

## **NCS MINIMUM DESIGN STANDARDS CHECKLIST**

The following checklist must be completed by the Arkansas licensed architect identified as a member of the development team in the Application. **Applicant and architect shall execute separate verifications under oath that the representations set forth in Attachment 38 - NCS Minimum Design Standards (MDS) Checklist, will be met in the construction or rehabilitation of the proposed Non-Congregate (NCS) development and that all amenities and energy features represented in the Application will be included in the construction or rehabilitation of the proposed NCS development.** The purpose of this checklist is to assist ADFA to ensure that the development is in compliance with: (1) ADFA's "NCS Minimum Design Standards"; (2) all applicable local, state, and national building codes; and (3) all applicable federal and state accessibility and Fair Housing laws. **The general contractor must review and execute the General Contractor's Certification prior to issuance of the Notice to Proceed.**

EACH ITEM MUST BE MARKED. Requirements of CPD 21-10 must be followed. Any requests for a waiver regarding ADFA's MDS must be indicated on this checklist by "WR," and a written request for the waiver must be submitted.

THIS CHECKLIST, ALONG WITH ANY WAIVER REQUESTED, MUST BE INCLUDED.

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### Criterion

#### I. SITE SELECTION

- Site cannot be within 100-year flood plain

#### II. BUILDING DESIGN

##### A. GENERAL BUILDING STANDARDS

##### 1. Community Laundry -

- 1 washer and 1 dryer for every 5 units in the NCS development

##### 2. Exterior Building Standards

##### a. Exterior covering - new construction

- Brick
- Vinyl siding
- .042" minimum thickness
- 50-year transferable warranty on siding
- Cementitious siding
- 8" brick block apron

##### b. Fascia and soffit

- Vinyl, aluminum or cementitious prefinished fascia and vented soffit

##### c. Entry doors

- Metal-clad wood or hollow metal construction
- Peephole(s)
- Dead bolt locks with interior "thumb latch"
- 34" minimum clear opening width
- Sliding glass doors are prohibited

##### d. Roofing materials

- Anti-fungal
- Seal tab shingles with minimum 30-year warranty
- 15 lb. or greater felt paper
- Metal roof with a minimum 30-year warranty

##### e. Gutters and downspouts

- 5" gutter
- 2"x 3" downspouts

- Concrete splash blocks or piped to appropriate drain
  - f.  Roof gable vents made of aluminum or vinyl
  - g.  Attics must be vented
  - h. Primary entries
    - Breezeway or minimum roof covering of 5 (five) feet wide.
    - Sidewalks serving a single unit may be 3 (three) feet wide
    - Entry pads of 5' by 5' with minimum slope of ¼ " per foot
  - i.  Breezeways functioning as fire exits constructed of concrete
  - j.  Exterior stairways made of non-combustible materials
  - k.  Exterior lighting exists at all entry doors
  - l. Landscaping
    - All disturbed areas are sodded
    - A development sign with Fair Housing logo
    - At least one enclosed dumpster
  - m. Concrete
    - All above ground concrete shall be minimum 3500 PSI with 6x6 welded wire reinforcement.
  - n.  All new construction buildings must have radiant barrier in attics or on roofs
3. Interior Building and Space Standards
- a. Community Kitchen Space
    - The kitchen area will include: at *minimum* is a sink, stove, microwave and refrigerator
  - b. In-Unit Kitchenette
    - At a minimum, a sink, microwave, and small refrigerator (eg hotel refrigerator)
  - c. Bathroom Spaces
    - Tub/shower units are 30" width by 60" length minimum
    - Water closets centered 18" from sidewalls/vanities
  - d.  Hallways have minimum of 36" width
  - e.  Interior doors intended for passage have minimum clear opening with of 34"
  - f.  Overhead lighting in each room
4. Plumbing and Mechanical Equipment
- a.  Not located in attic spaces
  - b.  Located in mechanical closets with insulated walls
  - c.  Gas HWHs located in individual, separate mechanical closet
  - d.  HWHs placed in drain pans that are plumbed to outside
  - e.  HVAC refrigeration lines are insulated
5. Energy Efficient Systems, Insulation and Equipment
- a.  Ceiling fans installed in each bedroom
  - b.  Shower heads flow rate ≤ 2.5 gallon per minute
  - c.  Hot water pipes wrapped with ½ " insulation
  - d.  Water piping in attic or exterior walls is insulated
  - e.  All lighting will be Light-emitting diode (LED) light fixtures
  - f.  Exterior wall insulation with minimum R-16 rating
  - g.  Roof or attic insulation with minimum R-38 rating
  - h.  Exterior wrap (e.g. TYVEK) installed
  - i.  Sound proofing with ≥ STC 54 rating in common/party walls and ceilings
  - j.  Gas or oil heated systems AFUE rating ≥ 90% with a minimum 14.5 SEER rated air conditioning system
  - k.  Heat pump systems HSPF rating ≥ 7.8 with a minimum 14.5 SEER rated air conditioning system
  - l. Windows with:
    - (i) frames and sashes constructed of wood, vinyl-clad wood, or extruded vinyl;
    - (ii) 2 or more panes of argon gas filled insulated glass, at least one pane with Low-Emission (Low-E) coating;
    - (iii) U-Factor of not greater than 0.35; and
    - (iv) solar heat gain coefficient (SHGC) of not greater than 0.30

6. For a federally-assisted new construction or acquisition rehabilitation NCS projects, Section 504 requires 5% of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with mobility disabilities. An additional 2% of the dwelling units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities. The project must also meet all Section 504 requirements in HUD's implementing regulation, such as, requirements regarding dispersal and utilization of accessible housing units.

**Additionally, the Property and Habitability Standards per CPD 21-10 must be met.**

*Minimum HOME-ARP NCS Property Standards: All HOME-ARP NCS units and common areas must meet all applicable State and local codes, ordinances, and requirements and the applicable provisions of HUD's Lead Safe Housing Rules at [24 CFR Part 35](#). In addition, all HOME-ARP NCS projects must meet the following minimum safety, sanitation, accessibility, and privacy standards:*

- i. Must be structurally sound to protect occupants from the elements and not pose any threat to health and safety of the occupants.
- ii. Must be accessible in accordance with section 504 of the Rehabilitation Act ([29 U.S.C. 794](#)) and implementing regulations at [24 CFR part 8](#); the Fair Housing Act ([42 U.S.C. 3601 et seq.](#)) and implementing regulations at [24 CFR part 100](#); and Title II of the Americans with Disabilities Act ([42 U.S.C. 12131 et seq.](#)) and implementing regulations at [24 CFR part 35](#), all as applicable.
- iii. Must provide each individual or family with an acceptable, individual room to sleep which includes adequate space and security for themselves and their belongings.
- iv. Must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of occupants.
- v. Must have a water supply free of contamination.
- vi. Must have in-unit sanitary facilities that are in proper operating condition and are adequate for personal cleanliness and the disposal of human waste.
- vii. Must provide necessary heating/cooling facilities in proper operating condition.
- viii. Must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances.
- ix. Food preparation areas, if any, must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
- x. Must provide one working smoke detector and one working carbon monoxide detector in each unit. All smoke and carbon monoxide detectors and alarm systems must be designed for hearing-impaired residents. All public areas of the shelter must have at least one working smoke detector and one carbon monoxide detector. There must also be a second means of exiting the building in the event of fire or other emergency.

*Minimum HOME-ARP NCS Rehabilitation Standards: HOME-ARP NCS rehabilitation projects must meet all applicable State and local codes, ordinances, and requirements, or in the absence of such codes, International Residential Code or the International Building Code (as applicable) and must comply with the Lead Safe Housing Rule at [24 CFR Part 35](#). Additionally, PJs must consider the remaining useful life of major systems. PJs are encouraged to use a Capital Needs Assessment to determine the reasonable and necessary investment of HOME-ARP funding in rehabilitation projects and expected cost of ongoing replacement needs during the restricted use period. If HOME-ARP funding will capitalize a replacement reserve, the PJ must determine the remaining useful life of major systems through a Capital Needs Assessment or other PJ inspection documented in writing, in accordance with requirements for capitalized replacement reserve costs in [VI.E.3](#) of the HOME-ARP Notice.*

*Minimum HOME-ARP NCS New Construction Standards:* HOME-ARP NCS projects that are newly constructed must meet all applicable State and local codes, ordinances, and requirements, or in the absence of such codes, the International Residential Code or the International Building Code (as applicable to the type of structure). HOME-ARP funds cannot be used to fund a replacement reserve for newly constructed HOME-ARP NCS.

**Applicant's Certification**

I, \_\_\_\_\_, in my capacity as Applicant for the proposed development known as \_\_\_\_\_ state that I have reviewed the above Attachment 38, "NCS Minimum Design Standards Checklist", and certify as to the accuracy of its contents, and further certify that the cost estimates provided in the application encompass the representations made herein and that the development will be constructed or rehabilitated in accordance with ADFAs Minimum Design Standards and the representations herein.

\_\_\_\_\_  
Name:  
Title:

STATE OF \_\_\_\_\_)  
COUNTY OF \_\_\_\_\_)

Before me, \_\_\_\_\_, a Notary Public of the state and county stated above, personally appeared \_\_\_\_\_, with whom I have personal knowledge, and who, upon oath, acknowledged that \_\_\_\_\_ executed the forgoing instrument for the uses, consideration and purposes stated therein.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_

**Architect's Certification**

I, \_\_\_\_\_, in my capacity as Architect for the proposed development known as \_\_\_\_\_ state that I have reviewed the above Attachment 38, "NCS Minimum Design Standards Checklist", and certify as to the accuracy of its contents, and further certify that the cost estimates provided in the application encompass the representations made herein and that the development will be constructed or rehabilitated in accordance with ADFA's Minimum Design Standards and the representations herein.

\_\_\_\_\_  
Name:  
Title:

STATE OF \_\_\_\_\_)  
COUNTY OF \_\_\_\_\_)

Before me, \_\_\_\_\_, a Notary Public of the state and county stated above, personally appeared \_\_\_\_\_, with whom I have personal knowledge, and who, upon oath, acknowledged that \_\_\_\_\_ executed the forgoing instrument for the uses, consideration and purposes stated therein.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:

\_\_\_\_\_

**General Contractor's Certification**

I, \_\_\_\_\_, in my capacity as General Contractor for the proposed development known as \_\_\_\_\_ state that I have reviewed the above Attachment 38, "NCS Minimum Design Standards Checklist", and certify that the cost estimates provided in the application encompass the representations herein, and further certify that the development will be constructed or rehabilitated in accordance with ADFA's Minimum Design Standards and the representations set forth herein.

\_\_\_\_\_  
Name:

Title:

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

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