

2024¹ Minimum Design and Construction Requirements

Requirements for All Developments

The following minimum requirements were created to address issues related to the design, construction, maintenance, marketing, life cycle costs and aesthetic concerns for developments utilizing low-income housing tax credits (LIHTC) and/or developments financed by the Virginia Housing Development Authority (Virginia Housing). Virginia Housing may require an expansion of the proposed scope of work for a project beyond those items specifically listed within the Minimum Design and Construction Requirements (MDCR) if it determines, in its sole discretion, that such expansion of scope is necessary after review of submitted plans and specifications for the project or examination of the existing conditions at the property. Any such required additions to the proposed scope of work shall be communicated to the developer by Virginia Housing in writing and shall be automatically incorporated into the MDCR herein by reference as it pertains to that specific project. For developments utilizing LIHTC, Virginia Housing will alert applicants to the additional required scope of work prior to allocating credits to the respective development. Submission requirements for Virginia Housing loan applications can be found on the Virginia Housing webpage. Submission requirements for the LIHTC program can be found in the Virginia Housing Federal Housing Credit Manual. All developments utilizing LIHTC are subject to REAC Inspections utilizing the NSPIRE standard. The following MDCRs do not account for all NSPIRE requirements. Developers are responsible for ensuring compliance with NSPIRE.

Drawings, specifications, scope of work, and installations are to comply with the latest applicable issue of the *Virginia Uniform Statewide Building Code (USBC)*², *International Building Code (IBC)*³, other applicable Virginia and national codes and standards, requirements of localities, prevailing design and construction practices and the *Minimum Design and Construction Requirements* of Virginia Housing. All work performed at the property must be managed and completed by a single prime Virginia-licensed Class A general contractor (GC) contracted by the developer. In no event may work be self-directed or self-performed by the developer unless the developer's construction arm is the contracted prime GC and Virginia Housing has approved, in writing, the developer's construction arm as the prime GC. **Installation of materials, equipment, products, and building systems in both New Construction and Rehabilitation shall adhere to all manufacturers' requirements, specifications, and recommendations.** All developments are to comply with applicable accessibility codes and standards, including but not limited to the USBC, the Fair Housing Act Design Requirements, and all accessibility commitments made through the LIHTC application process.

All **additions** and **adaptive reuse** are to comply with the Virginia Housing Minimum Design and Construction Requirements (MDCR) for *New Construction*. **Adaptive reuse** may also be required to comply with the MDCR for *Rehabilitation* where Virginia Housing deems applicable.

¹ The 2024 Virginia Housing Minimum Design and Construction Requirements apply to Virginia Housing loans with a 2024 application date, as well as developments receiving Federal Low-Income Housing Tax Credit allocations for year 2024.

² (USBC 2018) *Virginia Uniform Statewide Building Code* (Latest applicable edition as referenced by the *USBC*).

³ (IBC 2018) *International Building Code* (Latest applicable edition as referenced by the *IBC*).

Requirements for New Construction

SITE WORK

1. Finished floor elevations of buildings are to be a minimum of 8 inches higher than the adjoining finished grade. When achieving an 8-inch height separation is not feasible, due to accessibility requirements or other conditions, provide an alternate solution acceptable to Virginia Housing.
2. Areas around buildings are to be graded to have a minimum 5% slope away from foundation walls for a minimum distance of 10 feet, per IBC. Install yard drains, storm inlets, or drainage pipes under concrete walks to drain properly if the space between foundation walls and concrete walks is less than 10 feet. Drainage systems are to be designed to avoid water flowing over sidewalks. Provide an alternate drainage solution acceptable to Virginia Housing:
 - a. When buildings are closer than 10 feet to concrete walks.
 - b. When a minimum 5% slope is not feasible.
 - c. To avoid water draining over sidewalks.
 - d. At accessible entrances, when applicable.
3. Install seamless gutters and downspouts, or an internal drainage system for all buildings. When discharging on grades steeper than 20%, or less than 1%, water from gutters and downspouts is to be piped underground to a storm sewer system, or to daylight at grades that will avoid soil erosion.
4. Paving designs are to be based upon the soil report, California Bearing Ratio (CBR) of the soil, traffic count, and loading. All drive lanes of parking lots are to be designed for dumpster trucks. Parking bays may have lighter paving than the drive lanes of parking lots.
5. Extend concrete dumpster pads at least 12 feet into the asphalt so that the load bearing wheels of trucks rest on concrete while servicing the dumpsters.
 - a. Thickness of concrete is to be a minimum of 6 inches with reinforcement.
 - b. Dumpsters and/or compactors accessed via an accessible route are to meet accessibility requirements.
 - c. Install a privacy screen on at least three sides of all dumpster and/or compactor pads.
6. Minimum width of sidewalks is to be 3 feet. Sidewalks that are located perpendicular to parking spaces are to be a minimum of 5 feet wide excluding curb or 3 feet wide with 2 feet of space between the sidewalks and curbs. Provide gravel and sand base under walks when required by the soil report. Provide control and expansion joints.
7. Site lighting shall not be obstructed by trees.
8. All plantings must be shown on landscape drawings illustrating size at full maturity. Show dimension of tree locations from trunks/calipers to buildings. Portions of tree branches when fully mature shall not overhang roofs or contact building faces. Field verify planting locations match initial design.

9. Grade to avoid standing water. Provide a smoothly graded transition from disturbed to undisturbed areas. Finish grade with clean topsoil. Seed and straw, and/or landscape all bare and disturbed areas. Provide ground cover materials or sod for slopes steeper than 20%. Provide foundation plantings in the front of all buildings. Clean site and dispose of all construction debris. Grass must be established prior to project closeout.

ARCHITECTURAL

1. Roofing

- a. Roof sheathing thickness is to be a minimum of 15/32 inch-thick plywood or 15/32 inch OSB. Install sheathing with clips. ZIP System roof sheathing or similar products are not accepted.
 - b. Install drip edge on all sides of the roof.
 - c. Install ice barrier extending from eave's edge to a point 24 inches beyond the exterior wall cladding.
 - d. Roof shingles are to be a minimum 25-year, anti-fungal product, and are to be nailed (not stapled).
 - e. Flat roofs to have a minimum 20-year manufacturer's warranty.
2. Provide permanent access to all flat roofs. Access to be easily reachable and located in an interior common area.
 3. Install walk pads that provide access to all rooftop equipment.
 4. Provide roofs/overhangs over exterior entrance doors to all units and buildings that are accessed by residents or visitors. Provide a minimum 30 inches of overhang along the front and 12 inches along each side of the door; or the door may be setback a minimum of 24 inches from the face of the exterior wall.
 5. Stairs to apartment units where stair halls are not enclosed are to be protected from weather by design features, such as, setting back stairs a minimum 5 feet from the exterior wall and/or installing a roof overhang at the second floor level, projecting a minimum of 5 feet beyond the first riser.
 6. Crawl spaces to be free of debris and water. Provide a minimum 6 mil vapor barrier at floor with seams overlapped 12 inches. Edges and seams to be taped.
 7. Install waterproofing on exterior walls up to finished grade where finished floors are below adjoining finished grades. Provide a 10-year material/manufacturer's warranty.
 8. Install weep holes in brick veneer at foundation walls, over lintels, and relief angles.
 - a. Weep holes at foundation walls are to be a minimum 6 inches above finished grade.
 - b. Provide mortar mesh to prevent blockage of weep holes.
 - c. Provide continuous flashing at all weep holes and end dams at flashing terminations.

9. At masonry and precast window sills, and caps for masonry veneer walls that do not terminate directly under roofs, provide a positive slope resulting in a minimum $\frac{3}{4}$ inch differential over the length of the sill/cap.
10. All wood framing in contact with concrete or masonry is to be of treated wood.
11. Provide sill sealer for sill plates at all exterior walls.
12. All brick veneer or sidings, such as vinyl, aluminum, wood and fiber cement board, are to have a solid backing of plywood, OSB, gypsum, or similar material. Siding and brick are to be installed over an independent drainage plane, such as Tyvek® or equal. Fasten siding to framing with nails penetrating a minimum $\frac{3}{4}$ of an inch into studs. Install pre-manufactured mounting blocks for all penetrations in siding such as electrical, plumbing, HVAC, etc.
EXCEPTION: Exterior wall sheathing systems with integrated drainage planes may be used when observation reports are provided by the manufacturer and the following conditions are met:
 - 1) Pre-installation
 - a. General Contractor to hold pre-installation meeting with architect and manufacturer prior to installation. Manufacturer's observation reports to include documentation of meeting.
 - b. Manufacturers' flashing details including windows, doors, joints and penetrations must be maintained on site.
 - c. Store materials to meet manufacturer's requirements.
 - 2) Installation
 - a. The integral drainage plane must be preserved. Use manufacturer's approved products including tape, tape gun and roller.
 - b. When weather conditions warrant, follow manufacturer's requirements for inclement weather installation and storage of materials.
 - c. Manufacturer's representative to review the final installation to confirm all requirements are met prior to installation of exterior cladding. Manufacturer's observation reports documenting installation acceptance is required and must be maintained on site.
13. All panel type siding to be installed over vertical furring to allow adequate drainage and ventilation, or provide siding product with integrated vented rain screen.
14. The use of foil faced sheathing is prohibited.
15. The bottom of all siding and window sills are to be a minimum of 6 inches above the finished grade or mulch beds.
16. Exterior wooden trim, brickmolding, sills, fascia, rake boards, and columns, are to be clad with vinyl, vinyl coated aluminum, or similar materials. Use materials designed for cladding with a minimum thickness of 0.019 inch and provide a stiffening crimp for trim and fascia boards are more than 8 inches wide. Virginia Housing recommends the use of low maintenance composite/ manufactured materials instead of wood for exterior use.

17. Powder coat or galvanize all exterior steel products, or provide an exterior steel paint that can achieve a minimum 10-year material warranty. Prepare surfaces per warranty requirements. Prime and paint steel prior to placement in concrete.
18. Use vinyl, aluminum, or steel for exterior railings, handrails, guardrails, posts and pickets instead of wood products.
19. Windows and sliding glass doors:
 - a. Provide minimum ½ inch insulated glass.
 - b. Provide minimum 10-year warranties for material and breakage of seal.
 - c. Provide thermal break for aluminum frames.
 - d. Install and flash per manufacturer's specifications.
 - e. Provide back dam flashing at sill.
 - f. Before installing windows; perform initial installation with the Construction Control Officer.
20. All exterior doors, except sliding glass doors, must be either insulated fiberglass or insulated metal. Exterior wooden door jambs and molding require composite material, such as FrameSaver® or equal, at their lowest points.
21. Install hard surface flooring at the interior of all entrance doors, except for doors entered through carpeted interior hallways. Hard surface area is to be approximately 3 foot by 4 foot using flooring materials such as VCT, sheet vinyl, hardwood, or tile.
22. Resilient flooring such as, but not limited to, sheet vinyl and VCT is to be installed over minimum nominal ¼ inch underlayment grade plywood, or similar underlayment material. Ceramic tile or similar flooring is to be installed over minimum nominal ¼ inch cementitious board or similar underlayment material. Flooring may be installed over concrete provided concrete is finished smooth and uniform. When installed over Gypcrete, or a similar material, apply manufacturer approved sealer.
23. Carpets are to have the minimum number of seams. Seams are not to be located in heavily trafficked areas. T-seams are not acceptable except in closets.
24. All interior doors are to be side hinged. Bifold, pocket, or sliding doors are not acceptable. Install or undercut doors a minimum of ¾ inch clear to prevent dragging and to provide ventilation. Paint bottom top and all other sides of doors. All doors must be factory assembled. Field modifications, such as but not limited to, cutting vents in door is prohibited. Instead, pre-manufactured louvered doors must be installed.
25. All unit interior spaces must have finished floor and solid wood base/molding. Base and base moldings are to match in design and finish.

EXCEPTIONS:

 - 1) Ceramic or stone baseboard is acceptable at matching adjacent flooring.
 - 2) Mechanical closets may use an alternate base material such as vinyl.
26. All common area interior spaces must have finished floor and base.

EXCEPTIONS: Utility/service rooms may have sealed concrete floor.

27. All windows are to have blinds, shutters, or other similar products, and sliding glass doors are to have vertical blinds.
28. Provide a minimum of one full-height closet of at least 6 square feet for general storage in a location other than a bedroom.
29. Provide a minimum of 1 ½ bathrooms (one full bathroom and one half bathroom) in all two bedroom units and a minimum of 2 full bathrooms in all three or more bedroom units.
30. Concealed solid dimensional wood blocking (2x material) is to be provided for all handrails, grab bars and wall mounted cabinets and accessories.
31. Tub and shower surrounds built of ceramic tile, marble, or similar materials are to be installed over minimum ½ inch cementitious board.
32. Provide a pass-through opening with counter space when kitchen and dining/living areas are separated by a wall.
33. Kitchen cabinets and bathroom vanities are to comply with Virginia Housing's Minimum Cabinet Requirements:
 - a. All cabinets are to be factory/manufacturer assembled.
 - b. All exposed portions of cabinetry must have factory applied finish.
 - c. Kitchen cabinets and bathroom vanities are to abut the side walls or provide a minimum spacing of 12 inches between wall and cabinets. Wall cabinets are to abut the ceiling/soffits or provide minimum of 12 inches between cabinet and ceiling/soffits.
 - d. Kitchen wall cabinets are to be fastened to blocking with a minimum of four washer head cabinet screws; two in each upper and lower nailing strip for each wall cabinet.
 - e. Plastic laminate countertops are to be post formed, or have back splashes that are factory attached to the countertop and sealed.
 - f. A side splash is to be installed where countertops abut walls.
 - g. Holes in cabinet backs for plumbing are to be drilled and completely covered by escutcheon plates.
 - h. Provide at least one base cabinet with drawer, minimum 15-inch-wide.
34. Install a cleanable surface, such as plastic laminate, metal, or ceramic tile on the sidewall next to the cooking range when it is located directly adjacent to a wall. Materials such as plastic laminate or metal are to be installed with adhesive.
35. Appliances
 - a. Provide 30-inch-wide range in all units except studio/efficiency apartments and one bedroom elderly apartments, which may have a minimum 20-inch-wide range. Provide maximum 24-inch-wide range hood for all 20-inch-wide ranges.
 - b. Provide a range hood or combination range hood-microwave over all cooking ranges.
 - c. Provide a 24-inch-wide dishwasher in all units, except for studio/efficiency apartments, which may have 18-inch-wide dishwashers.

- d. All refrigerators are to be frost free. Minimum rated sizes of refrigerators are to be 12 cubic feet for studio/efficiency apartments, 14 cubic feet for 1 and 2 bedroom apartments, and 16 cubic feet for 3 and 4 bedroom apartments. Side-by-side models must open fully or have at least 12" of cabinetry between an adjacent sidewall.
 - e. Provide laundry equipment, or connections for full-size side-by-side or full-size stack type washers and dryers, in all units. When provided, laundry equipment and connections shall be installed in a closet with doors in a location other than a bedroom. Otherwise, provide onsite laundry facilities.
EXCEPTION: Studio and one bedroom apartments may utilize a bedroom closet for laundry equipment provided equipment does not impede on tenant storage, an exhaust fan with humidistat is installed in the closet, and a jumper duct is provided to communicate with return air location. (See "Plumbing" section for washing machine pan requirements.)
 - f. All kitchen appliances in an apartment unit are to match in color.
36. Age restricted housing serving residents 55 years or older:
- a. Provide a handrail on at least one side of common corridors.
 - b. Provide an accessible elevator for buildings with two or more stories.
 - c. Provide indoor resident garbage drop-off area and access.
37. Where a permanent dehumidification system is not provided for all units, provide space for a future dehumidifier in a stud cavity within the apartment living space. Utilize concealed power and plumbing drain (e.g. mechanical closet). Identify location in drawings and coordinate with plumbing and electrical.

MECHANICAL

- 1. Provide Heating, Ventilation, and Air Conditioning (HVAC) equipment with R-410A refrigerant in all dwelling units. All apartments are to have ducted HVAC systems except as noted in #3 below. Size of HVAC equipment, ducts and diffusers are to be designed per heat gain/loss calculations.
- 2. For all ducted HVAC systems including ducted mini-splits and self-contained packaged systems (similar to Magic-Pak or First Co):
 - a. Air supply diffusers are to be located near windows in living rooms, dens and bedrooms.
EXCEPTION: The mechanical engineer may locate supply diffusers at alternate locations with Virginia Housing's prior approval based on supporting calculations.
 - b. Provide HVAC diffusers for kitchens and all full baths.
 - c. Provide premanufactured air filters.
 - d. Seal air duct penetrations in unheated spaces.
 - e. Refrigerant and condensate lines are to be concealed within walls. Seal all penetrations
 - f. Provide ducted return air grille. Provide a separate ducted return for each floor of townhouse units.
 - g. Heat pump to include auxiliary heat.
 - h. Main supply trunk line from air handler to branch duct shall be metal. Flex duct may be used only between main trunk line and supply diffuser. Fiberglass ductboard is prohibited.
 - i. All ductwork must be concealed behind permanent construction unless otherwise approved by Virginia Housing.

3. Ductless Heat Pumps (mini-splits) may be used in efficiencies, 1 bedroom units or elderly housing developments.
 - a. All mini-splits are to discharge condensate to grade through a pipe concealed within the exterior wall system.
 - b. Provide separate mini-split wall mounted unit for each bedroom, den or living room.
 - c. Provide separate wired wall mounted thermostat for each mini-split wall mounted unit.
 - d. Provide a heater with a thermostat or timer controlled heat lamp for all full baths.
4. All exhaust ducts are to discharge to the exterior of the building, and terminate into vent caps. Vent caps to be of a quality that will minimize repair and replacement.
5. Do not install condenser units in front of windows.
6. Electric baseboard heating and electric forced air heating shall not be used as the primary heating method.

PLUMBING

1. Clothes washing machines or connections for clothes washing machines are to have a pan, with a drain, connected to the sewer system per applicable plumbing code.
2. The bottoms of bath tubs are to have slip resistant/textured finish.
3. All tubs/showers and shower diverters are to have internal shut-off-valves or external shut-off-valves with access panels.
4. Depress entire bathroom floor and build up as needed to account for accessibility and drainage requirements when designing for roll-in showers. Bathrooms which include a roll-in shower, are to have ceramic or similar tile flooring, with a minimum of 3'-0" positively sloped towards the shower drain at a maximum 2%. Roll-in showers are to be either:
 - a. Ceramic or similar tile floor with water proofing membrane extending a minimum 8" up walls, and a zero height transition between the bathroom floor and the shower floor, **OR**
 - b. Pre-manufactured with a trench drain located immediately adjacent to, and the full length of, the shower.
5. Wall-hung lavatories may only be installed in common areas or dwelling units recognized as UFAS, ANSI Type A, or fully accessible. When installing wall-hung sinks, provide concealed arm type carriers.
6. All pipes to be concealed behind permanent construction. All wet plumbing pipe to be solid wall construction (Cellular core pipe not permitted).
7. All floor drains and indirect waste receptors to receive trap primer or code approved drain trap seal device.
8. Seal around all plumbing penetrations in floors, walls and ceilings.

- 9 .When installing electric water heaters provide the following minimum rated sizes:
 - a. Studio/1BR units 30 gallon.
 - b. 2BR units 40 gallon.
 - c. 3BR units 50 gallon.
10. Provide hub drain in mechanical closet to accept overflow pan and condensate lines.
11. Vanities may not be installed within 12” of tub or showers.
12. Where wall-hung lavatories, roll-under sinks, or pedestal sinks are installed, provide an alternate storage solution complying with code required reach ranges and other accessibility requirements, which may apply to the unit.

ELECTRICAL

1. Provide fluorescent light fixtures or LED light fixtures in all public common areas such as offices, multipurpose rooms, laundry rooms, hallways, and stairs.
2. Kitchens are to have a minimum of one light fixture 4 feet long with either LED or two 32 watt fluorescent bulbs, or lighting fixture(s) that provide a minimum illumination of 30 foot candles distributed across all countertops.
3. Pre-wire cable TV and internet outlets for all bedrooms, living rooms, family rooms, and dens. Provide a minimum of one landline telephone outlet in each apartment. Provide interface for incoming service at one central location per building. All wiring for the interior and exterior of the building is to be concealed within the walls.
4. Exterior fixtures are to be LED, fluorescent, metal halide, high or low pressure sodium, or mercury vapor. Tenant controlled exterior lighting is exempt. Provide exterior lighting to illuminate all parking areas, dumpster pads, building entrances and mailboxes with a minimum of one-foot candle of illumination. Provide illumination so that building numbers and apartment numbers are legible at night.
5. Seal around all electrical penetrations.
6. Provide tenant controlled light fixture at all patios and balconies.
7. Where a permanent dehumidification system is not provided for all units, provide an outlet for a future dehumidifier. Identify outlet location in drawings and coordinate with architectural. Locate outlet such that when dehumidifier is installed, power cord will not be visible from a habitable space.

Requirements for Rehabilitation

All **additions** and **adaptive reuse** are to comply with the Virginia Housing Minimum Design and Construction Requirements (MDCR) for *New Construction*. **Adaptive reuse** may also be required to comply with the MDCR for *Rehabilitation* where Virginia Housing deems applicable.

All rental offices, public areas, and associated parking and routes are to meet the latest USBC accessibility requirements for new construction. Developments that have accessible units or are required to have accessible units due to the building codes these developments are subject to, federal requirements, or as the result of commitments made in the LIHTC application, are to provide accessible routes through the site from those units to accessible parking and other accessible common areas.

Identify any hazardous materials/conditions such as asbestos, lead paint, radon, recalled drywall, mold on site and/or in buildings and contaminated soils. Address or abate all hazardous materials per applicable regulations. Submit abatement certification to Virginia Housing if requested.

SITE WORK

1. Identify areas that require grading to drain water away from buildings and areas where adjoining grades are higher than finished floor of buildings:
 - a. Provide a minimum distance of 6 inches between finished grade or mulch beds, and the bottom of siding and window sills.
 - b. Provide a minimum of 5% slope away from foundation walls, for a minimum distance of 10 feet.
 - c. Provide alternate solutions acceptable to Virginia Housing when required grades, slopes, or other site conditions make the above requirements infeasible.
2. Provide seamless gutters and downspouts for all buildings, or an internal drainage system. When discharging on grades steeper than 20%, or less than 1%, water from gutters and downspouts is to be piped underground to a storm sewer system, or to daylight at grades that will avoid soil erosion. Avoid water drainage over sidewalks.
3. Extend concrete dumpster pads at least 12 feet into the asphalt so that the load bearing wheels of trucks rest on concrete while servicing the dumpsters.
 - a. Thickness of concrete is to be a minimum of 6 inches with reinforcement.
 - b. Dumpsters and/or compactors accessed via an accessible route are to meet accessibility requirements.
 - c. Install a privacy screen on at least three sides of all dumpster and/or compactor pads.
4. Concrete that is cracked, crumbling, spalling, heaving or settling, or may be a safety issue is to be repaired or replaced. Provide a solution acceptable to Virginia Housing if any of these conditions exist. Sidewalks at new locations to comply with new construction guidelines.
5. Asphalt that has cracking, alligating, or a deteriorating sub-base is to be repaired or replaced. Provide a solution acceptable to Virginia Housing if any of these conditions exist. Paving at new locations to comply with new construction guidelines.

6. Remove all dead bushes, trees, tree-stumps, and their above-ground roots. Remove all portions of tree branches that overhang roofs or contact building faces. Remove trees with root structures that may compromise building foundations. New plantings must comply with new construction requirements.
7. Grade to avoid standing water. Provide a smoothly graded transition from disturbed to undisturbed areas. All areas which have dead grass are to be tilled. Seed and straw, and/or landscape all bare and disturbed areas. Finish grade with clean topsoil. Provide ground cover materials or sod for slopes steeper than 20%. Provide foundation plantings in the front of all buildings. Clean site and dispose of all construction debris. Grass must be established prior to project closeout.

ARCHITECTURAL

1. Install waterproofing up to finished grades for all perimeter walls of finished and unfinished spaces where evidence of water, moisture, or mildew is present. Waterproofing may be installed on the exterior or interior sides of the wall. The waterproofing system is to have a minimum 10-year manufacturer's warranty.
2. All debris and wood are to be removed from crawl spaces.
 - a. Install sump pump or drain tile discharging to daylight for any area accumulating water.
 - b. Install a minimum 6 mil vapor barrier at floor with seams overlapped 12 inches. Edges and seams to be taped. Provide adequate crawl space ventilation.
3. Remove all abandoned and non-operable equipment, devices and accessories. Virginia Housing may approve abandoned material that is secured, sealed and concealed.
4. Structural deficiencies are to be identified and corrected. If requested by Virginia Housing, corrective measures to be designed, inspected, and certified by a structural engineer.
5. Install minimum of R-19 insulation in unconditioned crawl spaces and basements and R-38 insulation in attics.
6. When replacing drywall at an exterior wall or replacing exterior sheathing, provide wall insulation at affected areas per the latest adopted edition of the International Energy Conservation Code.
7. Roof inspection reports are required for all roofs more than 5 years old. Report to include age and remaining life of roofs and areas that need repairs. Replace all roofs with a remaining life of less than 5 years. Repair or replace all roofs with damage or leaks.
8. When replacing pitched roofs:
 - a. Repair or replace all damaged sheathing, rafters, and/or trusses.
 - b. Replace all 3/8 inch sheathing with a minimum of 15/32 inch plywood or 15/32 inch OSB. Install sheathing with clips. ZIP System roof sheathing or similar products are not accepted.
 - c. Replace all existing attic vents and pipe collars. Replace rusted or damaged flashing. Replace all existing sealant.

- d. Roof shingles are to be a minimum 25 year, anti-fungal product, and are to be nailed (not stapled). Do not install new shingles over existing shingles. Replace existing ridge vents.
 - e. Install drip edge on all sides of the roof.
 - f. Install ice barrier extending from eave's edge to a point 24 inches beyond the exterior wall cladding.
 - g. Provide roof ventilation per the latest USBC for new construction.
9. When replacing flat roofs:
- a. Remove and dispose of existing roofing and above deck insulation, damaged vents and other items not in good condition.
 - b. Provide a minimum R-25 continuous insulation above the roof deck or provide a minimum R-38 insulation in the attic space.
 - c. New roofing is to have a minimum 20-year manufacturer's warranty.
 - d. Provide roof ventilation per the latest USBC for new construction.
10. Install walk pads that provide access to all rooftop equipment.
11. If equipment is installed on a roof, provide easily reachable access from an interior common area.
12. Stairs to apartment units where stair halls are not enclosed are to be protected from weather by design features. Install an awning, a roof overhang at the second floor level, or a roof at the stair hall entrance. Provide a minimum overhang of 5 feet from first riser. All buildings in a development are to have similar design features. Historic buildings may be exempt.
13. Exterior wooden trim, brickmold, sills, fascia, rake boards, and columns are to be clad with vinyl, vinyl coated aluminum, or similar materials. Use materials designed for cladding with a minimum thickness of 0.019 inch and provide a stiffening crimp for trim and fascia boards are more than 8 inches wide. Replace all damaged wood prior to cladding. Virginia Housing recommends the use of composite/manufactured materials instead of wood for exterior use. Exceptions may be considered for historic buildings.
14. When repainting existing or installing new exterior steel products; powder coat, galvanize or provide an exterior steel paint that can achieve a minimum 10-year material warranty. Prepare surfaces per warranty requirements. Prime and paint steel prior to placement in concrete.
15. When replacing exterior railings, handrails, guard rails, posts and pickets use vinyl, aluminum, or steel instead of wood.
16. When replacing siding:
- a. New siding is to have solid backing of plywood, OSB, gypsum, or similar material. Siding is to be installed over an independent drainage plane, such as Tyvek® or equal.
EXCEPTION: Exterior wall sheathing systems with integrated drainage planes may be used when observation reports are provided by the manufacturer and the following conditions are met:

- 1) Pre-installation
 - a. General Contractor to hold pre-installation meeting with architect and manufacturer prior to installation. Manufacturer's observation reports to include documentation of meeting.
 - b. Manufacturers' flashing details including windows, doors, joints and penetrations must be maintained on site.
 - c. Store materials to meet manufacturer's requirements.
- 2) Installation
 - a. The integral drainage plane must be preserved. Use manufacturer's approved products including tape, tape gun and roller.
 - b. When weather conditions warrant, follow manufacturer's requirements for inclement weather installation and storage of materials.
 - c. Manufacturer's representative to review the final installation to confirm all requirements are met prior to installation of exterior cladding. Manufacturer's observation reports documenting installation acceptance is required and must be maintained on site.
- b. Do not install new siding over materials such as vinyl siding, Thermo-ply®, or other flexible materials.
- c. Material such as T1-11, wood siding, or hardboard lap-siding may be used as backing for new siding, provided it is in good condition.
- d. Repair, replace, and re-nail all sections of damaged siding or sheathing to provide a uniform and flat surface.
- e. Fasten siding to framing with nails penetrating a minimum $\frac{3}{4}$ of an inch into studs.
- f. Install mounting blocks for all penetrations in siding such as electrical, plumbing, HVAC, and ductwork etc.
17. All new panel type siding to be installed over vertical furring to allow adequate drainage and ventilation, or provide siding product with integrated vented rain screen.
18. The use of foil faced sheathing is prohibited.
19. Repair masonry walls having cracks and/or settlement. Replace damaged brick and point-up deteriorated mortar to match existing. Replace rowlocks for window sills that do not have a slope to drain water away from building. Prime and paint all metal lintels which are corroded, or not already painted. Remove abandoned items from brick and power wash/clean exterior of buildings.
20. Replace all damaged windows.
21. Replace single glazed windows with insulated glass.
 - a. When window replacement is not permitted in historic buildings, repair or replace existing windows and install triple track operable storm sashes, with screens, over existing single glazed windows.
 - b. When conditions make storm sashes not feasible, provide an alternative solution acceptable to Virginia Housing.

22. When replacing windows and/or sliding glass doors:
 - a. Provide minimum ½ inch thick insulated glass.
 - b. Provide minimum 10 year warranties for material and breakage of seal.
 - c. Provide thermal break for aluminum frames.
 - d. Provide new construction windows when replacing siding.
 - e. Provide back dam flashing at sill.
 - f. Install and flash per manufacturer's specifications. Perform initial replacement with Construction Control Officer.
23. All windows are to have blinds, shutters, or other similar products, and sliding glass doors are to have vertical blinds. Replace all blinds that are damaged and/or do not match in color.
24. Repair or replace all damaged or dented doors, jambs and hardware.
 - a. When replacing exterior doors, except sliding glass doors, replacement doors are to be insulated fiberglass or insulated metal. Wooden door jambs and molding require composite material, such as FrameSaver® or equal, at their lowest points.
 - b. Solid core wood doors may be used where entrances are located in interior conditioned corridors.
25. All entry doors to apartment units, except entry doors located in conditioned corridors, are to have weather stripping and threshold to provide a tight seal around the door and to minimize heat loss/gain due to air infiltration.
26. Provide roofs/overhangs over entrance doors to all units and buildings that are accessed directly by residents or visitors. Provide a minimum 30 inches of overhang along the front and 12 inches along each side of the door; or the door may be setback a minimum of 24 inches from the face of the exterior wall.
27. Replace all damaged Gypcrete, or similar material, floor sheathing and floor joists.
28. Install an area approximately 3 feet by 4 feet using materials such as VCT, sheet vinyl, hardwood flooring, or tile at the interior of all entrance doors, except for doors entered through carpeted interior hallways.
29. Repair or replace all damaged, stained, or mismatched flooring. Upon inspection, replace or seal damaged or stained underlayment, or underlayment which gives off odors. On a room by room basis, all flooring must match in color and design. All rooms must have finished floor and base.
30. Resilient flooring such as, but not limited to, sheet vinyl and VCT is to be installed over minimum nominal ¼ inch underlayment grade plywood, or similar underlayment material. Ceramic tile or similar flooring is to be installed over minimum nominal ¼ inch cementitious board or similar underlayment material. Flooring may be installed over concrete provided concrete is finished smooth and uniform. When installed over Gypcrete, or a similar material, apply manufacturer approved sealer.

31. Carpets are to have the minimum number of seams. Seams are not to be located in heavy traffic areas. T-seams are not acceptable except in closets. Remove shoe molding/quarter-round molding before installing carpet.
32. Provide a pass-through opening with counter space when kitchen and dining/living areas are separated by a wall.
33. Interior finishes: doors, moldings, paint, and drywall.
 - a. Replace all interior bifold, pocket, or sliding doors with side hinged doors.
 - b. Repair or replace all damaged doors and trim. Doors previously cut to allow for modifications, such as adding vents, must be replaced with factory assembled louvered doors.
 - c. All doors, door trim, and door hardware in a unit are to match in design and finish.
 - d. Install or undercut doors a minimum of 3/4 inch clear to prevent dragging and to provide ventilation.
 - e. Paint bottoms, tops, and all other sides of new doors.
 - f. All new doors must be factory assembled.
 - g. All base and base moldings in a unit are to be solid wood and are to match in design and finish.
EXCEPTIONS:
 - 1) Ceramic or stone baseboard is acceptable at matching flooring.
 - 2) Mechanical closets may use an alternative base material such as vinyl.
 - i. Repair flaws in drywall such as, but not limited to, holes, failing tape joints, cracks and nail pops. Replace all drywall that has mold, mildew, or signs of moisture.
 - 1) When drywall replacement is required, match adjacent type and thickness.
 - 2) Nail pops and settling drywall must be re-screwed to framing.
 - 3) Repairs, including previous repairs, are to match the adjacent surface and the unit's intended finish.
34. Repair damaged or compromised draft stopping and/or fire stopping.
35. Concealed solid dimensional wood blocking (2x material) is to be provided for all new handrails, grab bars and wall mounted cabinets and accessories.
EXCEPTION: Toggle bolts may be used at wall mounted accessories.
36. Replacement or repairs of tub and shower surrounds built of ceramic tile, marble, or similar materials are to be installed over minimum ½ inch cementitious board.
37. When replacing kitchen cabinets and/or bathroom vanities all new cabinets are to comply with *Virginia Housing's Minimum Cabinet Requirements*.
 - a. Cabinets and/or vanities that are not being replaced are to be approved by Virginia Housing.
 - b. All cabinets are to be factory/manufacturer assembled.
 - c. All exposed portions of cabinetry must have factory applied finish.
 - d. Kitchen cabinets and bathroom vanities are to abut the side walls or provide a minimum spacing of 12 inches between wall and cabinets. Wall cabinets are to abut the ceiling/soffits or provide minimum of 12 inches between cabinet and ceiling/soffits.
 - e. Kitchen wall cabinets are to be fastened to blocking with a minimum of four washer head cabinet screws; two in each upper and lower nailing strip for each wall cabinet.

- f. Plastic laminate countertops are to be post formed, or have back splashes that are factory attached to the countertop and sealed.
- g. A side splash is to be installed where countertops abut walls.
- h. Install a cleanable surface, such as plastic laminate, metal, or ceramic tile to the side wall next to the cooking range when it is located directly adjacent to a wall.
- i. Remove and replace all drywall that has mold. Repair or replace all damaged drywall.
- j. Holes in cabinet backs for plumbing are to be drilled, and completely covered by escutcheon plates.
- k. Provide at least one base cabinet with drawer, minimum 15-inch-wide.

38. Appliances

- a. Replace all damaged and or dented appliances. All kitchen appliances in an apartment unit are to match in color.
- b. Provide 30-inch-wide range in all units except studio/efficiency apartments and one bedroom elderly apartments, which may have a minimum 20-inch-wide range. Provide range hoods or combination range hood-microwaves over the cooking ranges. Provide maximum 24-inch-wide range hood for all 20-inch-wide ranges.
- c. Dishwashers are required in all units. Provide 24-inch-wide dishwashers except for studio/efficiency apartments, which may have 18-inch-wide dishwashers.
- d. All refrigerators are to be frost free. Minimum rated sizes of refrigerators are to be 12 cubic feet for studio/efficiency apartments, 14 cubic feet for 1 and 2 bedroom apartments, and 16 cubic feet for 3 and 4 bedroom apartments. Side-by-side models must open fully or have at least 12" of cabinetry between an adjacent sidewall.
- e. When present, laundry equipment and connections shall be installed in a closet with doors. New locations may not be in a bedroom.
Exception: Studio and one bedroom apartments may utilize a bedroom closet for laundry equipment provided equipment does not impede on tenant storage, an exhaust fan with humidistat is installed in the closet, and a jumper duct is provided to communicate with return air location.

- 39. Provide a handrail on at least one side of common corridors for age restricted housing serving residents 55 years or older.

40. Replace any item with an assessed original install date or equipment ID plate that places the item **at or older than**:

Item	Years*	Item	Years*
EXTERIOR**			
Asphalt Paving	25	Vinyl/Aluminum siding	25
Exterior Doors	25	Windows	25
Asphalt shingle Roofing	20	Flat Roofing	15
Stairs - Wood	15	Stairs – Metal, Metal Pan Filled	25
Timber Retaining Wall	25	Fence - Wood	15
Playground Equipment	10	Gutter and Downspouts	10

Item	Years*	Item	Years*
INTERIOR**			
Kitchen/Vanity cabinets	15	Fire/Smoke/CO detectors	10
Kitchen/Vanity countertop	15	Air Handlers and Heat Pumps	15
Carpet	5	Water Heaters	10
Resilient Flooring	10	Plumbing Fixtures	15
		Elevator Equipment, Hoist and Rails	25
Laundry Equipment	8		
Kitchen Appliances	8	Bath Exhaust Fans	10
Interior Doors	20	Sump Pumps	7
Fiberglass Bath/surrounds	20	Window Coverings	5
Bath Accessories	10		

* Age at start of renovation

** Due to poor existing conditions, some items may need replacement prior to the ages listed above. Evaluate the property fully and create a property/unit condition survey to identify items or other components that are in poor condition, and add their replacement to the scope of work. Through scope review and the construction inspection process, Virginia Housing may add items to the replacement scope based on evaluation.

MECHANICAL

1. All units are to have a Heating, Ventilation, and Air Conditioning (HVAC) system. Sizes of HVAC equipment, ducts and diffusers are to be designed per heat gain/loss calculations. All apartments are to have ducted HVAC systems except as noted in #3 below. All ductwork must be concealed behind permanent construction unless otherwise approved by Virginia Housing.
2. When installing a new HVAC system including, but not limited to, traditional split systems, ducted mini-split or self-contained “packaged systems” (similar to Magic-Pak and First Co):
 - a. Replace both air-handlers and condensers at the same time.
 - b. R-410A refrigerant is required in all new HVAC equipment.
 - c. Verify if refrigerant lines are appropriate for new HVAC unit size and type. Lines not being replaced are to comply with all of the requirements of the manufacturer for using existing lines. Submit a letter from the manufacturer that states the use of existing lines will not reduce performance and/or warranty of the heat pumps or other air conditioning systems.
 - d. Condensate and refrigerant lines not located in the mechanical closet are to be concealed within the wall, ceiling, or floor systems.
 - e. Fire-caulk all penetrations in fire partitions and ceilings.
 - f. Seal air duct penetrations in unheated spaces.
 - g. When adding and/or replacing ductwork, air supply diffusers are to be located near windows in living rooms, dens, and bedrooms. Provide ducted return air grille. Provide a separate ducted return for each floor of townhouse units. Fiberglass ductboard is prohibited.

EXCEPTION: The mechanical engineer may locate supply diffusers at alternate locations with Virginia Housing’s prior approval based on supporting calculations.
 - h. Provide pre-manufactured air filters.
 - i. Replace all diffusers and thermostats.
 - j. Air supply diffusers are to be located in living rooms, dens, bedrooms, kitchens, and full baths.
 - k. Replace condenser pads that are damaged. Pads are to be concrete, solid vinyl, or similar materials. Level all condenser units.
 - l. Heat pumps to include auxiliary heat.
 - m. Main supply trunk line from air handler to branch duct shall be metal. Flex duct may be used only between main trunk line and supply diffuser.
3. Ductless Heat Pumps (mini-splits) may be used in efficiencies, 1 bedrooms or elderly housing development.
 - a. All mini-splits are to discharge condensate to grade through a pipe concealed within the exterior wall system.
 - b. Provide separate mini-split wall mounted unit for each bedroom, den or living room.
 - c. Provide separate wired wall mounted thermostat for each mini-split wall mounted unit.
 - d. Provide a heater with a thermostat or timer controlled heat lamp for all full baths.
4. All exhaust ducts are to discharge to the exterior of the building, and terminate into vent caps. Vent caps to be of a quality that will minimize repair and replacement.

5. Clean existing HVAC ducts and plenums. Verify duct sizes and air flows (cubic feet per minute at supply diffusers) are appropriate for HVAC system. Replace all supply and return vent covers and diffusers. Seal all duct penetrations in unheated spaces. All existing ductwork located in crawl spaces, attics, or any unconditioned space, is to be properly insulated. Clean, service, and repair all HVAC units not being replaced.
6. All bathroom fans are to be in good working condition, cleaned, and ducted out to the exterior. Install fans in all bathrooms, including those with windows.
7. Electric baseboard heating and electric forced air heating shall not be used as the primary heating method.

PLUMBING

1. Identify all water supply material types. Water supply is to have adequate pressure.
 - a. Replace all interior, exterior, and underground PB (Polybutylene) pipes such as “Quest” and “Big Blue” with current code accepted materials.
 - b. Replace all galvanized pipes with CPVC, copper, plastic or other approved materials.
2. Video and jet all sewer lines connecting buildings with the public sewer. Identify pipe material types and repair or replace all corroded, damaged, or settled underground sewer lines. Provide report of video findings to Virginia Housing and include repair/replacement costs.
3. Identify all sanitary pipe material types and replace all galvanized lines and traps with PVC.
4. All wet plumbing pipe to be solid wall construction (Cellular core pipe not permitted).
5. All floor drains and indirect waste receptors to receive trap primer or code approved drain trap seal device.
6. When replacing water heaters, installations are to comply with latest adopted edition of the *International Plumbing Code for New Construction*. Refer to Code for pan and drain specifications.
7. Clothes washing machines or connections for clothes washing machines are to have an IntelliFlow A2C- WB automatic washing machine water shutoff valve with leak sensor, or approved equal, or have a pan with a drain connected to the sewer system per applicable plumbing code.
8. When installing new wall-hung sinks, provide concealed arm type carrier.
9. All new tubs/showers and shower diverters are to have internal shut-off-valves or external shut-off- valves with access panels.
10. Bathtubs, showers, and surrounds which will not be replaced, are to be refinished or repaired. Remove mold and stains, clean, and re-caulk all tubs, showers, and surrounds. The bottoms of all new bathtubs and showers are to have slip resistant/textured finish.
11. Bathrooms which include a **new** roll-in shower are to have ceramic or similar tile flooring. Roll-in showers are to be either:
 - a. Ceramic or similar tile floor with water proofing membrane extending a minimum 8” up

walls. A minimum of 3'-0" of the bathroom floor is to slope back towards the shower drain at 2%, with a zero height transition between the bathroom floor and the shower floor, **OR**

b. Premanufactured with a secondary floor drain located outside of the shower. The bathroom floor shall have a 2% slope towards the secondary floor drain. Provide silicone joint between bathroom and shower floor.

12. Seal around existing accessible and all new plumbing penetrations in floors, walls and ceilings.

13. Vanities within 12" of tub or showers must have plywood sides, backs and bottoms.

14. Where wall-hung lavatories, roll-under sinks or pedestal sinks exist in dwelling units, provide an alternate storage solution complying with code required reach ranges and other accessibility requirements, which may apply to the unit.

15. All new pipe is to be concealed behind permanent construction.

ELECTRICAL

1. Size electric panels and service per load calculations.
2. Electrical panels with fuses are to be replaced with circuit breakers.
3. Use appropriate connectors for connecting aluminum wiring to electrical outlet and switches.
4. All switches, outlets and cover plates that are painted, damaged or worn, are to be replaced and are to match in color and design.
5. Provide ground fault outlets near vanities in all bathrooms.
6. All wiring for the interior and exterior of the building is to be concealed within the walls, ceiling or floor systems. Cable TV, internet and/or telephone wiring exposed within individual apartment units may be accepted when fastened to the edges of baseboards and/or door casings and not crossing any portion of floors, doorways or openings. Exposed electrical service to the building is to be in conduit and run vertically to the meter without horizontal runs.
7. When replacing kitchen cabinets and counter tops, electrical outlets for countertop, ranges, refrigerators, dishwashers, and other appliances are to comply with the latest applicable requirements of the *National Electric Code for New Construction*.
8. Provide fluorescent light fixtures or LED light fixtures in all public common areas such as offices, multipurpose rooms, laundry rooms, hallways, and stairs.
9. Kitchens are to have a minimum of one light fixture 4 feet long with either LED or two 32 watt fluorescent bulbs, or lighting fixture(s) that provide a minimum illumination of 30 foot candles distributed across all countertops.
10. Provide a minimum of one electric smoke detector with battery backup for garden units and a minimum of one electric smoke detector with battery backup for each floor for townhouses.
11. Exterior fixtures are to be LED, fluorescent, metal halide, high or low pressure sodium, or mercury vapor. Tenant controlled exterior lighting is exempt. Provide exterior lighting to illuminate all parking areas, dumpster pads, building entrances and mailboxes with a minimum of one-foot candle of illumination. Provide illumination so that building numbers and apartment numbers are legible at night.
12. Seal around existing accessible and all new electrical penetrations.

Architectural & Engineering Review

VIRGINIA HOUSING LOAN APPLICATION SUBMISSION REQUIREMENTS:

- The submission requirements listed below are for properties applying for Virginia Housing financing.
- If the property is receiving both Virginia Housing financing and LIHTC, the scope of work should include enhancement items committed to in the Tax Credit Application.
- Submit digital drawings, specifications and reports in PDF form for review through the Procurement Plan review Work Center. Separate each design discipline into a separate PDF file for review, and include one PDF file for the specification book.
- See Virginia Housing Webpage for Review Process and Process Flow Charts
- If the property is applying for LIHTC only, follow **Tax Credit submission requirements specified in the Virginia Housing Federal Housing Credit Manual.**

New Construction Requirements

1. Civil drawings **
2. Architectural drawings *
3. Structural drawings **
4. Mechanical drawings **
5. Plumbing drawings (including Fire Suppression) **
6. Electrical drawings (including Fire Alarm) **
7. Three-part specification book encompassing all work
8. Site lighting and photometric drawings **
9. Landscape drawings
10. Geotechnical Report
11. Phase I Environmental Site Assessment
12. Narrative scope of work with itemized cost estimate

Rehabilitation Requirements

1. Civil drawings **
2. Architectural drawings *
3. Structural drawings**
4. Mechanical drawings **
5. Plumbing drawings (including Fire Suppression) **
6. Electrical drawings (including Fire Alarm) **
7. Three-part specification book, or outline specification, encompassing all work
8. Site lighting and photometric drawings **
9. Landscape drawings
10. Unit by unit condition survey not older than 6 months prior to submission
11. Termite Report
12. Water Intrusion Report (to be provided by architect or 3rd Party for all below grade spaces)
13. Phase I Environmental Site Assessment

14. Narrative scope of work with itemized cost estimate
 15. Structural, Geotechnical, Roof Condition and Sewer Line reports when applicable
 16. For detailed descriptions of submission requirements refer to [VirginiaHousing.com](https://www.virginiahousing.com).
- * All drawings to be a minimum 85% complete and prepared by a Virginia licensed architect. See Virginia Housing Webpage when determining what constitutes 85%.
- ** All drawings to be a minimum 85% complete and prepared by a Virginia licensed Professional Engineer. See Virginia Housing Webpage when determining what constitutes 85%.

Virginia Housing Architectural and Engineering Review Process

Prior to issuing 42(m) letter, or Loan Commitment

Virginia Housing will review the submission and provide comments. A renovation deal will require a site visit to ensure the scope of work considers the existing condition of the property. A&E review comments will be captured in a template memo that will be shared with the developer and their architect through the Procorem Plan Review work center. The developer's architect and engineers will amend the memo with their responses. An item will remain "open" until a satisfactory response and corresponding revision to the plans or specifications has been received. Resubmissions will be uploaded to Procorem by the architect of record, and must include both a fully responded to memo, and revised plans and specifications.

All revisions must be "clouded and tagged", and the revision ID number and date must be added to the affected sheet's title block. **With each resubmission, provide an updated Title Sheet and Index of Drawings.** Show each sheet's revision dates in the index such that the Index of Drawings establishes a running record of revisions for each sheet. Sheet issuance dates may also be tracked in the index, but a sheet issuance shall not contain revisions unless each revision is identified as described above. **Finally, the review process must be completed (no "open" items) before a 42(m) letter or loan commitment will be issued.**

Further, developments seeking 4% LIHTC without financing from Virginia Housing must upload to the Procorem Plan Review work center the closed-out A&E memo, signed by the developer and architect of record, acknowledging that all MDCR, tax credit enhancements, and any comments generated from the A&E review will be incorporated into the development's final scope of work.

Prior to Bond Inclusion Date (Developments Financed by Virginia Housing Only)

A Contract Set of plans and specifications is required at least 7 days prior to Bond Inclusion date. If revisions occur after Virginia Housing closes the A&E review, they must be approved by Virginia Housing before the Contract Set submission. Submit a narrative describing and locating the revisions along with only the affected sheets.

Once all open items from the A&E review have been closed **and new revisions approved**, the developer may upload the Contract Set of plans and specifications which include all revisions and addenda made during the Virginia Housing A&E review process to the Procorem Plan Review work center. Past revision clouds and tags must be removed except for any revisions that were included in the narrative described above. The Contract Set shall include an Index of Drawings identifying all sheets in the set by sheet number and sheet title. **In addition, the index must identify all revision dates for each sheet.** Each sheet's revision dates must be identified on its title block **and match the Index of Drawings.** Add the Virginia Housing Signature Block (found on the Virginia Housing website) to the Contract Set's Title Sheet, the Index Sheet, and the seal section of the specification book. The signature block must be digitally signed (through Adobe or BlueBeam) by an **authorized officer** from the developer, architect of record, and general contractor's company. The developer is responsible for providing a copy of the signed Contract Set of plans and specifications to all parties of the Virginia Housing construction contract.

Each sheet of the Contract Set must include the architect of record's seal and signature, except drawings completed by consulting engineers which must be signed and sealed by the applicable engineer. Digital seals and signatures are acceptable. **The signed Contract Set of plans and specifications must be reviewed and approved by Virginia Housing before the Bond Inclusion date, or the deal will not be included in the bond pricing. Virginia Housing reserves 7 days to review the set. Furthermore, the deal will not be included in the bond pricing if Locality final site plan approval has not been obtained prior to Bond Inclusion date.**

Submittals Required after Completion of Construction

Architect to review and approve the general contractor's as-built drawings and create an as-built package to include all revisions and changes to drawings and specifications. Architect to submit the as-built package in PDF format through the **Procorem** Plan Review Work Center at the completion of construction and before the loan may convert to permanent financing.