



**Maryland  
Department of  
Housing and  
Community  
Development**

*Community Development  
Administration*

*Multifamily Housing  
Development Programs*

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**VIABILITY/  
DESIGN  
DEVELOPMENT  
REVIEW  
SUBMISSION  
PACKAGE**

*Multifamily Rental  
Financing*

*Revised May 2012*



*The Maryland Department of Housing and  
Community Development pledges to foster the  
letter and spirit of the law for achieving equal  
housing opportunity in Maryland.*

## ***INSTRUCTIONS***

Additional financial and construction information will need to be submitted to Housing Development Programs for **viability review**. This information is submitted after projects are selected for a reservation of funds. See next page for a flowchart illustrating stages in the underwriting and construction review process, including the viability submission and review stages. As part of the viability review, Department staff will underwrite the financing and review construction documents to ensure the financial feasibility and long-term viability of the project as affordable rental housing and compliance with the information and representations contained in the application.

- Applicants must submit the documentation described below within 90 – 120 days of the Kick-off Meeting held with Department staff. For more information concerning the Kick-off Meeting, please refer to the Multifamily Rental Financing Program Guide.

Applicants are to submit two copies of the viability review package, including all applicable exhibits and attachments, in separate three-ring notebook binders. Each exhibit must be clearly tabbed so that a reviewer may easily find the necessary material. Projects that do not have a complete viability review package submitted within 120 days may be withdrawn from active processing.

Department staff will complete its underwriting and construction review within 60 days of the receipt of a complete viability review submission package. After completing this review, the applicant will receive a viability review report from the Department. The report will address questions and concerns with the material submitted and outline additional material that may need to be sent with the next submission package. If at any time the Department determines that the project is not financially feasible, is not viable as long-term affordable housing or that the project will not be carried out in accordance with the information and representations contained in the application, the reservation of funds may be withdrawn.

The documentation listed below is to be submitted by the applicant to initiate the viability review process. Details concerning the submission requirements for each exhibit are provided on the cover forms that follow. The required information is to be placed directly behind the applicable cover form. If the information is not applicable to the project, the cover form should be marked not applicable.

# UNDERWRITING AND CONSTRUCTION REVIEW PROCESS

## *Multifamily Housing Development Programs*



# ***CHECKLIST***

## **VIABILITY/DESIGN DEVELOPMENT REVIEW SUBMISSION PACKAGE**

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- Exhibit A: Application For Viability Review

## **DEVELOPMENT TEAM INFORMATION**

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- Exhibit B: Notification of Changes

## **MARKET INFORMATION**

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- Exhibit C: Management Agent Experience and Marketing Plan

## **FINANCIAL INFORMATION**

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- Exhibit D: Other Financing

## **CONSTRUCTION INFORMATION**

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- Exhibit E: Cost Estimates
- Exhibit F: Plans and Specifications
- Exhibit G: Final Building Evaluation Report
- Exhibit H: Capital Needs Assessment
- Exhibit I: Survey
- Exhibit J: Environmental Assessment
- Exhibit K: Geotechnical Study
- Exhibit L: Draft General Contractor's Contract
- Exhibit M: Architect's Contract
- Exhibit N: Civil Engineer's Contract

***EXHIBIT A: APPLICATION FOR VIABILITY/DESIGN  
DEVELOPMENT REVIEW***

A revised Multifamily Rental Financing Application – CDA Form 202 – must be submitted which reflects all changes in the project, including current development and operating budgets and pro forma, since the previous submission. A CDA Form 202, produced in an excel format recorded on a CD must also be submitted with this package.

**ATTACHMENTS**

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- CDA Form 202 – Multifamily Rental Financing Application – Required (form provided on DHCD website)
- CD with a copy of the CDA Form 202 in excel format.

## ***EXHIBIT B: NOTIFICATION OF CHANGES***

If any changes have been made to the overall structure of the project (i.e., proposed, rents, funding sources, etc.), a narrative describing the proposed changes should be provided for evaluation. If there have been any changes in the development team members or their role in the project, the name of the project or the name of the ownership entity including a significant change which may impact their financial position, applicants must provide information concerning the changes. For changes in the role of a development team member, a synopsis of the change should be provided for evaluation. In addition, if any changes have been made to scope of work and development quality from original application, a narrative describing all changes must be provided.

### **ATTACHMENTS**

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- Overview of Changes in Project
- Synopsis of Changes in Development Team Member Role(s)
- Developer Experience, if applicable
- General Contractor Experience, if applicable
- Architect Experience, if applicable
- Management Agent Experience, if applicable
- Not Applicable.** If there have been no changes in the development team members or their roles, no additional information needs to be submitted with the viability review submission package.

### **DEVELOPER EXPERIENCE**

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For new development team members, the applicant must provide the following information on the new member. A Form 203—Developer’s Qualifications that addresses the experience and qualifications of the team member must be submitted along with the supporting information listed below. This should contain information on the members’ experience with other projects of similar type, scale and complexity and in a similar capacity.

- Applicable organizational documents, including articles of incorporation, articles of organization, bylaws, partnership agreement, and operating agreement
- Certificate of Good Standing from the Maryland Department of Taxation and Assessment
- Most recent report filed with the Federal Securities and Exchange Commission or other federal or state agency, if applicable
- Resumes for each principal and affiliate of the development entity that will have responsibility for or involvement in the project
- Form HUD 2530—Previous Participation Certification
- Development Team Member Current Workload (form provided)
- Current financial statement of the development entity
- At least three business or professional references

### **Developer Experience**

- CDA Form 203—Developer’s Qualifications (form provided on the DHCD website) and supporting information
- Articles of Incorporation
- Articles of Organization
- Bylaws
- Partnership Agreement
- Operating Agreement
- Certificate of Good Standing
- Reports filed with the Federal Securities and Exchange Commission or other federal or state agency
- Resumes
- Form HUD 2530—Previous Participation Certification
- Development Team Member Current Workload (included as part of CDA Form 203)
- Financial Statements
- References
- Contract Affidavit

### **GENERAL CONTRACTOR EXPERIENCE**

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A resume that addresses the experience and qualifications of the general contractor must be submitted. This should contain information on the contractor’s experience with other projects of similar type, scale and complexity and in a similar capacity. In addition, please submit AIA Document A305—Contractor's Qualification Statement with the Department’s supplement as part of the application.

#### **General Contractor Experience**

- Resume
- AIA Document A305—Contractor's Qualification Statement
- Supplement to the AIA Document A305—Contractor’s Qualification Statement (form provided on the DHCD website)
- Contract Affidavit

### **ARCHITECT EXPERIENCE**

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A resume that addresses the architect’s experience and qualifications must be submitted. This should contain information on the architect’s experience with other projects of similar type, scale and complexity and in a similar capacity. In addition, please submit AIA Document B305—Architect's Qualification Statement as part of the application.

#### **Architect Experience**

- Resume
- AIA Document B305—Architect's Qualification Statement
- Contract Affidavit

## **MANAGEMENT AGENT EXPERIENCE**

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Please submit the Department's Form 209 – Management and Marketing Agent's Qualifications as part of the application along with the supporting information listed below. This should contain information on the management agent's experience with other projects of similar type, scale and complexity and in a similar capacity.

- Resumes for each member of the firm or the management division that will have responsibility for or involvement in the project, including the executive officer or partner-in-charge, supervisor and resident manager
- Form HUD 2530—Previous Participation Certification
- Apartment Management and Marketing Experience (form provided)
- Sample management materials, including financial statements, budgets, work order system, maintenance programs, management plans and form of lease
- Sample marketing materials, including marketing plan, rental brochure, press release, photographs of models and community spaces, newspaper advertisements and direct mail advertisements
- Current financial statements of the firm
- References of the firm, including bank, professional and client

### **Management Agent Experience**

- CDA Form 209 – Management Agent's Qualifications  
(form provided on DHCD website)
- Resumes
- HUD Form 2530—Previous Participation Certification
- Development Team Member Current Workload  
(form provided on the DHCD website)
- Sample Management Materials
- Sample Marketing Materials
- Current Financial Statements
- References
- Contract Affidavit

## ***EXHIBIT C: MANAGEMENT AGENT EXPERIENCE AND MARKETING PLAN***

A draft of the plan outlining the administrative and maintenance procedures for the development, proposed marketing plan for the units and plan to provide services for the tenants should be developed. The plan should also include copies of the proposed form of lease. The Department will use the management and marketing plan to evaluate the reasonableness of the proposed operating expenses, rent-up schedule and marketing costs. Issues that must be addressed in the management and marketing plan include the following:

- Roles and responsibilities of the owner and the management agent
- Staffing for the project including duties and responsibilities for each position
- Marketing and tenant selection procedures
- Procedures for determining tenant eligibility, initial certification of tenant income and re-certification of tenant income
- Rent structure, security deposits and other charges to tenants
- Maintenance procedures
- Policies and procedures for collecting rent and other charges
- Schedule and procedures for preparing and submitting periodic reports to the Department
- Administrative procedures and processes

Projects receiving federal funding (i.e. HOME Risk-Share, 202 Elderly, etc.) must complete and submit an Affirmative Fair Housing Marketing Plan on the prescribed HUD Form 935.2A available for download at [www.hud.gov](http://www.hud.gov).

### **ATTACHMENTS**

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- Draft Management and Marketing Plan (guidelines provided on website);
- Form of Proposed Lease;
- Forms for Work Orders and Inspections;
- Sample Management Materials;
- Sample Marketing Materials; and
- Current Financial Statements.
- Affirmative Fair Housing Marketing Plan for projects receiving federal assistance (i.e. HOME, Risk-Share, 202 Elderly, etc.) on the prescribed HUD Form 935.2A available for download at [www.hud.gov](http://www.hud.gov).

**GUIDELINES FOR DEVELOPING  
A MANAGEMENT AND MARKETING PLAN**

To meet the Department's criteria, a management and marketing plan must address the administrative and maintenance procedures for the development, proposed marketing plan for the units and plan to provide services for the tenants. Specific issues that must be addressed in the management and marketing plan include the following:

**ROLES AND RESPONSIBILITIES**

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Describe the roles and responsibilities of the owner and the management agent.

1. Who is responsible for representing the owner in matters relating to management of the project?

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2. What are the lines of authority, responsibility and accountability within the management structure?

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3. Are there any limits on the authority of the management agent and under what circumstances must the management agent secure the owner's approval before implementing any action affecting the project and not specifically addressed in the management agreement?

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**STAFFING**

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Address the management and maintenance staffing needs anticipated for the project.

4. Will the project include on-site management and maintenance staff?

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5. What are the anticipated staffing needs for the project (specify the duties and responsibilities of each position and to whom each person reports)?

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6. What are the salaries, wages and fringe benefits, including rent-free apartments, for each staff person assigned to the project?

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7. What qualifications are required for each staff position including number of years of experience, specific type of experience and educational requirements?

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8. What will be the management agent's hiring procedures and personnel policies (address any staff training programs, employee grievance procedures, employee termination procedures and procedures for complying with equal opportunity requirements)?

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9. Are there any conditions or requirements that apply to employee apartments?

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#### **MARKETING AND TENANT SELECTION**

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Detail the proposed marketing and tenant selection procedures to be used for the project.

10. What affirmative marketing practices will be implemented (such as marketing strategy, advertising, timing for accepting applications, content of advertising and promotional material and cost)?

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11. What methods will be used to market the units to any preference categories for low and very-low income families?

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12. What are the procedures for instructing rental staff on the requirements of local, state and federal fair housing laws (including Title VIII of the federal Civil Right Act of 1968 and the Maryland Governor's Code of Fair Practices)?

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13. What are the tenant screening criteria (such as credit standards, reference checks, income certification and verification and affordability standards)?  


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14. What are the tenant selection criteria (including any preference categories and family composition for various sizes or type of units)?  


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15. What are the methods for establishing, using and maintaining waiting lists?  


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16. For units subsidized under any federal Section 8 rent subsidy program, what procedures will be used for coordinating with the government agency responsible for administering the subsidy program?  


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**TENANT ELIGIBILITY AND INCOME CERTIFICATIONS**

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Describe procedures for determining tenant eligibility, initial certification of tenant income, re-certification of tenant income and procedures for relocating over income tenants if the loan program requires over income tenants to vacate subsidized units.

17. What are the methods to be employed for verifying income and other eligibility criteria?  


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18. What measures will be undertaken to protect the confidentiality of personal data on tenants and applicants?  


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19. Who is responsible for performing the certification and re-certification of income and eligibility? Describe the training and certification, if any, provided to the staff responsible for income certification.  


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20. What are the re-certification schedule and procedures that will be implemented to ensure timely performance of re-certifications?

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21. What procedures will be followed in relocating tenants who become ineligible to rent the units? For mixed-income projects, this can generally include renting the next available non-restricted unit to an income eligible family; however, the plan should provide for alternatives in the event too many over-income tenants occupy the project.

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**RENTS, SECURITY DEPOSITS AND OTHER CHARGES**

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Describe the rent structure for the project, security deposit requirements and other deposits and fees that will be charged to tenants.

22. What are the initial rents for each type of unit in the project?

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23. What is the amount of security deposit that tenants must pay?

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24. Are there any and other charges to tenants (such as, pet deposits, parking fees, utility charges and maintenance charges) and, if so, how much is it?

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**LEASES**

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Attach a copy of the proposed lease.

25. Who is authorized to execute leases on behalf of the management agent?

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**MAINTENANCE AND REPAIR PROGRAM**

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Describe the procedures for ensuring acceptable upkeep of the project. Attach copies of all forms for work orders and inspections.

26. How will the purchase of maintenance equipment, parts and supplies be controlled, who is authorized to make such expenditures and what is the maximum authorized expenditure?

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27. What are the procedures for controlling inventory of maintenance equipment, parts and supplies and who is responsible for inventory control?

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28. What procedures will be followed for servicing appliances and mechanical equipment and are there any contracts that have been executed for this purpose?

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29. What are the procedures for regular inspection of units during occupancy to assess the condition of units and the need for maintenance or repairs, for inspection of units prior to a move-out and for pre-occupancy inspections?

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30. What procedures will be employed for preparing vacant units for occupancy?

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31. How will tenant billing and collecting for damages be handled?

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32. What is the schedule for interior and exterior painting and redecorating?

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33. What are the procedures and schedules for upkeep and maintenance of grounds and all common areas?

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34. How will emergency repairs be handled?

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35. What are the preventative maintenance schedules?

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**RENT COLLECTION**

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Address the policies and procedures the management agent will follow in the collection of rent and other charges.

36. Where will payments of rent be accepted?

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37. What are acceptable forms of payment (for example, checks or money orders)?

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38. What accounting controls to protect against loss of rental income will be put into place?

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39. What is the method and frequency for preparing accounts receivable reports?

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**REPORTING AND ACCOUNTING**

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The Department requires a number of regular reports for different types of projects and financing. These reports include monthly operating reports, requests for subsidy payments, annual income and occupancy reports and annual financial statements.

40. What are the schedule and procedures for preparing and submitting periodic reports to the Department?

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**GENERAL ADMINISTRATION**

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In addition to the specific categories addressed above, the management of each project involves many ongoing administrative functions. Describe the general administrative functions that will be carried out at the project.

41. What general services will be provided at the project (for example, laundry, trash removal, exterminating)?

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42. What procedures will be followed to ensure the provisions of the lease and other applicable rules and regulations are enforced?

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43. What security measures will be incorporated at the project?

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44. What are the staff and office hours of operation?

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**TENANT SERVICES**

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Describe the processes and procedures for carrying out the tenant service plan described in the application.

45. What are the tenant services that will be provided at the project?

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46. How will the tenant services be financed?

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47. What organizations will provide services or products and how will the services from other organizations be coordinated or delivered to the tenants?

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**48.** Which tenant services will be provided on-site? (Indicate what facilities are available at the project site for providing these tenant services.)

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**49.** Which tenant services will be provided off-site? (Indicate what facilities are available within the community for these tenant services and what access the tenants will have to these facilities.)

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## ***EXHIBIT D: OTHER FINANCING***

### **LOANS AND GRANTS**

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Firm letters of commitment must be provided for all other loans and grants that will be provided. Evidence of other financing also includes subsidies and insurance that will be provided by other institutions (such as, the Federal Home Loan Bank Board or Federal Housing Administration). The evidence of financing must be specific and detailed concerning its terms and conditions and must include the following:

- Intention to finance the project
- Amount of financing
- Specific repayment terms and conditions (for example, interest rate, term of loan, use restrictions, repayment terms)
- Any conditions for receiving a commitment

### **LOCAL CONTRIBUTION**

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The viability review submission package should include a copy of the executed agreement to provide the local contribution described in the application. If the agreement is not available, a letter from the local government's chief executive, council or manager indicating its intention to provide the contribution and a specific description of the contribution is acceptable. The agreement or letter must detail all the terms and conditions for providing the contribution including the following, as applicable:

- Type of contribution
- Amount of contribution
- Term, if the contribution is provided over a period of time (that is, monthly, annually)
- Terms and conditions (for example, interest rate, maximum term contribution is provided, use restrictions, lien position, repayment provisions)

### **EQUITY**

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If the project will be syndicated, applicants must provide a firm proposal or updated letter from the firm that will syndicate the project. The proposal must clearly show the following terms:

- Amount of tax credits expected, if applicable
- Type of investor
- Gross equity generated from the syndication
- Net proceeds to the project
- Syndication related costs and charges

- Schedule for the payment of equity
- Interest and charges associated with any bridge loan
- Any other terms and conditions

## **ATTACHMENTS**

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- Updated Letters of Intent or firm Commitment Letters for all Financing
- Updated Letter of Intent or Agreement to Provide Local Contribution
- Updated Syndication Proposal

## ***EXHIBIT E: COST ESTIMATES***

A breakdown of the construction or rehabilitation costs shown in the application's development budget must be provided on CDA Form 212—Summary Cost Estimate and CDA Form 215—Detailed Cost Estimate. Form 215 must be signed by the Sponsor/Borrower and General Contractor for the project.

### **ATTACHMENTS**

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- Form 212—Summary Cost Estimate (form provided on DHCD website)
- Form 215—Detailed Cost Estimate (form provided on DHCD website)

## ***EXHIBIT F: PLANS AND SPECIFICATIONS***

Documents indicated in this section shall be considered minimum requirements and should be amended as required by the specific project requirements. These requirements follow generally those defined for the Construction Document Phase of the AIA Owner Architect Agreement. The design development submission will generally reflect a project development of 65% to 75% of the completed Construction Documents. The project Specification however will reflect 80% to 90% completion at this submission.

### **ATTACHMENTS**

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- Plans and Specifications (guidelines provided)
- Written statement of changes in material quality, amenities or other items which are reviewed in the development quality scoring.

# ***GUIDELINES FOR PLANS AND SPECIFICATIONS***

## **DRAWING REQUIREMENTS**

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**1. Civil Engineering Documents.** The following documents should reflect near completion and be coordinated with the development of other documents.

- a) Site plan
- b) Grading plan
- c) Sediment and erosion control plan
- d) Storm water management plan
- e) Demolition plan (if applicable)\*
- f) Civil Plans = 1" = 30' scale

The following documents shall reflect a completion level of 65% or greater, generally indicating the level of work but not completed or completely coordinated. Some sections and details may be omitted or incomplete. However, these shall be provided in sufficient detail and quantity to generally detail the requirements of the project. Sections and details shall address specific areas, which are more complex, or, due the specific project requirements, require more detail than on a typical project.

- a) Landscape plan and schedule including benches, areas of seed and sod, etc.
- b) Utility plan(s)
- c) Utility profiles and structure schedule
- d) Site details sheet, including paving sections, sidewalk, curb sections, disabled accessibility features, dumpster pad sections, retaining walls, mail boxes and tot lots, etc.
- e) Public works standard details (reproduce in the construction documents)
- f) Drawings = 1" = 50' scale

**2. Architectural Documents.** The following documents shall reflect near completion and shall be coordinated with the development of other documents.

- a) Title Sheet
  - Project Information including Project name and address
  - The names, addresses and telephone numbers of the Owner and all Consultants
  - The date
  - The submissions level
  - The CDA project number
  - List of Drawings
  - Project Area Breakdown
  - Unit Mix and Square Footages
  - Vicinity Map
- b) Code Analysis Sheets
  - Designate uses and fire areas on schematic floor plans

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\* Generally applies only to renovation projects.

- Provide written code analysis
- c) Phasing Plans (if required), which apply particularly to Renovation projects especially if to be completed with partial or full building occupancy\*
- d) Demolition Foundation Plan (1/8" scale min)\*
- e) Foundation Plan (1/8" scale min)
- f) Demolition Floor Plans for Each Building Level (1/8" scale min)\*
- g) Floor Plans for Each Building Level (1/8" scale min)
- h) Demolition Roof Plan (1/16" scale min)\*
- i) Roof Plan (1/16" scale min)
- j) Demolition Attic Plan (where applicable)\*
- k) Attic Plan (where applicable), indicating draft-stopping, firewalls and attic access
- l) Demolition Plans of Individual Units (1/4" scale min)\*
- m) Individual Unit Plans (1/4" scale min)
- n) Detailed Demolition Plans of Common Areas (1/4" scale min)\*
- o) Detailed Plans of Common Areas (1/4" scale min)
- p) Demolition Reflected Ceiling Plans for Each Building Level (1/8" scale min)\*
- q) Reflected Ceiling Plans for Each Building Level (1/8" scale min)
- r) Demolition Reflected Ceiling Plans of Individual Unit (1/4" scale min)\*
- s) Individual Unit Reflected Ceiling Plans (1/4" scale min)
- t) Detailed Demolition Reflected Ceiling Plans of Common Areas (1/4" scale min)\*

The following documents shall reflect a completion level of 65% or greater, generally indicating the level of work but not completed or completely coordinated. Some sections and details may be omitted or incomplete. However, these shall be provided in sufficient detail and quantity to generally detail the requirements of the project. Sections and details shall address specific areas, which are more complex, or, due the specific project requirements require more detail than on a typical project.

- u) Detailed Demolition Reflected Ceiling Plans of Common Areas (1/4" scale min)\*
- v) Detailed Reflected Ceiling Plans of Common Areas (1/4" scale min)
- w) Exterior Building Elevations (1/8" scale min)
  - Provide elevations of all exterior wall areas
  - Provide schematic key plan indicating elevation locations
  - Include Demolition information as required. Note some projects will require a complete set of Demolition Exterior Elevations separate from the New Construction Exterior Elevations. \*
- x) Interior Elevations (1/8" scale min)
  - Provide elevations of interior corridor and common space wall areas where necessary to describe the project
  - Provide schematic key plan indicating elevation locations
  - Include Demolition information as required. Note some projects will require a complete set of Demolition Interior Elevations separate from the New Construction Interior Elevations. \*
- y) Kitchen And Bath Elevations and Details (1/4" scale min)
  - Demolition information, elevations and details as required\*

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\* Generally applies only to renovation projects.

Include the following demolition information as required:

- z) Overall building Sections (1/2" scale min)
- aa) Typical Wall Sections (1/2" scale min) in sufficient quantity to describe the varying building conditions
- bb) Enlarged Construction Plan Details (3/4" scale min)
- cc) Specific Building Details Sections (3/4" scale min)
- dd) Elevator Plans, Sections and Details (3/4" min)
- ee) Stair Tower Plans and Details (3/4" scale min)
- ff) Trash Chute and Compactor Details (1/2" scale min)
- gg) Wall Type Schedules and Details (1/2" scale min)
- hh) Floor and Ceiling Type Schedules and Details (1/2" scale min)
- ii) Expansion joint Details (1/2" scale min)
- jj) Finish Schedules
- kk) Door and Frame Schedules and Details
- ll) Window Schedules and Details
- mm) Hollow Metal and Aluminum Storefront and curtain Wall Schedules and Details
- nn) Louver, Panels and Vent Schedules and Details
- oo) Additional Plans and Details as may be required by the Specific Report

**3. Structural Documents.** The following documents shall reflect near completion and shall be coordinated with the other documents.

- a) Demolition Foundation Plan (1/8" scale min)\*
- b) Foundation Plan (1/8" scale min)
- c) Demolition Framing Plan for Each Floor Level (1/8" scale min)\*
- d) Framing Plan for Each Floor Level (1/8" scale min)
- e) Demolition Roof Framing Plan (1/8" scale min)\*
- f) Roof Framing Plan (1/8" scale min)

The following documents shall reflect a completion level of 65% or greater, generally indicating the level of work but not completed or completely coordinated. Some sections and details may be omitted or incomplete. However, these shall be provided in sufficient detail and quantity to generally detail the requirements of the project. Sections and details shall address specific areas, which are more complex, or, due the specific project requirements require more detail than on a typical project.

- g) Enlarged Demolition Structural Plans (as required) (1/4" scale min)\*
- h) Enlarged Structural Plans (as required) (1/4" scale min)

Include the following demolition information as required:

- i) Structural Schedules (as required)
- j) Structural Sections (as required)
- k) Typical Details (as required)
- l) Structural Notes

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\* Generally applies only to renovation projects.

**4. Plumbing Documents.** The following documents shall reflect near completion and shall be coordinated with the other documents.

- a) General Notes and Legends
- b) Plumbing Floor Plan for Each Building Level (1/8" scale min)
  - Include demolition information as required\*
- c) Plumbing Unit Plans (1/4" scale min)
  - Include demolition information as required\*
- d) Enlarged Plumbing Plans (as required) (1/4" scale min)
  - Include demolition information as required\*

The following documents shall reflect a completion level of 65% or greater, generally indicating the level of work but not completed or completely coordinated. Some sections and details may be omitted or incomplete. However, these shall be provided in sufficient detail and quantity to generally detail the requirements of the project. Sections and details shall address specific areas, which are more complex, or, due the specific project requirements require more detail than on a typical project.

- e) Riser Diagrams
  - Domestic
  - Waste
  - Heating/Cooling system piping
  - Condensate systems
  - Gas
  - Sprinkler including standpipes, valves and tamper switches
  - Include demolition information as required\*
- f) Fixture Schedules
  - Include demolition information as required\*
- g) Fire Pump Details (if required)
  - Include demolition information as required\*
- h) Boiler, Chiller, Hot Water Heating and Other Systems Plans As Required
  - Include demolition information as required\*

**5. HVAC Documents.** The following documents shall reflect near completion and shall be coordinated with the other documents.

- a) General Notes and Legends
- b) HVAC Floor Plan for Each Building Level (1/8" scale min)
  - Include demolition information as required\*
- c) HVAC Unit Plans (1/4" scale min)
  - Include demolition information as required\*
- d) Enlarged HVAC Plans (as required) (1/4" scale min)
  - Include demolition information as required\*

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\* Generally applies only to renovation projects.

The following documents shall reflect a completion level of 65% or greater, generally indicating the level of work but not completed or completely coordinated. Some sections and details may be omitted or incomplete. However, these shall be provided in sufficient detail and quantity to generally detail the requirements of the project. Sections and details shall address specific areas, which are more complex, or, due the specific project requirements require more detail than on a typical project.

- e) Riser Diagrams
  - Central duct systems (corridors, supply and exhaust, etc)
  - Flues
  - Kitchen and bath exhaust systems
  - Control systems
  - Include demolition information as required\*
- f) Equipment Schedules
  - Include demolition information as required\*
- g) Louver and Vent Schedules
  - Include demolition information as required\*
- h) Boiler, chiller and other systems plans as required
  - Include demolition information as required\*
- i) Enlarged Mechanical Room Plans and Details (1/4" scale min)
  - Include demolition information as required\*

**6. Electrical Documents.** The following documents shall reflect near completion and shall be coordinated with the other documents.

- a) General Notes and Legends
- b) Power Floor Plan for Each Building Level (1/8" scale min)
  - Include demolition information as required\*
- c) Lighting Floor Plan for Each Building Level (1/8" scale min)
  - Include demolition information as required\*
- d) Power and Lighting Unit Plans (1/4" scale min)
  - Include demolition information as required\*
- e) Enlarged Power and Lighting Plans (as required) (1/4" scale min)
  - Include demolition information as required\*

The following documents shall reflect a completion level of 65% or greater, generally indicating the level of work but not completed or completely coordinated. Some sections and details may be omitted or incomplete. However, these shall be provided in sufficient detail and quantity to generally detail the requirements of the project. Sections and details shall address specific areas, which are more complex, or, due the specific project requirements require more detail than on a typical project.

- f) Electrical Riser Diagrams
  - Power
  - Fire Alarm
  - Access Control

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\* Generally applies only to renovation projects.

- Systems Control
- Cable TV and master antenna systems
- Internet Access
- CCTV
- Dialers, intercoms and door entry systems
- Security systems
- Hearing Impaired systems
- Emergency call systems
- Include demolition information as required\*
- g) Schedules
  - Lighting
  - Panels
  - Electrical equipment
  - Include demolition information as required\*
- h) Fire alarm and other systems plans as required
  - Include demolition information as required\*
- i) Fire Pump and Emergency Generator Details, etc.
- j) Site Lighting Plan and Details

## **SPECIFICATION REQUIREMENTS**

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### **7. Design Development Documents Specifications**

- a) The Design Development Documents Specification shall include all sections of the 16 Division CSI format applicable to project.
- b) The specification shall be in CSI/Master Spec format.
- c) The Specification cover shall include the following:
  - The names, addresses and telephone numbers of the Owner and all Consultants
  - The project name and address
  - The date
  - The submissions level
  - The CDA project number
- d) A complete table of contents shall be included at the front of the Specification
- e) Division I should include General Conditions and other project requirements, including those of the lender
  - Include a summary of all anticipated Allowances, Alternates and Unit Prices in the appropriate Sections.
  - Include Specific Renovation/Demolition related sections as required\*
- f) Divisions II—where Division II is prepared by an separate Owner-retained Consultant, bind these Sections into the single Project Specification
- g) Divisions II through XVI
  - Include sections for all known elements. It is recognized that some modifications will still be required as the project moves to completion.
  - When products are specified three or more manufacturers shall be listed in addition to “or equal” clause.
  - Include Specific Renovation/Demolition related sections as required\*

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\* Generally applies only to renovation projects.

***EXHIBIT G: FINAL BUILDING EVALUATION REPORT  
AND PROJECT SCOPE OF WORK  
Applicable to Rehabilitation Projects Only***

For projects that involve the rehabilitation of existing buildings, applicants must provide an engineering assessment of the buildings. In rehabilitating properties, developers may encounter unforeseen issues that can delay, increase the cost of, or even halt rehabilitation. To avoid this, the Department requires that an engineer or an architect, complete an assessment of the property. The Department reserves the right to request a third party evaluation be conducted by a qualified professional outside of the Development Team.

The following reports are required for all renovation projects. Documents indicated below shall be considered minimum requirements. Amend as required for specific project conditions and requirements.

**ATTACHMENTS**

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- Building Evaluation Report (guidelines provided)
- Not Applicable.** If the project does not include the rehabilitation of existing buildings, a building evaluation report is not applicable.

## ***GUIDELINES FOR BUILDING EVALUATION REPORT***

### **REVISED PRELIMINARY SCOPE OF WORK**

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Provide a further development of the written scope of work provided at the Schematic Design phase, delineating in narrative form the following:

- The existing conditions and systems
- Proposed work to the above elements
- New systems and structures and how they will be integrated into the existing work.
- Other information as may be required to describe adequately the project.
- The narrative shall be broken down in the 16 CSI construction Divisions.

### **ENGINEERING STUDIES AND EVALUATIONS**

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Update, revise and/or amend the engineering studies provided at the Schematic Design phase as required.

### **DRAFT SURVEY MANUAL**

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Incorporation of the results of the survey of 100% of the existing building (provided in the Schematic Phase) into a preliminary Draft Survey Manual, which includes the items listed below. Coordinate the development of the manual with the project scope of work.

The format for the required Draft Survey Manual should relate to the specific project and include elements such as the following:

- Arranged in unit-by-unit format
- Include subsection for all public and common areas
- Include building exterior subsection if applicable
- Provides a tabulation by subsection and section with project totals for each work element

***EXHIBIT H: CAPITAL NEEDS ASSESSMENT***  
***Applicable to Rehabilitation Projects Only***

Multifamily rental projects financed by the Department must provide for an extended period of affordable housing use. To ensure this long-term financial feasibility and viability of rehabilitation projects, the Department establishes replacement reserve standards for individual projects after evaluating the capital needs assessment. Replacement reserves must be sufficient to cover foreseeable capital expenditures. Adequate reserves are particularly important in affordable housing developments where rents are restricted and may not keep pace with operating, maintenance and replacement costs. A guideline for completing the capital needs assessment follows.

**ATTACHMENTS**

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- Capital Needs Assessment (if applicable) (guidelines provided)
- Not Applicable.** If the project does not include the rehabilitation of existing buildings, a capital needs assessment is not applicable.

## ***GUIDELINES FOR CAPITAL NEEDS ASSESSMENT***

The capital needs assessment must cover a minimum of 20 years from the proposed date of project completion. It must include, at a minimum, the elements listed below (refer to the attached illustration for further clarification of each element). The illustration is intended only as a tool for understanding the basic minimal format. Values, elements and amortization periods indicated are for illustration purposes only and are not intended for actual use. This is a simplified schedule and represents only the minimal format acceptable. A more extensive schedule in a similar format is encouraged. This could take into account systems that have recently been only partially replaced and, therefore, will have different amortization periods for each part. Likewise, a new system to be installed in the future may have longer amortization periods than retained existing systems due to a higher quality intended to be used when the system is replaced.

- 1. Proposed New Construction/Renovation Element.** Indicate in a 16-division CSI format the anticipated elements that comprise the scope of the proposed renovation or new construction project. (Only a portion of several divisions has been included in the illustration with a dotted line indicating each area where a cut has occurred.)
- 2. Unit Cost.** Indicate the current unit price of the scope item. Refer to Total Units below.
- 3. Total Units.** Indicate the total number of units. The units can be the number of apartments in the project, the total square footage of a specific element, total cubic yards, total quantity of elements such as mechanical units, linear feet of various elements, etc.
- 4. Total New Construction/Renovation Cost.** This cost should be the total of the Unit Cost multiplied by the Total Units. It represents the total cost of replacement for the scope element in today's dollars. This can represent the total cost of a renovation element or new construction elements.
- 5. Amortization Period (years).** The life expectancy of the specific element before replacement will typically be anticipated.
- 6. Year "X" Cost.** The amount to be put away each year so that the total replacement value will be available at the time the system or element is anticipated to fail. The Total New Construction/Renovation Cost divided by the Amortization Period. (Only a sampling of the years has been included in the illustration with a dotted line indicating each area where a cut has occurred.)
- 7. Total.** This is the sum of all years. The total cost per year required to be put away so that the total replacement value of all systems and elements will be available at the time each system or element is anticipated to fail.

**CAPITAL NEEDS ASSESSMENT ILLUSTRATION\***

Proposed New Construction/ Renovation	Unit Cost	Total Units	Total New Construction/ Renovation Cost	Amortization Period (years)	Year 1 Cost (2001)	Year 2 Cost (2002)	Year Cos (202)
Division I—General Conditions			\$88,401				
1. General Requirements							
a. Allow only 4%	\$270	291	\$78,570	25	\$3,143	\$3,143	\$3,
2. Permits							
a. Allow Only .25%	\$17	291	\$4,947	25	\$198	\$198	\$
Division II—Site Work			\$128,630				
1. Roads and Parking Areas							
b. Repairs to existing bituminous paving including new striping	\$3,000	34	\$102,000	15	\$6,800	\$6,800	\$6,
c. Scheduled seal coating of bituminous paving including new striping	\$35	291	\$10,185	4	\$2,546	\$2,546	\$2,
Division XV—Mechanical			\$493,245				
2. HVAC System							
a. Remove and replace existing gas fired furnaces and electric air conditioning with all new high efficiency units	\$800	291	\$232,800	12	\$19,400	\$19,400	\$19,
b. Clean all ductwork	\$50	291	\$14,550	12	\$1,213	\$1,213	\$1,
2. Water Heating							
a. Provide all new gas fired water heaters	\$375	291	\$109,125	10	\$10,913	\$10,913	\$10,
<b>Total</b>					\$256,000	\$256,000	\$256,

\* The illustration is intended only as a tool for understanding the basic minimal format. Values, elements and amortization periods are only and are not intended for actual use.

## ***EXHIBIT I: SURVEY***

CDA requires the completion of a survey by a registered surveyor for all projects. The survey must include the required information and be accompanied by the appropriate certificates.

The Survey must comply with the ALTA Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys (effective 2/23/2016). Table A must include items 1-4, 6-9, 10(a), 11-14 and 16-19. A full size copy of the survey must be provided to CDA and its counsel for review and approval prior to execution.

Upon completion of a project that involves adding buildings or other improvements, roads and/or sidewalks, an as-built survey which complies with the above requirements must be provided. CDA at its discretion may require an as-built survey for other types of projects.

The survey also needs to include the following items:

- Lot lines and set-back lines
- Location of all existing easements, rights of way, improvements on or encroachments upon, over, to or from the property
- Location of all items that will be listed in Schedule B, Part II of the lender's title policy

### **ATTACHMENTS**

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- Draft Survey
- Form of Certificate

FORM OF SURVEYOR'S CERTIFICATE  
ALTA/NSPS Effective 2/23/2016

(form updated 1/20/2016)

To [the Department of Housing and Community Development of the State of Maryland][the Community Development Administration, a unit of the Division of Development Finance of the Department of Housing and Community Development of the State of Maryland][Borrower][title company][other lenders]:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements of ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items 1-4, 6-9, 10(a), 11-14 and 16-19 of Table A thereof. The field work was completed on \_\_\_\_\_.

Date of Plat or Map: \_\_\_\_\_

[Surveyor's signature, printed name and seal with Registration/License Number]

## ***EXHIBIT J: ENVIRONMENTAL ASSESSMENT***

### **PHASE I ENVIRONMENTAL ASSESSMENT**

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Each project must comply with applicable requirements of local, state and federal environmental laws and regulations.

In addition, Projects which include federal financing trigger the requirements of the National Environmental Policy Act (NEPA) and must comply with all the requirements associated with NEPA. Developments will be screened by having a Phase I Environmental Assessment completed in the standard format that meets the requirements for “All Appropriate Inquiry” established by ASTM Standard E-1527-05 and 40 CFR 312. The Phase I Environmental Assessment must be downloaded on CD and submitted with this package. The assessment must be completed by a qualified Environmental Professional (as defined in 40 CFR 312) and include the following reviews:

- Examination of the method of water supply and sewage disposal for indication of problematic situations;
- Review of available documentation which describes existing and previous building uses and building materials;
- Interviews with previous owners of the building and owners or occupants of other properties in the area to determine any prior use of the building or neighboring land use to determine the probability of contaminants;
- Evaluation of the site for other pertinent environmental issues, including a review of foundation conditions, man-made hazards, storm water runoff, underground storage tanks, and potential for lead-based paint, radon gas, mold, PCBs and asbestos in existing buildings; and
- Particular physical conditions (e.g., the presence of wetlands or other specially-protected areas) or future site use requirements or conditions (e.g., deed restrictions imposing engineering or institutional controls, whether or not in connection with prior site remediation work).

For Projects which must comply with NEPA, the Environmental Professional must also complete the HUD Sample Field Notes Checklist (included as part of HUD Form 4128) a copy of which may be downloaded at [www.hud.gov](http://www.hud.gov).

### **PHASE II ENVIRONMENTAL ASSESSMENT**

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A Phase II Environmental Assessment will be necessary whenever the Phase I report indicates “Recognized Environmental Conditions” (as defined in ASTM Standard E-1527-00) or other potential environmental concerns on or reasonably likely to affect the site in question. All renovation projects require that a Phase II assessment be completed unless it can be demonstrated that there is a specific reason why one should

not be provided. If the applicant requests that the Phase II assessment be omitted, a written statement from the Environmental Professional should be provided indicating the reasons for a waiver. If a Phase II Assessment is needed, a more detailed physical investigation and review of historical records will be required. The assessments must meet the basic requirements described in ASTM Standard E-1903-97(2002). Typical specialized studies under Phase II reviews include the following:

- Asbestos and lead paint samplings and testing;
- Site and record reviews of any underground storage tanks and associated supply lines
- Soil sampling and analysis;
- Ground water or aquifer sampling;
- Testing for PCB contamination;
- In depth investigation of neighboring sites;
- Radon testing; and
- Mold.

#### **ATTACHMENTS**

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- Phase I Environmental Assessment – Provide on CD
- Phase II Environmental Assessment – Provide on CD (if applicable)
- Environmental Professional Reviewer’s Statement of Qualifications
- Environmental Professional Reviewer’s Engagement/Reliance Letter
- Sample Field Notes Checklist, included as part of HUD Form 4128, available for download at [www.hud.gov](http://www.hud.gov).

## ***EXHIBIT K: GEOTECHNICAL STUDY***

A written report based on traditional soil studies for the area should be provided that indicates how these may affect the proposed site. The report should give specific recommendations as to foundation type that is anticipated. Where there is reason to suspect potential for any unusual or costly soil conditions, appropriate additional investigations may be needed, including borings and test pits. As a result of these investigations, a written analysis with recommendations is to be prepared. A registered professional soils engineer must perform all work.

### ***ATTACHMENTS***

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- Geotechnical Study – Provide on CD.

***EXHIBIT L: DRAFT STANDARD FORM OF AGREEMENT  
BETWEEN OWNER AND CONTRACTOR***

A draft of the Owner/Contractor Agreement must be provided. The Department requires the Standard Form of Agreement Between Owner and Contractor/Cost Plus with negotiated guaranteed maximum price, the AIA Document A 102-2007 to be used.

Only under certain circumstances and with **prior approval** of the Department will the Standard Form of Agreement Between Owner and Contractor Lump Sum, where the basis of payment is a stipulated sum, the AIA Document A 101-2007 may be used. If a Lump Sum Contract is used three separate complete bids from qualified contractors are required.

**ATTACHMENTS**

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- Standard Form of Agreement Between Owner and Contractor/Cost Plus (AIA Document A 102-2007)
- Standard Form of Agreement Between Owner and Contractor/Lump Sum (AIA Document A101-2007).

## ***EXHIBIT M: STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT***

An executed copy of the Owner / Architect Agreement must be provided. The form of agreement must be either AIA Document B101-2007; AIA Document B109-2010, or AIA Document B108-2009. Other AIA contract documents may be used on an as needed basis. In addition, the Department also requires its Attachment to the Owner/Supervising Construction Professional Agreement be submitted.

### **AIA DOCUMENT B101-2007 STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT**

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The B101-2007 sets forth the Architect's services during five phases; schematic design, design development, construction documents, bidding /negotiation, and construction contract administration. The B101 includes both basic and additional services and sets forth basic services in Article 3. Additional services, listed in Article 4, are any services that are not deemed basic.

### **AIA DOCUMENT B109-2010 STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT FOR A MULTI-FAMILY RESIDENTIAL OR MIXED USE RESIDENTIAL PROJECT**

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The B109-2010 contains terms and conditions that are unique to Multi-Family Residential and Mixed Use Residential Projects. The B109 uses the traditional division of services into Basic and Additional Services, and adds a new Pre-Design Services article that includes items such as assessment of project feasibility, layout, and regulatory requirements.

### **AIA B108-2009 STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT FOR FEDERALLY FUNDED OR FEDERALLY INSURED PROJECT**

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The B108-2009 contains many of the same provisions as the B101-2007. The B108-2009 was developed with the assistance of several federal agencies and contains terms and conditions that are unique to federally funded or federally insured projects.

## **ATTACHMENTS**

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- AIA Document B101-2007 – Standard Form of Agreement between Owner and Architect
- AIA Document B109-2010 – Standard Form of Agreement between Owner and Architect for a Multi-Family Residential or Mixed Use Residential Project.
- AIA B108-2009 Standard Form of Agreement between Owner and Architect for Federally Funded or Federally Insured Project.
- Attachment to the Owner/Supervising Construction Professional Agreement (form provided on DHCD website).

## ***EXHIBIT N: CIVIL ENGINEER'S CONTRACT***

An executed copy of an agreement outlining the civil engineer's role is required for projects that involve new construction or when warranted by the scope of the rehabilitation of an existing building(s). The form of agreement submitted must clearly show the scope of services and fee structure. Site accessibility services that meet state and federal guidelines should be included in the scope of work.

### **ATTACHMENTS**

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- Contract or Form of Agreement
  
- Not Applicable.** If the work of the civil engineer is covered under the agreement between the owner and the architect, or the scope of rehabilitation of existing buildings does not warrant a civil engineer, an agreement between the owner and engineer is not applicable.