

# Technical Services Pre-submission Meeting Agenda

DATE: \_\_\_\_\_

Project: \_\_\_\_\_ HMFA#: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Architect: \_\_\_\_\_

Contractor: \_\_\_\_\_

- Introduction of the design team and sponsor.
- Design team shall present a general overview of the drawings and specifications.
  - Scope of Work
  - Civil details: grading, drainage, utilities, etc. along with Site Costs separate from structures.
    - DOT approvals
    - DEP approvals
    - Hydraulic calculations
    - Sprinkler pump
    - Site specifications
  - Structure
  - Any significant details
  - Major materials
  - ADA features/requirements and any special units (Money Follows the Person units?)
  - Any cost concerns
  - Are Davis Bacon or Prevailing Wages required?
- HMFA design and documentation requirements:
  - Senior project requirements
  - Any subsidy requirements (example: ZERH for AHPF, UPP, WHP)
- Minimum net square footage requirements: Multifamily & Tax Credits
- Tax Credit green requirements
- Timing for 100% signed and sealed submissions
- Architects' certification of drawings, including coordination of latest civil drawings.
- Architect's insurance requirements (N/A for Conduit projects)
- Architect's Contract requirements (N/A for Conduit projects)

## In Attendance:

Name	Organization	Email & Phone #

