

2019 ARCHITECTURAL MANUAL APPENDIX III. AMENITIES GUIDE

INTRODUCTION:

This Manual is an outline of minimum standards for site amenities required by the Low Income Housing Tax Credit (LIHTC) and HOME funding programs and establishes a baseline for the quality of construction and financial investment in amenities. More requirements for unit amenities are in the Architectural Manual.

ALL AMENITIES:

- New construction and rehabilitation property amenities must meet accessibility requirements outlined in the DCA Accessibility Manual and be within view of at least one apartment building.
- Amenity lighting must be sufficient for its purpose (i.e. evening mail collection, etc.), and be directed down to diminish nuisance light.
- Rules posted at all amenities must be in accordance with federal, state, and local law.
- Amenities must be usable beyond leasing office hours and on weekends.
- Post permanently affixed signage with hours of operation, indicating accessible routes to amenities, and, as applicable, use descriptions and safety guidelines.
- Ensure on-site staff know how to use, and explain usage of, amenities.
- Post a map in primary entryways that clearly indicates amenities.
- All interior amenities (except the laundry room) must have wall decorations sized to suite the wall size, plants, and off-white wall paint.

Qualified substitutions can be submitted for approval; equivalency standards will be applied.

STANDARD AMENITIES

Community Room / Community Building

The community gathering room/building should provide a space for tenants to gather for lounging, special events, meetings, parties, classes, and workshops. The space should comfortably accommodate the tenants in the community and be designed to meet Minimum State Code requirements for occupant load and means of egress. There must be Signage, as required by *UFAS*. The room should not be a basement and should have windows.

Furnishing must include, but are not limited to:

- Seating Area
- Coffee Table
- Task Lighting

****NO FOLDING FURNITURE ALLOWED****

Qualifying furnishings include:

- Television
- Sound System
- Musical Instruments
- Books
- Game / Card Table
- Couches

Additional Requirements:

Kitchen and bath facilities intended for tenant use must be accessible. See the DCA Accessibility Manual.

Exterior Gathering Area

The exterior gathering area must be reserved exclusively for the social interaction of the tenants and their guests. Additional Requirements include:

- Roof coverage
- Must be permanently attached/anchored to a concrete foundation/slab.
- Landscaping
- One bench for every 25 units.
- Exterior Gathering Area must be separate from the Equipped Playground observation area.

Examples of exterior areas **that do not meet the requirements** of this amenity:

- Porte-cocheres
- Carports, driveways or parking spaces
- Small awnings that can shelter only one person
- Pergolas

On-site Laundry Facility and/or Washers / Dryers installed in each unit

All communities must provide washer/dryer facilities and equipment onsite and washer and dryer hookups in each unit. An on-site laundry is not required if washers and dryers are installed in units and are maintained at no additional cost to tenants. Laundry facilities must be accessible and large enough to accommodate the required number of washers and dryers.

Signage and Equipment:

- Post signage that addresses machine operation, safety guidelines, and hours of operation.
- There must be one washer and one dryer per every 25 units.
- All washers in mobility units provided by property owner and community laundry facilities must be front loading.
- All washers must be Energy Star rated.
- Freestanding laundry buildings must be within a reasonable walking distance of the residential units.
- The facility must be accessible and include at least one accessible washer and dryer placed in required clear floor spaces.
- Laundry facilities, including those within units, must be vented to the exterior.

Interior Conditioned and Furnished Gathering Areas (for multi-story Senior tenancy projects)

Interior conditioned and furnished gathering areas should be located throughout the complex including but not limited to areas near elevators. There must be a minimum of one (1) interior conditioned and furnished gathering area per floor, in addition to the required gathering area at each lobby. Provide 24-hour access to these areas.

Minimum Equipment:

- Table, chairs/sofa, task lighting
- **NO FOLDING FURNITURE ALLOWED****

ADDITIONAL AMENITIES

Fenced Community Garden

A fenced community garden must have a minimum planting area of 200 square feet and maintained regardless of tenant use .

Signage and Equipment:

- Post garden availability for residents, rules and safety guidelines at garden entrance.
- Provide a water source within the fenced area located near the entrance or to one side of the planting area. Rain barrels may not be the primary water source.

Additional Requirements:

- The soil must be properly prepared for planting.
- A minimum 4' high fence of weatherproof construction must surround gardens. If using pressurized wood for fencing or raised-beds, ensure the manufacturer verifies that it is safe to grow edible plants in soil surrounded by their product.
- Do not build a garden where there are contaminants or other negative effects, such as those discovered in the Phase I Environmental Assessment.
- A portion of these plots must be accessible to those with mobility impairments, including reach ranges. The route to the fenced community garden, garden water source and to the accessible planting area(s) must be paved and meet all accessibility requirements for an accessible route.

Equipped walking path with exercise stations or sitting areas

The walking path should be a minimum of 500 feet long and 5 feet wide. Post rules and safety guidelines along entry points to the path.

- Walking surface should provide proper firmness, stability, and slip resistance, including asphalt paving, crushed stone or fines, packed soil, and other natural materials. Concrete paths must have a brushed finish.
- Base material should be laid over a geo-textile fabric to prevent vegetation growth and compacted with the correct moisture content, similar to the preparation of a roadbed.
- Walking paths must be separate from the sidewalks that access parking and buildings and must not disturb more than 1/10th of an acre of wetland.

Benches must:

- have backrests and an armrest at one end
- a fully accessible clear floor space measuring 30"x48" minimum at one end of each
- be secured to the ground or walking path and protected against ground subsidence
- be made of a weatherproof material
- must be at least one bench for every 100 feet of walking path.

Equipped Playground

Playground and play area design must be safe and accessible for children of different ages and designed following the guidelines in Publication Number 325, the U.S. Consumer Product Safety Commission's (CPSC) Handbook for Public Playground Safety (<https://www.cpsc.gov/s3fs-public/325.pdf>).

Signage and Equipment:

- Post rules and safety guidelines that include guidance as to the age appropriateness of the equipment.
- Provide three or more separate pieces of equipment.
- A minimum of one bench within the playground area for adult supervision on an accessible route with an accessible space next to the bench

Additional Requirements:

- In playgrounds intended to serve children of all ages, the layout of pathways and the landscaping of the playground should show the distinct areas for the different age groups. Equipment intended for children ages 2 - 5 must be separated at least by a buffer zone (shrubs, benches, or short fencing).
- Groundcover as specified in CPSC Publication Number 325.
- A portion of the playground equipment must be accessible to those with mobility impairments. The route to the playground must be paved and meet the requirements for an accessible route.
- Equipped playground needs to be separate from the exterior gathering area.

Covered Pavilion with picnic/barbecue facilities

The shelter must be a permanent structure made of weatherproof material and be permanently attached to a concrete foundation/slab.

Signage and Equipment:

- Post rules and safety guidelines for grill use.
- One picnic table for every 25 units. At least one picnic table shall have an extension that allows clear knee space for handicap access and permanent anchorage to the ground.
- One permanent barbeque grill (gas or charcoal) for every 50 units. At least one grill shall be accessible and have permanent anchorage to the ground.
- The pavilion area shall have a durable surface with defined edges (e.g., concrete).

Furnished Arts & Craft /Activity Center

The activity center will provide an indoor gathering space for games and craft activities. 200 square feet is the minimum room size. Maintain equipment and materials.

Signage & Equipment:

- Handicap accessible sink
- Storage for games and craft materials
- Work tables and seating.
- TV with capability to broadcast instructional videos
- Mounted corkboard or dry-erase board

****NO FOLDING FURNITURE ALLOWED AS PRIMARY FURNITURE****

Equipped Computer Center and Wi-Fi

The computer center must be at least 150 square feet provide tenants high-speed access as well as basic, updated software applications for personal, educational and career development.

Signage and Equipment:

- Post rules, guidelines, and instructions for computer and printer use.
- Computer desk or desk area
- Seating: chairs specifically designed for computer use
- One operable computer for every 25 units and Wi-Fi accessibility (replaced every 5 years)
- One printer at a minimum
- One fax machine, at a minimum
- High speed internet access
- Basic word processing and spreadsheet software

Furnished Exercise / Fitness Center

The exercise/fitness center must be at least 200 square feet and contain equipment that will improve residents' fitness and well-being.

Signage and Equipment:

- Post rules for operating each piece of equipment in addition to general exercise and safety guidelines.
- Provide at least one piece of equipment per 25 units.
- One wall must have mirrors covering 70% of the wall area.

Additional Recommendations:

- A balance of cardio-vascular and strength equipment is optimal.
- A mix of free weights is recommended.

Wellness Center

A wellness center must be at least 150 square feet and provide tenants with on-site access to professional medical screenings and health education.

Equipment:

- Prep sink
- Exam Table
- Task Lighting
- Library with wellness information appropriate to tenancy
- A separate private restroom adjacent to the exam room.

(Continued on Next Pages)

AMENITIES PHOTOS

This appendix provides pictures of projects representing good and bad examples of standard and additional site amenities.

STANDARD AMENITIES

Community Building/Room



Acceptable Community Building Exterior



Acceptable Community Room Interior



Not Acceptable Community Room Interior

The property manager's office must be separate from the community room.

Exterior Gathering Area



Acceptable



Not Acceptable

The gazebo is not permanently set, has no landscaping, seating, or accessible path.

On-site Laundry Facility or Washers/Dryers installed in each unit



Acceptable

Note the front loading machine at right.

Interior Furnished Gathering Areas (Senior Only)



Acceptable



Not Acceptable

(No table or task lighting)

ADDITIONAL AMENITIES

Attractively Fenced Community Garden



Acceptable

The garden beds are elevated to an accessible height, each plot has a water source, and the plots are on an accessible path.



Not Acceptable

No fence; overgrown with weeds.

Equipped Playground



Acceptable



Not Acceptable

Equipment not constructed in compliance with CPSC guidelines for materials, ladder handrails, or ground cover. There is no observation bench.

Covered pavilion with picnic/barbecue facilities



Acceptable



Not acceptable

The pavilion structure is borderline permanent, weatherproof structure. There are no grills, there are not enough picnic tables, and the absence of landscaping makes the pavilion appear uninviting.

Furnished Children's Activity/Seniors Craft Center



Acceptable



Not Acceptable

Uninviting room without decorations and use of folding furniture and table

Computer Center



Acceptable



Not acceptable

Folding chairs are not acceptable. Equipment should be new; the condition of this equipment is questionable.

Furnished Exercise / Fitness Center



Acceptable

Variety of commercial grade equipment, cardiovascular equipment rests on slip-resistant mats, and the room is mirrored.



Not Acceptable

Equipment is used and not commercial grade.
There is not enough equipment for the size of the complex.

Wellness Center



Not Acceptable

This Wellness Suite includes a prep sink, and exam area, a library waiting area and a bathroom that services the suite. The suite requires an exam table and furnished library with health literature to be acceptable.