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 #

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