

Virginia Housing Architectural and Engineering Review Process

Virginia Housing utilizes Procorem to host its digital review process. **At the time of 4% LIHTC application or loan application**, the development team and the architect of record will receive an email invitation to join the Procorem Plan Review work center. If you are new to Procorem, you will click on the link in the invitation and create your Procorem account. Creating an account is quick, easy, and secure. If you already have an account, your deal's work center will be there waiting for you once you log in.

Submission - Minimum Requirements

Neither the 4% LIHTC application review, nor the loan underwriting process officially begin until the architectural and engineering (A&E) submissions have been received by Virginia Housing.

- Developments seeking 4% LIHTC **without financing from Virginia Housing** must submit PDF plans and specifications which are at least complete through Design Development (DD) phase (all design disciplines), and include a Phase 1 Environmental Site Assessment. Renovation deals must also submit a 100%-unit condition survey.
- Developments seeking **financing from Virginia Housing** must submit PDF plans and three-part specifications that are deemed to be at least 85% complete Construction Documents (CDs).

For purposes of this requirement, Virginia Housing deems a submission to be 85% complete CDs when:

1. All design disciplines required to complete the scope of work have been incorporated into the set. This includes, but is not limited to, Civil, Structural, Architectural, Mechanical, Plumbing, and Electrical.
2. All Virginia Housing Minimum Design and Construction Requirements, and all selected Low-Income Housing Tax Credit amenities (if applicable) have been incorporated into the set.
3. Sufficient details and information have been provided to allow the general contractor to obtain "hard bid" pricing from subcontractors but may not yet include "value engineering" (if applicable).
4. All necessary details and information addressing constructability and jurisdiction/building code requirements have been incorporated, however final comments from the *Authority Having Jurisdiction* may not yet be incorporated into the set.

In addition to 85% CDs, the A&E submission for developments seeking Virginia Housing financing must include:

- Narrative Scope of work with itemized cost estimate
- Unit by unit condition survey*
- Phase 1 Environmental Site Assessment
- Geotechnical report (for new construction and additions)
- Structural report*
- Roof condition report*^
- Termite report*
- Plumbing reports*

**Applies to renovation and adaptive reuse only
^if roof is over 5 years old*

Additional submission guidelines for renovation deals forthcoming.

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.**