HOME funds are used for construction or non-construction activities. Non-construction activities include real property acquisition, architectural and engineering fees, and other professional services. In some cases, Davis-Bacon requirements may be triggered when HOME funds are used to provide down payment assistance to individual homebuyers. [refer to HUD's HOME regulations (24 CFR .354(a)(2)) or consult with HUD Labor Relations Staff if their project involves down payment assistance to homebuyers.] This also recognizes that HOME projects can contain units that are not assisted by HOME. The threshold applies only to the number of units assisted by HOME. For unit threshold purposes, we use the number of units identified as "HOME" units under the program definition whether determined on a pro-rata basis, specific designation, or other means allowable by HUD's Office of Community Planning and Development (CPD).

Once Davis-Bacon requirements are triggered, the labor standards are applicable to the construction of the entire project, including the portions of the project other than the assisted units. Davis-Bacon requirements are applicable to contracts for construction covering 12 or more HOME-assisted units.

2.2.3 Section 811: Section 811 Supportive Housing for persons with Disabilities program provides funding to develop and subsidize rental housing with availability of supportive services for very low- and extremely low income adults with disabilities. This program is authorized by Section 811 of the national Affordable Housing Act of 1990. For further overview of the program please see HUD Handbook 4571.2 and HUD Handbook 4571.4

Davis Bacon is triggered if there will be 12 or more units within the development assisted with Section 811 rental assistance.

2.2.4 Risk Share: A program which is implemented through the Authority and HUD under Section 542(C) of the Housing and Community Development Act of 1992.

- a. All laborers and mechanics employed by contractors or subcontractors on a Risk-Sharing project shall be paid not less than the wages prevailing in the locality in which the work is performed for the corresponding classes of laborers and mechanics employed in construction of similar character, as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, where the project meets all of the following conditions:
 - The project involves new construction or substantial rehabilitation;
 - Advances are insured; and
 - The project will contain 12 or more dwelling units.
- b. Projects that do not meet these conditions must also comply with the Davis-Bacon Act if it is required as a condition of other Federal assistance.

In addition to the exceptions noted above, Davis-Bacon Act wage requirements shall not apply to any individual that:

- a. Performs services for which the individual volunteered;
- b. Does not receive compensation for such services; or
- c. Is paid expenses, reasonable benefits, or a nominal fee for such services; and
- d. Is not otherwise employed at any time in the construction work.

2.3 CHANGE MANAGEMENT

A change order (CO) can originate from the applicant, architect of record, or GC. When an applicant receives or creates a request for a CO, they shall direct their architect of record and GC to certify the requested items are not already included in the contract for construction.

The change order (CO) packet shall include the following:

- a. AOR letter - explaining reason for change,
- b. AIA Document G701 – unexecuted,
- c. Supporting Documentation.

CONSTRUCTION ACTIVITIES

Construction Compliance will review the CO to decide whether the change is either:

- a. an unforeseen condition, or
- b. a project betterment, or
- c. miscoordination, or
- d. credit

After receiving the CO Determination, the applicant will:

- a. Follow the general CO and construction contingency provisions below.
- b. Submit a CO packet including the fully executed version of the AIA G701, and all required pricing back up included to achieve the CO determination with the next draw package.
- c. Allocate funds as necessary, including the use of construction contingency, to fund the CO on the next draw.
- d. Properly show the CO value on the on the OSS and CSS.

Contingency exists solely to support the trade costs incurred with the construction of the project, and only to fund project related construction work after receiving the CO determination.

Contingency does not exist to fund items including, but not limited to, off-site improvements, soft costs, vehicles, applicant fees, resident services, management and operations, items not related to the project, or other non-construction items.

The applicant assumes all risk (both monetary and construction rework) in completing CO work without prior CO Determination.

The applicant is responsible to pay for any CO submitted after exhausting all contingency funds. The Authority will not provide any additional project funding after expending all contingency funds. Contingency funds are available only to the applicant and shall be reflected accordingly on the OSS.

Contractors shall not include any contingency amount in their bid whatsoever. Contractors and applicants shall not enter into any agreement accessing or splitting applicant contingency or trade line savings. There shall be no utilization of cost savings without Authority approval.

The Authority will maintain a log of CO determinations for every project and will evaluate future funding awards based on the criteria listed below. The Authority retains the right to deny funding for any CO not consistent with construction best practices, not in alignment with the rules listed above or elsewhere in this document.

The Authority retains the right to penalize the project team under the participant scoring section of the Qualified Allocation Plan (QAP) for all future applications if any project allocates a total equal to or greater than 20% of the contingency for items deemed as errors and omissions.

CONSTRUCTION ACTIVITIES

Any deletion of Authority required work items from the scope due to costs will not be approved, and any CO requests to reimburse the contractor for installing items related to these standards will be deemed as error when presented to the Authority for CO determination.

In all instances where any contract agreement results in cost savings at the completion of the Project, the disposition of any savings shall be in the sole discretion of the Authority.

CO DETERMINATION CRITERIA FOR UNFORSEEN CONDITION	
TYPE	DESCRIPTION
Concealed Condition	Unforeseen items revealed as a part of normal construction activity either underground, within walls or hidden from view prior to removal of existing items not anticipated as part of the original design and are not shown within the approved construction documents. The Authority expects the design team to have completed an adequate amount of selective demolition for renovation projects to properly anticipate concealed conditions prior to the completion of the construction documents.
Construction Cost Increase	<p>If the cost increases are proven to be caused by market uncertainty and the rapid rise in construction material costs, the funds from the construction contingency may be used to pay for the cost increases. The following criteria will be used for a CO Determination of a project's upgrade (betterments):</p> <ul style="list-style-type: none"> Improvement made in the design material quality, quantity, or performance to provide a better environment for the residents than what is represented in the approved construction documents. Additional scope items to improve the project not shown on the approved construction documents.
CO DETERMINATION CRITERIA FOR MISCOORDINATION	
TYPE	DESCRIPTION
Contractor Negligence	Any damage or neglect by the contractor occurring as part of the general construction of the project, or during delivery of materials.
Building Code-Related Issue	Foreseeable costs which should have been included within the project's original design to meet local code restrictions.
<p><i>This row was intentionally left blank; table continues on the next page.</i></p>	

CONSTRUCTION ACTIVITIES

CO DETERMINATION CRITERIA FOR MISCOORDINATION (continued)	
TYPE	DESCRIPTION
Architects', Engineers', and Contractors' Errors and Omissions and Additional Fees	Design items which are not coordinated within the approved construction documents, or missing materials which would be necessary to complete proper construction or maintain a product warranty.
Building Inspector or any Municipal Official Requirements	If not required by the building code but are required for building occupancy by a field inspector. These are items that the applicant would normally be responsible to pay for regardless of the timing of the requirements but should have been investigated prior to construction commencing by either the architect or contractor.
Separate Contracts, Outside of the General Contract	When a separate contract is let by the applicant for work to be performed outside of the GC's scope of work resulting in additional incurred costs. A separate contingency is required for separate contracts and a separate contingency for commercial uses shall be denoted where this work is completed in conjunction with a residential project.
Damage or Theft	The applicant and/or GC are primarily responsible for having sufficient insurance coverage to fund any losses due to damage, theft or other occurrences covered in their policy. This includes the cost to cover insurance deductibles, as the responsible party is responsible to cover their own insurance deductibles as their cost of doing business.
Seasonal Constraints	Winter conditions, water extraction from recent rains or other costs could result in scheduling delays. These items should be anticipated and included in the original construction budget or paid through available general conditions costs.
Other	Any additional architectural, engineering, or other services outside of the scope of work that may be required. This includes construction related delays or time extensions resulting from additional scope, extended warranties, contractor incentives, or overtime or premium time.

3. CONSTRUCTION CLOSE-OUT

Prior to final project close out, several criteria must be met for the Authority's construction compliance staff to give their final approval. When the project is 95% complete, prior to final project close out, several criteria must be met in order for Construction Compliance to give their approval to reduce retention to 5%.

- a. The building must be occupiable.
- b. Certificate of Occupancy or Final Inspection from the governing jurisdiction (if applicable).
- c. Signed PDF copy of the A.I.A. G704 must be submitted to the construction field representative and any punch list items (Punch list cost multiplied by 150% to be held in escrow).
- d. Digital Signed PDF copy of the Authority's Permission to Occupy must be submitted to the construction field representative.
- e. Digital Signed PDF copy of the Authority's Construction Completion Form with the Authority's construction field representative approval.
- f. All Prevailing Wage, Davis-Bacon, Certified Payrolls, and HUD Section 3 compliance requirements are met and satisfied.
- g. Environmental clearance required by Demolition – i.e., Asbestos and Lead-Based Paint clearance report and O&M manual – are received by the Authority.
- h. Environmental No Further Remediation Letter recorded by all jurisdictions.
- i. Blower Door and Duct Leakage tests, if applicable.
- j. For projects receiving tax credits for Universal Design and/or Green Initiatives, the Authority's Construction Compliance staff final inspection approval of the items identified for scoring.

At final project closeout, projects awarded funding based on scoring in any green category must submit the applicable third-party certification, green maintenance, tenant manual, Operations & Maintenance manual, and videos (if applicable).

When the project is 100% complete, including punch list items, the Authority's construction field representative will verify and inform the Authority's manager of construction, who will review validity of the final 5% retention release.

CONSTRUCTION DELIVERABLES AND REVIEW PROCESS

The following is a list of deliverables required to demonstrate compliance with the requirements of the Construction Activities along with their respective review process.

- a. **GC Contract:** To be submitted to IHDA no later than 5 days prior to the draw inspection for review by Construction Compliance. Application shall include the following: AIA Document G702, Application and Certification for Payment, and AIA Document G703 submitted by the GC and all subcontractors.
- b. **Application and Certificate for Payment:** To be submitted to IHDA no later than 5 days prior to the draw inspection for review by Construction Compliance. Application shall include the following: AIA Document G702, Application and Certification for Payment, and AIA Document G703 submitted by the GC and all subcontractors.
- c. **Change Order Packet:** To be submitted to IHDA no later than 30 days prior to inclusion within a construction draw package for review by Construction Compliance. Upon receipt of a completed CO packet, Construction Compliance will issue a determination within 15 days.

ACRONYMS & ABBREVIATIONS

AFF: Above Finished Floor

ACCA: Air Conditioning Contractors of America

C of O: Certificate of Occupancy

CDBG: Community Development Block Grant

CLOMA: Conditional Letter of Map Amendment

CLOMR: Conditional Letter of Map Revision

CO: Change order

CONS: Construction Phase

CPD: Community Planning and Development

CPVC: Chlorinated polyvinyl chloride

CSI: Construction Specifications Institute

CSS: Construction Standard Specification

CWHSSA: Contract Work Hours and Safety Standards Act

DBE: Disadvantaged Business Enterprise

DBRA: Davis Bacon and Related Acts

DES: Design Phase

EIFS: Exterior Insulation and Finish Systems

FEMA: Federal Emergency Management Agency

FF&E: Furniture, fixtures, and equipment

FLSA: Fair Labor Standards Act

GC: General Contractor

GFCI: ground-fault circuit-interrupter

HARGIS: Historic & Architectural Resources Geographic Information System

HCDA: Housing and Community Development Act of 1974

HOME: HOME Investment Partnerships Program

HQS: Housing Quality Standards

HUD: U.S. Department of Housing and Urban Development

ACRONYMS & ABBREVIATIONS continued

HVAC: Heating, Ventilation, and Air Conditioning

IDNR: Illinois Department of Natural Resources

IECC: International Energy Conservation Code

IEPA: Illinois Environmental Protection Agency

IHDA: Illinois Housing Development Authority

IHPA: Illinois Historic Preservation Agency

ISGS: Illinois State Geological Survey

LIHTC: Low Income Housing Tax Credit

LRA: Labor Relations Agreement

MBE: Minority Business Enterprise

NAEP: National Association of Environmental Professionals

NEC: National Energy Code

PCBs: Polychlorinated biphenyls (highly carcinogenic chemical compounds)

PD: Pre-Design Phase

PEX: Cross-Linked Polyethylene

PNA: Property Needs Assessment

POA: Point Of Access

PSH: Permanent Supportive Housing

QAP: Qualified Allocation Plan

RUL: Remaining Useful Life

SLF: Supportive Living Facility

UFAS: Uniform Federal Accessibility Standards

USDOL: U.S. Department of Labor

UST / AST: Underground Storage Tank and Above Ground Storage Tank

WBE: Women's Business Enterprise

WDOL: Wage Determinations OnLine

KEY TERM DEFINITIONS

Applicant: the development team

Application: the process of applying for financing support from IHDA, inclusive of multiple phases

Authority: Illinois Housing Development Authority (IHDA)

General Conditions: As defined in the Pre-Design Phase guidelines, the functions needed to complete the construction phase, including equipment, personnel, materials, etc. They shall include the following costs, typically identified within Construction Specifications Institute MasterFormat Divisions 0 and 1:

- project manager and superintendent,
- draw related paperwork,
- layout, surveys, plans and printing,
- material testing,
- communications,
- mobilization,
- temporary heat and utilities,
- portable toilet(s),
- temporary fencing,
- OSHA protection,
- field office,
- hoisting equipment,
- security,
- small tools,
- disposal,
- construction photography,
- cost certifications,
- audits,
- mock-up(s),
- daily construction site cleaning and final clean,
- general labor.

Guarantor:

Overhead: the expenses necessary to conduct a business. Cost shall also include those specific to the project and include transportation, travel expenses, temporary housing, etc.

Preparer: As defined in Pre-Design Phase guidelines, individual engaged in preparation of PNA on behalf of Applicant

KEY TERM DEFINITIONS continued

Profit: the proceeds of transaction minus the cost, including intangibles such as contract incentives. Individual mark-up is not allowed on GC supplied materials or the total "Profit" line item on the Contractors Sworn Statement will be reduced accordingly. If this is insufficient, then deductions will be made to the General Conditions and/or Overhead lines.

Project Sites: the intended location(s) for which the Application is being prepared

Requirements: Design, Construction, & Regulatory Compliance Requirements for development teams receiving IHDA resources

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APPENDIX



FORMS

Phase I Environmental Report Checklist

Drawing Checklist

General Contractor Certification

Section 3 Form

Stored Materials Log

Completion of Construction Certificate

Owners Request for Acknowledgement of Permission to Occupy

PHASE I ENVIRONMENTAL REPORT CHECKLIST

AUGUST 09, 2023

All Phase I documents produced for IHDA-funded projects must include the items listed below which may not be within the basic services scope of a traditional Phase I report.

IHDA reserves the right to change or waive any of the requirements below and reject any submitted environmental assessment if it does not meet the minimum requirements listed here.

ZONING	WHAT IS THE CURRENT ZONING?	
	WILL THE PROJECT NECESSITATE A CHANGE IN ZONING?	YES NO
	WHAT ARE THE PROJECT'S PAST AND PRESENT LAND USE(S)?	
	IS THERE ANY ZONING CHANGE UNDER CONSIDERATION THAT COULD IMPACT THIS PROJECT?	YES NO
UTILITIES	DESCRIBE THE AVAILABLE UTILITIES AND/OR EASEMENTS.	
HISTORIC PRESERVATION	PROVIDE THE HISTORIC PRESERVATION CHECKLIST AND ALL ASSOCIATED DOCUMENTATION TO IHDA FOR SUBMISSION, WITH A COVER LETTER, TO THE IDNR. IHDA WILL ALSO CONDUCT TRIBAL CONSULTATION WITH AFFECTED TRIBES, THROUGH IDNR. THESE PROCESSES TAKE A MINIMUM OF 30 DAYS IF THE PROPERTY IS FOUND TO BE LISTED IN THE FEDERAL REGISTER OR HISTORIC PLACES OR IS ELIGIBLE TO BE LISTED, THE DEVELOPER WILL BE REQUIRED TO PERFORM ADDITIONAL REPORTS FOR IDNR.	
	IS THE PROPERTY/BUILDING LISTED IN THE FEDERAL REGISTER OF HISTORIC PLACES, LOCATED IN A LOCAL HISTORIC DISTRICT, OR HAVE HISTORIC SIGNIFICANCE?	YES NO
	IF YES, ATTACH A MAP FROM HARGIS OR EQUIVALENT. (color map of the area with the site labeled clearly on the map, but only if HARGIS is unavailable)	ATTACHED
	IF YES, ATTACH A MAP OF THE LOCAL HISTORIC DISTRICT OR INFORMATION ON THE FEDERAL REGISTER LISTING. (be aware, if the area has not been properly surveyed, the developer will be responsible for completing all surveys required by the IHPA)	ATTACHED
FLOODPLAIN	WHAT IS THE FLOOD ZONE DESIGNATION?	
	ATTACH A FEMA FIRM MAP OR A FIRMette OF THE AREA WITH THE SITE OUTLINED. (do not use an arrow to identify the site)	ATTACHED
	IF ANY PORTION OF THE PROJECT SITE IS LOCATED WITHIN THE 100 YEAR FLOODPLAIN OR FLOODWAY, ATTACH A SITE PLAN THAT CLEARLY INDICATES (a) THE FEMA DETERMINED ELEVATION OF THE FLOODPLAIN OR FLOODWAY, (b) THE ELEVATION OF THE LOWEST FLOOR LEVEL IN THE EXISTING OR PROPOSED BUILDING(S), AND (c) THE LOCATION OF THE EXISTING OR PROPOSED BUILDING(S).*	ATTACHED
	ATTACH A FEMA CONDITION LETTER OF MAP AMENDMENT (CLOMA) OR FEMA CONDITIONAL LETTER OF MAP REVISION (CLOMR) FOR THE PROJECT SITE THAT SHOWS THE SITE IS ELIGIBLE FOR RECLASSIFICATION OUT OF THE FLOODPLAIN.	ATTACHED
	ATTACH EVIDENCE THAT THE PROJECT IS ELIGIBLE FOR FLOOD INSURANCE AND THAT SUCH INSURANCE WILL BE IN PLACE IF AWARDED FUNDING FROM THE AUTHORITY UNTIL FEMA AMENDS THE FLOODPLAIN MAP AND THE AUTHORITY DETERMINES THE PROJECT IS NO LONGER IN THE FLOODPLAIN.	ATTACHED

*Projects involving the rehabilitation of existing buildings on sites located in the 100-year floodplain or floodway will only be permitted if the lowest existing floor elevation of each building in the floodplain is at least six inches (6") above the FEMA designated floodplain elevation.

WETLANDS / DRAINAGE	IS THE SITE LOCATED IN OR NEAR A WETLAND	YES NO
	IS THE SITE WITHIN THE JURISDICTION OF THE ARMY CORPS OF ENGINEERS?	YES NO
	ATTACH A COLOR WETLANDS MAP	ATTACHED
	DOES WATER ACCUMULATE ON OR NEAR THE SITE OR DOES WATER RUN THROUGH OR NEAR TO THE SITE IN THE FORM OF A CREEK OR STREAM AT ANY TIME DURING THE YEAR?	YES NO
	ARE ANY TYPES OF HYDROPHILIC PLANTS PRESENT?	YES NO
	DOES THE PROJECT IMPACT OR IS IT LOCATED NEAR A DRAINAGE WAY (CREEK OR STREAM BED) OF A WATERSHED THAT DRAINS AN AREA OF MORE THAN ONE SQUARE MILE?*	YES NO
	IS THE SITE ON OR NEAR A DRAINAGE WAY OF WATER SHED THAT DRAINS AN AREA OF MORE THAN ONE SQUARE MILE?	YES NO

*If yes, a drainage permit from the Illinois Department of Natural Resources will be required before construction can begin.

PHASE I ENVIRONMENTAL REPORT CHECKLIST
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HAZARDS: UST/AST	IS THE PROJECT SITE LOCATED NEAR OR IN AN AREA WHERE CONVENTIONAL PETROLEUM FUELS (E.G., GASOLINE), OTHER HAZARDOUS LIQUIDS OR GASES, CHEMICALS OF A FLAMMABLE NATURE (E.G., BENZENE OR HEXANE) OR ANY OTHER POTENTIALLY HAZARDOUS MATERIALS ARE STORED IN A STRUCTURE, AN ABOVE-GROUND STORAGE TANK (AST) OR UNDERGROUND STORAGE TANK (UST)?	YES	NO
	WHAT IS THE GEOLOGY OF THE AREA?		
	ARE UNCONSOLIDATED SOILS PRESENT?	YES	NO
	WILL THE GEOLOGY OF THE AREA (I.E., POROSITY AND PERMEABILITY OF THE SOILS) IMPACT MIGRATION OF HAZARDOUS SUBSTANCES?	YES	NO
HAZARDS: PCBs	IS THE PROJECT SITE LOCATED NEAR OR IN AN AREA WHERE GAS PIPELINES, ELECTRICAL TRANSMISSION LINES, ELECTRICAL TOWERS, OR ELECTRICAL SUB-STATIONS ARE LOCATED?	YES	NO
HAZARDS: ASBESTOS	IS THERE ANY EVIDENCE OF ASBESTOS-CONTAINING MATERIALS AT THE SITE?	YES	NO
	IF YES, INDICATE LOCATIONS AND EXTENT OF AFFECTED, READILY ACCESSIBLE AREAS.		
HAZARDS: LEAD	IS THERE ANY EVIDENCE OF LEAD-BASED PAINT AT THE SITE?	YES	NO
	IF YES, INDICATE LOCATIONS AND EXTENT OF AFFECTED, READILY ACCESSIBLE AREAS.		
HAZARDS: MERCURY	IS THERE ANY EVIDENCE OF MERCURY (E.G., OLD THERMOSTATS) OR OTHER HEAVY METALS AT THE SITE?	YES	NO
	IF YES, INDICATE LOCATIONS AND EXTENT OF AFFECTED, READILY ACCESSIBLE AREAS.		
HAZARDS: MOLD	IS THERE ANY EVIDENCE OF MOLD?	YES	NO
	IF YES, INDICATE LOCATIONS AND EXTENT OF AFFECTED, READILY ACCESSIBLE AREAS.		
HAZARDS: RADON	IS THERE ANY EVIDENCE OF ELEVATED RADON LEVELS?	YES	NO
	IF YES, INDICATE THE RADON ZONE FOR THE SITE ACCORDING TO THE ENVIRONMENTAL PROTECTION AGENCY (EPA). (Plans may need to show evidence of a passive/future active venting system.)		
OTHER HAZARDS	HAVE VOLATILE CHEMICALS MIGRATED INTO THE STRUCTURE IN GASEOUS FORM?	YES	NO
	IS THE PROJECT SITE LOCATED ON OR NEAR A WASTE DUMP OR LANDFILL?	YES	NO
	IS THE PROJECT SITE NEAR AN INDUSTRY WHICH DISPOSES OF CHEMICALS OR HAZARDOUS WASTES ON ITS OWN PREMISES?	YES	NO
	IS THE PROJECT LOCATED NEAR A MINE OR IS THE PROPERTY LOCATED IN A COUNTY AFFECTED BY MINING?	YES	NO
	ARE BARRELS, DRUMS AND/OR OTHER CONTAINERS OF POTENTIALLY HAZARDOUS CHEMICALS PRESENT ON THE SITE?	YES	NO
	IS THE PROJECT SITE LOCATED IN AN AIRPORT CLEAR ZONE?	YES	NO
	ARE THERE ANY NATURAL HAZARDS LOCATED ON, ADJACENT TO, OR NEARBY THE SITE, SUCH AS STEEP SLOPES, GEOLOGIC FAULTS, OR HAZARDOUS TERRAIN FEATURES?	YES	NO
	ATTACH THE SEISMIC ZONE INFORMATION.	ATTACHED	

COMPLETED DRAWINGS CHECKLIST
AUGUST 09, 2023

The completed drawings must be coordinated between all design disciplines and the final contract for construction including all value engineering items and General Contractor exclusions. In addition, the project drawings must be current (≤ 3 months old) and include the following.

This list is not exhaustive nor will everything on this list be included depending on the project-specific scope.

CIVIL ENGINEERING	YES	N/A	LOCATION MAP
	YES	N/A	SITE EROSION PLAN, SITE UTILITIES PLAN, SITE GRADING PLAN, AND SITE DRAINAGE PLAN
	YES	N/A	SITE PARKING PLAN, PAVEMENT DETAILS, CURB DETAILS, CURB RAMP DETAILS, SIDEWALK DETAILS, ROAD PROFILES
	YES	N/A	TOPOGRAPHIC SURVEY
	YES	N/A	FLOODPLAIN INFORMATION
	YES	N/A	OTHER NECESSARY DETAILS THAT APPEAR ON A COMPLETE SET OF CIVIL ENGINEERING DRAWINGS
LANDSCAPE	YES	N/A	LOCATION OF ALL TREES, SHRUBS, BERMS, AND SOD/GRASS AREAS
	YES	N/A	MATERIAL SCHEDULE(S) WITH SELECTED PLANT SPECIES
	YES	N/A	OTHER NECESSARY DETAILS REQUIRED FOR A COMPLETE SET OF LANDSCAPE DRAWINGS
ARCHITECTURE	YES	N/A	COVER SHEET INCLUDING INDEX, PROJECT DATA, LOCATION MAP, AND BUILDING CODE AND ZONING INFORMATION
	YES	N/A	UNIT MATRIX TO MINIMALLY INCLUDE: UNIT NUMBER UNIT AREA NUMBER OF BEDROOMS NUMBER OF BATHROOMS ACCESSIBLE UNITS SECTION 504 (UFAS) UNITS TYPE A UNITS TYPE B/ADAPTABLE UNITS HEARING & VISUALLY IMPAIRED UNITS
	YES	N/A	SITE PLAN, INCLUDING PROPERTY LINES AND PARKING DATA AND LAYOUTS
	YES	N/A	DEMOLITION PLANS
	YES	N/A	FLOOR PLANS
	YES	N/A	REFLECTED CEILING PLANS
	YES	N/A	BUILDING ELEVATIONS (Precast buildings shall be fully coordinated with panel module design, engineering constraints and MEP penetrations)
	YES	N/A	INTERIOR ELEVATIONS OF KITCHEN AND BATHROOM OR OTHER AREAS RECEIVING SPECIAL DESIGN (Include allowable space above range to combustible surfaces and coordinated location of accessibility features)
	YES	N/A	CUT SHEETS FOR PROPOSED APPLIANCES
	YES	N/A	WALL SECTIONS, INCLUDING AT ALL EXTERIOR OPENINGS DEPICTING WHERE ARCHITECTURAL ELEMENTS MUST BE INSTALLED TO PREVENT AIR, WATER, AND PEST INTRUSION
	YES	N/A	ENLARGED DETAILS
	YES	N/A	ENLARGED UNIT PLAN(S), INCLUDING LABEL OF BULK STORAGE ALLOCATION
	YES	N/A	ENLARGED PLAN OF COMMON AREAS
	YES	N/A	STAIR, KITCHEN, AND BATHROOM DETAILS
	YES	N/A	DOOR, HARDWARE, WINDOW, ROOM FINISH AND APPLIANCE SCHEDULES
	YES	N/A	GARAGE ISOLATION STRATEGIES AND DETAILS
	YES	N/A	INTEGRATED PEST MANAGEMENT PLAN
	YES	N/A	OTHER NECESSARY DETAILS AS REQUIRED FOR A COMPLETE SET OF ARCHITECTURAL DRAWINGS

COMPLETED DRAWINGS CHECKLIST
AUGUST 09, 2023

STRUCTURAL ENGINEERING	YES	N/A	DEMOLITION PLANS
	YES	N/A	FOUNDATION PLAN, FOOTING AND PIER SCHEDULES, FOUNDATION AND FOOTING SECTIONS
	YES	N/A	FLOOR FRAMING PLAN(S), ROOF FRAMING PLAN, WOOD TRUSS AND STRUCTURAL STEEL SIZES AND LAYOUT
	YES	N/A	COLUMN AND LINTEL SCHEDULES, CONNECTION DETAILS
	YES	N/A	ARCHITECTURAL PRECAST DRAWINGS AND DETAILS
	YES	N/A	OTHER NECESSARY DETAILS REQUIRED FOR A COMPLETE SET OF STRUCTURAL DRAWINGS
	YES	N/A	STRUCTURAL DESIGN NARRATIVE INDICATING THE STRUCTURAL DESIGN DATA USED FOR THE SITE INCLUDING, BUT NOT LIMITED TO, LIVE LOADS, GROUND SNOW LOAD, WIND LOAD, EARTHQUAKE LOAD, FLOOD DESIGN DATA, AND ANY PRESCRIPTIVE CONSTRUCTION DETAILING THAT IS CONSIDERED
MECHANICAL ENGINEERING	YES	N/A	DEMOLITION PLANS
	YES	N/A	DUCT LAYOUTS
	YES	N/A	LOCATION OF HVAC EQUIPMENT INCLUDING CONDENSING UNITS AND PIPING LAYOUTS
	YES	N/A	ENLARGED PLAN OF BOILER ROOM INCLUDING DUCT SEALING AND INSULATION AS REQUIRED IN THE CURRENT IECC
	YES	N/A	EQUIPMENT SCHEDULES
	YES	N/A	OTHER NECESSARY DETAILS REQUIRED FOR A COMPLETE SET OF MECHANICAL DRAWINGS
PLUMBING ENGINEERING	YES	N/A	DEMOLITION PLANS
	YES	N/A	LOCATION AND SIZE OF INCOMING WATER SERVICE, HOT- AND COLD-WATER DISTRIBUTION PIPING, AND INSULATION AS REQUIRED IN THE CURRENT IECC
	YES	N/A	STORMWATER DRAINAGE PIPING, SANITARY SEWER PIPING
	YES	N/A	PLUMBING FIXTURE AND EQUIPMENT SCHEDULES
	YES	N/A	SOIL WASTE AND VENT DIAGRAMS, WATER DISTRIBUTION DIAGRAM
	YES	N/A	OTHER NECESSARY DETAILS REQUIRED FOR A COMPLETE SET OF PLUMBING DRAWINGS
ELECTRICAL ENGINEERING	YES	N/A	DEMOLITION PLANS
	YES	N/A	SITE LIGHTING PLAN
	YES	N/A	LOCATION AND HEIGHT OF ALL SWITCHES AND OUTLETS INCLUDING GROUND-FAULT CIRCUIT-INTERRUPTER (GFCI) PROTECTION IN THE LOCATIONS REQUIRED BY THE NEC AND OTHER GOVERNING CODES/ORDINANCES
	YES	N/A	LOCATION OF ALL LIGHT FIXTURES AND COMPLIANCE WITH ALL LIGHTING LEVELS FOR EACH USABLE SPACE
	YES	N/A	LOCATION OF ALL ELECTRICAL PANELS
	YES	N/A	LOCATION AND SIZE OF THE INCOMING ELECTRICAL SERVICE
	YES	N/A	LOCATION OF ALL EXIT AND EMERGENCY LIGHTING
	YES	N/A	LOCATION OF ALL FIRE ALARM AND AUDIO VISUAL DEVICES INCLUDING ALL PULL STATIONS
	YES	N/A	ELECTRIC RISER DIAGRAM, MAIN DISTRIBUTION PANEL DIAGRAM, ELECTRIC PANEL SCHEDULES
	YES	N/A	ENLARGED PLAN OF THE ELECTRICAL EQUIPMENT ROOM
	YES	N/A	OTHER NECESSARY DETAILS REQUIRED FOR A COMPLETE SET OF ELECTRICAL DRAWINGS

COMPLETED DRAWINGS CHECKLIST

AUGUST 09, 2023

OTHER	YES	N/A	COMPLETE FIRE PROTECTION DRAWINGS
	YES	N/A	COMPLETE SOILS BORING / GEOTECHNICAL REPORT DESCRIBING THE SUBSURFACE EXPLORATION
	YES	N/A	PROJECT SPECIFICATIONS AND DESIGN MANUAL OUTLINING THE NECESSARY MATERIAL, INSTALLATION, WARRANTY, AND OTHER REQUIREMENTS TO COMPLETE THE SCOPE OF WORK FOR THE SUCCESSFUL CONSTRUCTION OF THE PROJECT (This information shall be presented in the most current Construction Specifications Institute (CSI) format.)
	YES	N/A	VERIFICATION THAT THE DRAWINGS COMPLY WITH THE 2018 INTERNATIONAL ENERGY CONSERVATION CODE WITH ILLINOIS AMENDMENTS (REScheck, COMcheck, OR EQUAL)
	YES	N/A	IHDA's MANDATORY GREEN CHECKLIST OR THIRD-PARTY CERTIFICATION CHECKLIST AS APPLICABLE FOR 4% AND 9% LIHTC PROJECTS
	YES	N/A	AN ALTA/NSPS LAND TITLE SURVEY THAT IS LESS THAN SIX MONTHS OLD
	YES	N/A	A PHASE I ENVIRONMENTAL REPORT THAT IS LESS THAN TWELVE MONTHS OLD (Refer to the Phase I Environmental Report Checklist for specific requirements)
	YES	N/A	CERTIFICATION STATEMENT ATTESTING TO THE FACT THAT DRAWINGS MEET THE SEISMIC DESIGN REQUIREMENTS FOR EARTHQUAKE RESISTANT BUILDINGS SHOULD THE PROJECT FALL WITHIN THE NEW MADRID SEISMIC ZONE
REHABILITATION SPECIFIC	YES	N/A	PROPERTY NEEDS ASSESSMENT (PNA) THAT IS LESS THAN SIX MONTHS OLD (Refer to the PNA requirements in the Pre-Design Phase section of IHDA's Requirements)
	YES	N/A	SCOPING/CAMERA REPORT OF UNDERGROUND SANITARY FOR 20% OF THE UNITS TO DETERMINE THE REASONABLE USEFUL LIFE (RUL) OF EXISTING INFRASTRUCTURE
	YES	N/A	CRAWLSPACE INSPECTION TO DETERMINE POTENTIAL ENVIRONMENTAL AND STRUCTURAL HAZARDS
	YES	N/A	REPLACEMENT OF ALL UNIT AND COMMON AREA KITCHEN AND BATHROOM CABINETS AND COUNTER TOPS
	YES	N/A	REPLACEMENT OF ALL PLUMBING FIXTURES WITHIN ENTIRE PROJECT
	YES	N/A	REPLACEMENT OF ALL LIGHT FIXTURES THROUGHOUT THE PROJECT WITH HIGH EFFICACY LIGHT SOURCES; 65 LUMENS PER WATT OR LUMINAIRES WITH AN EFFICACY OF NOT LESS THAN 45 LUMENS PER WATT
	YES	N/A	REPLACEMENT OF ALL FLOORING THROUGHOUT THE PROJECT WITH FloorScore CERTIFIED FLOORING
	YES	N/A	REPAIR OR REPLACEMENT OF ONE ADDITIONAL MAJOR SYSTEM THAT IS BEYOND 90% OF ITS USEFUL LIFE (Major system could be furnaces, water heaters, central boilers, air conditioning equipment, elevator, windows, roofing, exterior masonry, etc. and should be throughout the entire building as applicable per system)
	YES	N/A	PAINTING OF ALL UNITS AND COMMON AREAS
	YES	N/A	COMPLIANCE WITH THE AUTHORITY'S LEAD-BASED PAINT GUIDELINES
	YES	N/A	ASBESTOS CONSIDERATIONS
	YES	N/A	MOLD CONSIDERATIONS

On smaller projects such as a single-family home or multi-family building with less than five units, the Authority may accept the following, in lieu of the above Rehabilitation Specific requirements:

- home inspection report by a licensed state inspector
- radon report
- termite report
- asbestos inspection
- lead-based paint risk assessment
- Housing Quality Standards (HQS)

Contact Authority staff for approval prior to conducting any work or third-party reports. HOME funded projects may require additional documentation.

GENERAL CONTRACTOR CERTIFICATION
AUGUST 09, 2023



The General Contractor (GC) needs to comply with the following minimum requirements and provide a written response as indicated below:

Resume of the GC's experience that demonstrates a history of having performed similar work and type required for this development (number of projects, number of units, location of projects, contract value and capacity of the involvement).

The developments proposed project manager and site superintendent each has at least 5-years' experience with multifamily residential construction/rehabilitation.

A statement identifying all identities of interest with the project and subcontractors/vendors for this development. Provide the names of any other construction companies in which the GC had an affiliation.

A statement indicating the GC has not failed to construct or rehabilitate a project. That the GC has never started a project which was completed by another GC. That the GC was not a party to any project where a bonding, insurance or surety company claim was instituted against the GC due to lack of performance.

A statement that the GC has no legal or creditor related concerns. Specifically indicating that the GC entity, in addition to the individual members (owners, partners, officer, etc.) do not have any pending lawsuits, pending unresolved claims and has not declared bankruptcy within the past three years.

A statement that the controlling persons (owners, partners, officer, etc.) have not been convicted, are not in custody, are not under parole or under any other non-custodial supervision resulting from conviction in a court of any jurisdiction for the commission of a felony or criminal offense of whatever degree.

A statement that the controlling person (owners, partners, officer, etc.) is not currently under indictment or has not been charged under any State or Federal laws with the crime of bribery.

A statement that the GC is not debarred from working with the Federal government.

A statement that the GC has no past projects which were cited by HUD, the local or state agency for any wage/labor compliance issues.

If applicable, evidence of the firm's status as a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE).

The GC is capable of obtaining either: (a) Payment and performance bond by a company approved by the Authority equal to one hundred (100%) percent of the cost of construction of the development or (b) Unconditional, irrevocable commercial letter of credit, issued by a financial institution approved by the Authority, in an amount equal to twenty-five (25%) of the cost of construction of the development.

The GC must be able to provide evidence of the following insurance coverage amounts: Commercial General Liability Insurance in the minimum amounts of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate. Evidence of Automobile Liability Insurance, Statutory Worker's Compensation and Excess/Umbrella Liability Insurance in the amount of \$5,000,000. The Owner and Illinois Housing Development Authority must be listed as Additional Insured on the Liability Insurance.

I, _____ am duly authorized to execute this document and as the General Contractor certify that the statements in this certification are true, correct and complete. I understand that any misrepresentation, false information, or omission may result in disqualification of this and future projects.

Name: _____ Position: _____ Date: _____

BUSINESS CONCERN CERTIFICATION FOR CONTRACTING
SECTION 3 EXHIBIT A
APRIL 21, 2023



Instructions: Complete this form at beginning of Project or Trade. Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status.

1. CHOOSE ONE FROM THE DROPDOWN MENU: BUSINESS NAME, ADDRESS & FEIN:		
2. BUSINESS OWNER NAME, PHONE & EMAIL:		3. PROJECT NAME & IHDA PROJECT NO.:
4. PREFERRED BUSINESS CONTACT NAME:		5. CONTACT PHONE, INCL. AREA CODE:
6. TYPE OF BUSINESS CHOOSE ONE FROM THE DROPDOWN MENU:	7. COMPANY OWNED BY CHOOSE ONE FROM THE DROPDOWN MENU:	8. ETHNICITY CHOOSE ONE FROM THE DROPDOWN MENU:
9. SECTION 3 BUSINESS CONCERN: YES NO		9a. BUSINESS CONCERN CRITERIA DOCUMENTED WITHIN THE LAST 6 MONTHS CHOOSE ONE FROM THE DROPDOWN MENU:
10. PERSON COMPLETING THE FORM:		DATE:

EMPLOYMENT

	TOTAL ESTIMATED POSITIONS NEEDED FOR THE PROJECT	TOTAL NUMBER OF POSITIONS OCCUPIED BY:	
		SECTION 3 WORKERS*	TARGETED SECTION 3 WORKERS**
PROFESSIONALS			
OFFICE / CLERICAL			
CONSTRUCTION TRADES			

* **SECTION 3 WORKER:** 1) A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or 2) Employed by a Section 3 business concern; or 3) YouthBuild participant.

** **TARGETED SECTION 3 WORKER:** 1) Employed by a Section 3 business concern; or 2) Currently meets or when hired met at least one of the following categories as documented within the past 5 years: i) A resident of public housing; or ii) A resident of other public housing projects or Section 8-assisted housing; or iii) A YouthBuild participant. Targeted Section 3 workers would be low- or very-low income workers residing within a one-mile radius of the Section 3 project. If fewer than 5,000 people live within that one-mile radius, the circle may be expanded outward until that population is reached.

INFORMATION REGARDING SECTION 3 BUSINESS CONCERNS CAN BE FOUND AT WWW.HUD.GOV 24 CFR 75

LOWER TIER SUBCONTRACTORS

	COMPANY ADDRESS	CONTACT NAME, PHONE & EMAIL

BUSINESS CONCERN AFFIRMATION

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to Illinois Housing Development Authority may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

SIGNATURE: _____

TITLE: _____

FOR ADMINISTRATIVE USE ONLY

IS THE BUSINESS A SECTION 3 BUSINESS CONCERN BASED UPON THEIR CERTIFICATIONS? YES NO

EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR 5 YEARS.

SECTION 3 WORKER & TARGETED SECTION 3 WORKER
SELF-CERTIFICATION
SECTION 3 EXHIBIT B
APRIL 21, 2023



The purpose of HUD's Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. Your response is confidential and has no effect on your employment. Your cooperation in filling out this form is requested in order to determine whether you qualify as a Section 3 employee or owner of a Section 3-business concern. The purpose of Section 3 of the Housing and Urban Development Act of 1968 is to ensure that employment and economic opportunities generated by HUD financial assistance is directed, wherever feasible, to lower income persons. The program Income Limits for this project shall be utilized in determining the low-income eligibility for employment, training and contracting activities. The limits shall be provided to all Section 3 eligible parties (Recipient, Contractor, subcontractor, and business concerns). Please ensure income is below the 80% Median Area Income of the current year, per the HUD website link at <http://www.huduser.org/DATASETS/il.html>

1. BUSINESS NAME & ADDRESS:	
2. PROJECT NAME:	3. IHDA PROJECT NO.:
4. BUSINESS CONTACT AND PHONE, INCL. AREA CODE:	5. DATE OF HIRE:
6. EMPLOYEE NAME:	7. EMPLOYEE ADDRESS:
8. IS EMPLOYEE A RESIDENT OF PUBLIC HOUSING OR A HOUSING CHOICE VOUCHER HOLDER (SECTION 8)?	
YES NO	
9. NAME OF COUNTRY EMPLOYEE RESIDES IN:	10. EMPLOYEE ETHNICITY CHOOSE ONE FROM THE DROPDOWN MENU:
11. DATE SUBMITTED:	

INCOME LIMIT

SELECT THE AMOUNT OF INDIVIDUAL INCOME EMPLOYEE BELIEVES THEY WILL EARN ON AN ANNUAL BASIS:

THE INFORMATION THAT YOU PROVIDE WILL BE HELD IN STRICT CONFIDENCE. ONLY SUMMARY DATA WILL BE KEPT. PLEASE RETURN THE COMPLETED SURVEY TO YOUR EMPLOYER.

LESS THAN \$10,000	\$30,001 - \$40,000	MORE THAN \$60,000
\$10,001 - \$20,000	\$40,001 - \$50,000	
\$20,001 - \$30,000	\$50,001 - \$60,000	

SELECT ONE OF THE FOLLOWING OPTIONS.

(DEFINITIONS OF EACH QUALIFICATION CAN BE ON [PAGE #] OF [STANDARDS])

I QUALIFY AS A: SECTION 3 WORKER TARGETED SECTION 3 WORKER

The undersigned certifies that the above statements are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

EMPLOYEE NAME (PRINTED) EMPLOYEE SIGNATURE

THE WILLFULL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION, SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

FOR ADMINISTRATIVE USE ONLY		
IS THE EMPLOYEE A SECTION 3 WORKER BASED UPON THEIR SELF-CERTIFICATION?	YES	NO
IS THE EMPLOYEE A TARGETED SECTION 3 WORKER BASED UPON THEIR SELF-CERTIFICATION?	YES	NO
IS THIS AN APPLICANT WHO WAS HIRED AS A RESULT OF THE SECTION 3 PROJECT?	YES	NO

EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR 5 YEARS.

All Section 3 covered contracts shall include the following clause (referred to as the "Section 3 Clause"):

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701U (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.
- C. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75.
- D. Recipients of Section 3 funding must require sub-recipients, contractors, and subcontractors to meet the requirements of §75.19.
- E. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

The undersigned agrees to comply with the Section 3 Guidelines as referenced by HUD regulations in 24 CFR part 75 as amended.

PROJECT NAME: _____

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

CHECK ONE:

DEVELOPER

CONTRACTOR

SUB-CONTRACTOR

STORED MATERIALS LOG
AUGUST 09, 2023

IHDA PROJECT NUMBER	DEVELOPMENT NAME AND LOCATION
NAME OF OWNER / ENTITY	DATE
NAME OF CONTRACTOR	CONTRACTOR'S ADDRESS
NAME OF ARCHITECT / ENGINEER	ARCHITECT / ENGINEER'S ADDRESS

STORED MATERIAL LOG NO. _____
ATTACHMENT TO CONTRACTOR'S SWORN STATEMENT NO. _____ FOR PAY PERIOD _____ TO _____.

DESCRIPTION OF MATERIAL / SPECIFICATION SECTION	LOCATION OF STORAGE	QUANTITY UNITS	VALUE OF STORED MATERIAL	% OF TOTAL QUANTITY REQUIRED	AMOUNT OF REQUEST	ARCHITECT INSPECTED

TRANSFER OF TITLE

Upon receipt of payment by the Contractor for the stored materials as indicated above on Log No. _____, the title is hereby transferred to the Owner, _____. This does not relieve the Contractor of the duty to safeguard and insure the stored materials as set forth in the Contract Documents and IHDA Design, Construction & Regulatory Compliance Requirements (latest edition).

SUBMITTED BY: _____ CONTRACTOR BY: ITS:	ARCHITECT CERTIFIES THAT THEY HAVE INSPECTED FOR QUANTITY, IDENTIFICATION, PROTECTION: _____ ARCHITECT BY: ITS:
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COMPLETION OF CONSTRUCTION CERTIFICATE
AUGUST 09, 2023



DEVELOPMENT NAME AND LOCATION

IHDA PROJECT NUMBER

NAME OF OWNER / ENTITY

NAME OF CONTRACTOR

The work performed under the Construction Contract for the above listed development has been inspected and found to be complete except as otherwise provided herein. In accordance with the aforesaid Construction Contract, the Construction Completion Date is hereby established as _____.

A schedule of items of the work to be completed or corrected by the Contractor (Punch List items) is attached hereto as Exhibit A. The failure to include any items on such schedule shall not alter the responsibility of the Contractor to complete the work in accordance with the Contract documents. The amount to be withheld from the final payment with respect to such items is \$ _____ until satisfactory completion of all items.

The Owner accepts the work as satisfactorily complete, except as otherwise provided herein, and will assume full possession thereof at 9:00am Central Standard Time on _____. The responsibility for maintenance, heat, utilities and insurance for the development shall become that of the Owner as of the aforesaid date of possession, unless otherwise provided.

In accordance with the Construction Contract, the Architect, Contractor, and Owner hereby certify that, (i) construction of the development has been satisfactorily completed (except as otherwise provided herein), (ii) all units of the development are in a rentable condition, and (iii) certificates of occupancy for all dwelling units in the development have been issued by the municipality having jurisdiction over the development. Furthermore the Architect, Contractor, and Owner certify that the development meets or exceeds the IHDA Design, Construction & Regulatory Compliance Requirements, local codes and building standards or Housing Quality Standards (HQS) as applicable, per project scope.

If electronic means are used to execute this certificate, the signatory agrees to be bound by such electronic signature in lieu of a handwritten signature, and the Illinois Housing Development Authority agrees to accept the electronic signature.

OWNER

BY:

ITS:

DATE:

CONTRACTOR

BY:

ITS:

DATE:

ARCHITECT

BY:

ITS:

DATE:

ILLINOIS HOUSING DEVELOPMENT AUTHORITY ACKNOWLEDGEMENT:

CONSTRUCTION FIELD
REPRESENTATIVE (PRINT NAME)

DATE:

CONSTRUCTION SUPERVISOR
(PRINT NAME)

DATE:

OWNER'S REQUEST FOR ACKNOWLEDGEMENT
OF PERMISSION TO OCCUPY
AUGUST 09, 2023



If electronic means are used to execute this certificate, the signatory agrees to be bound by such electronic signature in lieu of a handwritten signature, and the Illinois Housing Development Authority agrees to accept the electronic signature.

Acknowledgement of permission to occupy is requested for the occupancy of _____ dwelling units (the "Units")
identified as _____ (the "Development").
NUMBER
DEVELOPMENT NAME AND LOCATION

OWNER'S CERTIFICATION

By signing below, the Owner certifies that all of the Units have been inspected by the public authorities having jurisdiction, have been determined to be suitable for occupancy by such authorities and permission to occupy the Units has been granted by them as evidenced by the certificates or other appropriate documentation attached hereto by the Contractor (as identified herein) ("Occupancy Certification(s)"). Application for approval of a schedule carrying charges and our proposal for the management of the Development are being submitted simultaneously with this request.

The Owner further certifies that all insurance risks have been covered in conformity with the IHDA insurance requirements issued in connection with the Development.

In connection with the occupancy of the Units, the Owner agrees to assume the entire responsibility and liability for losses, expenses, damages, demands and claims in connection with or arising out of any injury or alleged injury (including death) or damage or alleged damage to property, sustained or alleged to have been sustained in connection with or to have arisen out of occupancy of the Units, including losses, expenses or damages sustained by the Contractor or the Authority and shall indemnify and hold harmless the Contractor and the Authority, their agents, officers, servants and employees from any and all such losses, expenses, damages, demands and claims, and shall defend any suit or action brought against them or any of them, based on any such alleged injury or damage, and shall pay all damages, costs, and expenses, including attorney's fees in connection therewith and resulting therefrom.

Owner herewith tenders to Authority the following:

Insurance policies,

(i) insuring the building for \$ _____
INSURANCE DOLLAR VALUE

(ii) public liability policy for \$500,000/\$1,000,000 with (copies of policies and certificates of insurance attached)

Owner agrees that the provision of this Acknowledgement of Permission to Occupy by the Authority does not alter any of the rights of the Owner, the Contractor, or the Authority as set forth in the Construction Contract executed in connection with the Development.

OWNER

OWNER / ENTITY NAME

BY:

ITS:

DATE:

CONTRACTOR'S AND ARCHITECT'S CERTIFICATION AND IHDA ACKNOWLEDGEMENT
(continued on next page)

OWNER'S REQUEST FOR ACKNOWLEDGEMENT
OF PERMISSION TO OCCUPY
AUGUST 09, 2023



CONTRACTOR'S CERTIFICATION

By signing below, the Contractor certifies that all work in connection with the Units has been substantially completed. All fixtures and equipment are installed and are in appropriate operation. Light, heat, water, gas, and sanitary services have been connected and are available for domestic use. Safe and adequate approaches to the site and to the aforesaid dwelling units have been provided, including temporary or permanent guardrails, barricades, walks, lights and such other provisions as are necessary for the protection of the occupants and the public, and to ensure uninterrupted access during the period any portion of the Development is under construction.

The Units will be released from our custody on _____ and any additional work or correction that is necessary to complete them will be performed strictly in accordance with the contract documents, without delay and at no additional cost to the Owner.

Contractor certifies that the occupancy of the Units does not lessen any of its rights under its all risk insurance policy as required in the Construction Contract executed in connection with the Development, with the possible exception of the coverage for property damage for the Units insured by Owner as required herein provided; however, such diminished coverage shall be approved by the Authority in writing.

Contractor herewith tenders to the Authority an Occupancy Certification from _____
JURISDICTION HAVING AUTHORITY

CONTRACTOR

BY:

ITS:

DATE:

SUPERVISING ARCHITECT'S CERTIFICATION

By signing below, the Architect certifies that all work in connection with the Units has been substantially completed, that all services have been connected and are available for domestic use, and that safe and adequate approaches to the site and Units have been provided for the protection of the occupants and the public and to ensure uninterrupted access during the period any portion of the Development is under construction.

ARCHITECT

BY:

ITS:

DATE:

ILLINOIS HOUSING DEVELOPMENT AUTHORITY

The Authority acknowledges the above certifications by the Owner, Contractor, and Architect and the receipt of copies of insurance policies verifying required insurance coverage and an Occupancy Certification from the aforementioned public authority having the proper jurisdiction to issue an Occupancy Certification.

IHDA CONSTRUCTION
REPRESENTATIVE

DATE:

IHDA CONSTRUCTION
REPRESENTATIVE

DATE: