APPENDIX 11

ARCHITECTURAL DESIGN GUIDELINES

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These Architectural Design Guidelines provide minimum design and construction standards for new construction and substantial rehabilitation developments. They establish and delineate the intent of First 5 LA, with technical assistance from the Community Development Commission of the County of Los Angeles, to produce high quality supportive housing for homeless families. Close adherence to these guidelines is expected for all projects receiving financing. The guidelines are geared to projects of all scales, although First 5 LA or its designee may grant discretionary exception to certain provisions for projects smaller than six units. Staff will work with all project teams to ensure compliance during all phases of review described herein, and that the values expressed in the Architectural Design Guidelines are realized in completed work.

These guidelines are not a substitute for applicable building codes. Applicants are expected to comply with code requirements; if there is duplication it is to emphasize elements on which First 5 LA places high value.

I. DESIGN REVIEW PROCESS & SUBMITTAL REQUIREMENTS

<table>
<thead>
<tr>
<th>PHASE</th>
<th>REVIEW</th>
<th>SUBMITTALS</th>
<th>APPLICABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. NOFA</td>
<td>Design Evaluation</td>
<td>Schematic Design</td>
<td>Project applications</td>
</tr>
<tr>
<td>Application</td>
<td></td>
<td></td>
<td>passing threshold</td>
</tr>
<tr>
<td>B. Pre-construction</td>
<td>Design Compliance Review</td>
<td>Construction Documents &amp; Specifications</td>
<td>Projects recommended for funding</td>
</tr>
</tbody>
</table>

The following is a summary of how proposed projects will be evaluated and reviewed for architectural design under First 5 LA’s Notice of Funding Availability (NOFA).

A. NOFA Application Phase: Technical Review/Evaluation of Schematic Design

THRESHOLD REVIEW

The review process begins with the developer’s submittal of a project application in response to the NOFA. Project applications are evaluated and determined to either meet or not meet the NOFA Threshold Requirements. These requirements are noted in Section 10 Threshold Requirements of the NOFA Guidelines. Should an application meet the Threshold Requirements, the review process will move forward for technical review.

TECHNICAL REVIEW

At the Technical Review stage, the Development Feasibility and Supportive Services Plan categories are scored separately. Design is evaluated for compliance with the Architectural Design Guidelines but is not a scoring category. In order for the proposed project to pass Technical Review, it must meet the minimum percentage point thresholds as follows:
**Minimum Percentage Point Thresholds Required to Pass Technical Review**

<table>
<thead>
<tr>
<th>Category</th>
<th>Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Feasibility</td>
<td>70%</td>
</tr>
<tr>
<td>Supportive Services Plan</td>
<td>70%</td>
</tr>
<tr>
<td>Design</td>
<td>N/A</td>
</tr>
<tr>
<td>Overall Project Total Points</td>
<td>70%</td>
</tr>
</tbody>
</table>

APPLICATION REQUIRED SUBMITTALS

Architectural drawings shall be at Schematic Design Level for NOFA submission and shall include, at a minimum, the following drawings drawn to scale:

- Drawings shall include a written and graphic scale on all drawings and north arrow on site and architectural floor plans. PDF images and hard copy submittals must be of high quality so that architectural features and colors are clearly legible.
- Topographic Survey (include at a minimum: spot elevations of all property corners, contour lines in 2 foot vertical increments, and ground floor elevations of all structure within 10 feet of the property line).
- Site Plan showing north arrow, property line, adjacent streets, and the location and number of stories of buildings on adjacent sites.
- All floor plans, including parking plans, ground floor plan with site context, and roof plan showing mechanical equipment and renewable energy equipment (if proposed).
- All exterior and courtyard elevations, showing adjacent grade up to property line, street, or 20 feet beyond building (for sites without nearby property lines).
- Enlarged floor plans of all proposed unit types.
- Conceptual Title 24 Energy Compliance report created by a Certified Energy Plans Examiner (CEPE) that includes CF-1R or PERF-1, ECON-1, and UTIL-1R. Substantial Rehabilitation projects shall provide a simulation output report from Energy Pro (form CF-1R or PERF-1) demonstrating proposed improvements will result in a reduction in energy usage of at least 20% from tabulated baseline.

The design submittals will be based on the evaluated the design teams’ demonstrated understanding of the Fundamental Design Criteria, Sustainable Building Methods, Crime Prevention through Environmental Design (CPTED), Universal Design Principles, and accessibility requirements. The design evaluation will be used to inform the overall understanding of the proposed project. The design evaluation and an accompanying Design Compliance Review Report, in Excel format, will be provided to projects that are recommended for an award.
B. Pre-construction Phase: Review of Drawings and Specifications

DESIGN COMPLIANCE REVIEW

Projects approved for a funding award will be subject to a comprehensive Design Compliance Review process that must be substantially completed prior to the start of construction. Funding disbursement will depend on the applicant’s resolution of design issues. Projects are expected to demonstrate compliance with the Fundamental Design Criteria, Sustainability Building Methods, CPTED, accessibility requirements, including applicable building codes. Compliance with these requirements shall be documented throughout the project using the Design Compliance Review Report tool. The project team will be expected to demonstrate compliance unless a formal waiver is received.

REQUIRED SUBMITTALS

Depending on the design level of the project, the Design Compliance Review will be based on Schematic Drawings, Design Development or Construction Documents in either hard copy (full size) or PDF format. For Design Compliance Review, the project team is expected to submit the below list of required drawings and documents:

1. Title Sheet
   a. Note applicable codes and regulations.
   b. Note the project’s energy performance according to the conceptual Title 24 Energy Compliance report.
   c. Note if the project will be registered with an eligible green building program.
   d. Provide a brief narrative of Entitlement’s Conditions of Approval, variances or easements, if any.

2. Site Plan
   a. Scaled site plan with scale noted.
   b. Graphic scale and north arrow.
   c. Metes and Bounds.
   d. Setbacks and easements.
   e. Provide preliminary grades, elevations and percentage slope areas showing site accessibility and surface water drainage and retention.
   f. Dimensions noting building distance from property line.
   g. Show all streets and curbs.
   h. Show all adjacent properties and structures 20-ft. from property lines. Note stories on building structures.
   i. Call out hardscape finishes, also note permeable pavers or concrete if applicable.
   j. Site Plan must meet minimum Architectural Design Guidelines.
3. Site Sections
   a. Provide a minimum of one site cross section and one longitudinal section that best shows the site and characteristic. Include showing adjacent site structure and site characteristics 20-ft from property line. Characteristics would be step in grade, retain walls, etc.
   b. If site is complex, partial site sections are recommended.

4. Floor Plan
   a. Floor plan drawn at 1/4” = 1’-0” with scale noted. Or 1/8”=1’-0” provided all information is legible and easily shown.
   b. Drawing title, graphic scale and north arrow.
   c. Primary building dimensions and over-all building dimensions.
   d. Room names and room dimensions.
   e. Doors and windows.
   g. Bathrooms – show all fixtures and required disabled access clearances where necessary, includes “clearance boxes” and “diameters”.
   h. Call out finishes for floors, walls, ceilings, bases, cabinets.
   i. Note shower and or tub enclosure finishes and means and methods of construction, i.e. bathroom tub/shower enclosure will be “mudset,” “thinset method” over concrete cementitious board or factory tub/shower unit. If factory tub/shower unit. Note waterproofing methods as well.
   j. Floor Plan must meet minimum Architectural Design Guidelines.

5. Exterior Elevations
   a. Exterior elevations drawn at 1/8 or 1/4” = 1’-0” with scale noted. Elevate all sides and elevations that cannot be seen such as courtyard walls.
   b. Drawing title and graphic scale.
   c. Title each elevations delineated.
   d. Provide vertical elevations starting at grade, each floor level, plate lines and top of roof or parapets.
   e. Provide key notes for doors, windows, awnings, and all other exterior building materials and finishes, including accent trims and the like.
   f. Elevations must meet minimum Architectural Design Guidelines.

6. Building Sections
   a. Building sections drawn at a minimum of 1/8 or 1/4” =1’-0” with scale noted. Provide a minimum of one cross section and longitudinal section.
   b. Provide cross sections through courtyards.
   c. Key note per exterior elevations.
   d. Provide vertical dimension per exterior elevations.

7. Roof Plan
   a. Roof Plan drawn at a minimum of 1/8 or 1/4”=1’-0” with scale noted.
   b. Drawing title, graphic scale and north arrow.
c. Show all slopes with a slope arrow and note pitch.
d. If applicable show all roof top equipment such as mechanical, evaporative coolers and photovoltaic.
e. Call out all roof materials and SRI of roof – roofing must meet current California Residential Code and/or other Green Program requirements whichever is stricter.
f. Note crickets, roof drains, scuppers or the like.
g. If project has photovoltaic roof units, show location(s) on roof plan.
h. Roof Plan must meet minimum Architectural Design Guidelines.

8. Landscape Plan
   a. Scaled landscape plan with scale noted.
   b. Graphic scale and north arrow.
   c. Show all major trees, shrubs and vine locations.
   d. Provide plant material list in Latin and common names. Use Los Angeles County’s Drought Tolerant Plant List for 75% of all plant selections plant material specified.
   e. Provide plant pallet (Legend) noting type and sizes. Plant legend should include quantities and overall percentage of drought tolerant landscape.
   f. Show trees and large, medium and small shrubs on plan.
   g. Landscape plan to match architectural site plan, show retention areas and how they fit within CALGreen design criteria and Los Angeles County Green Building Requirements.
   h. Call out hardscape finishes, also note permeable pavers or concrete if applicable.
   i. Landscape Plan must meet minimum Architectural Design Guidelines. Plans must be stamped by a landscape architect licensed in the State of California.

9. CPTED Documentation
   In addition to reviewing the Site Plan and Landscape Plan for CPTED principles, the following submittals are required:
   a. Exterior lighting plan showing photometrics.
   b. Durable perimeter fence details.
   c. Plans showing the locations for pre-wire or installed close circuit surveillance cameras.

10. Title 24 Energy Compliance Report
    a. Copy of the Title 24 report submitted for plancheck, prepared by a CEPE certified professional, including reports CF-1R or PERF-1, ECON-1, and UTIL-1.

11. Accessibility Report
    a. Report by a Certified Accessibility Specialist indicating plans have been reviewed at design development and are in compliance with the 2010 ADA Standards.

12. Other Documentation
    a. Draft specifications, in either hard copy or PDF format.

At start of construction, the project team shall provide First 5 LA or its designee with a stamped full-size set of Construction Documents, final specifications and final Title 24 Energy
Compliance reports. Construction Documents must include full size prints of architectural, structural, mechanical, electrical, plumbing, and landscape plans.

SUBSTANTIAL REHABILITATION PROJECTS

To the extent possible applicants proposing substantial rehabilitation projects should make every effort to comply with the Fundamental Design Criteria and Sustainable Building Methods. However given the vast variety of rehabilitation projects possible (e.g. historic, adaptive reuse and mix of new and rehabilitation), First 5 LA or its designee will exercise discretion to deviate from the guidelines if considered reasonable. Adherence to the guidelines will be considered on a case by case basis and substantial rehabilitation projects will not be penalized for not meeting certain requirements.

PROTOCOL FOR MODIFYING THE ORIGINAL DESIGN

First 5 LA or its designee must be notified of significant changes to the design as originally submitted in the NOFA application. Changes considered significant may include, but are not limited to, modifications in the unit mix, number of units, significant plan or elevation changes, noncompliance with required Sustainable Building Methods (including expected energy performance), and quality material upgrades or downgrades. All changes, whether they occur prior to or after execution of loan documents, will be subject to approval by First 5 LA or its designee. First 5 LA reserves the right, at its sole discretion, to reduce or rescind its funding commitment.

II. FUNDAMENTAL DESIGN CRITERIA

NOFA Application Phase: Technical Review/Evaluation of Schematic Design

A. Site

1. Open Space for New Construction
   Private Area: 60 sq. ft. per ground floor unit, and 30 sq. ft. per non-ground floor unit, with a minimum dimension of 5 ft. Private outdoor space must be fully accessible (compliant with State of California Accessibility requirements and UFAS or 2010 ADA Standards where applicable). Hinged or sliding patio doors must provide 32” of clear space, and clear approach space must be provided and must meet the requirements established by code. Area may be a patio, deck, porch, yard or balcony. Primary access to private open space should not be from bedrooms.

   Common Area (not including circulation or required front and sideyard setbacks unless incorporated into larger usable space):

<table>
<thead>
<tr>
<th>Units</th>
<th>sq. ft. per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-10</td>
<td>30 sq. ft.</td>
</tr>
<tr>
<td>11-25</td>
<td>20 sq. ft.</td>
</tr>
<tr>
<td>26-50</td>
<td>17.5 sq. ft.</td>
</tr>
<tr>
<td>51+</td>
<td>15 sq. ft.</td>
</tr>
</tbody>
</table>

Updated 9/13/12
Common area should provide a play area for children of all ages, except for small developments of 20 units or fewer. Other amenities may include seating areas, bbq and tables, or community gardens.

2. **Landscaping**
   - Preliminary plans must be prepared and must include plant list.
   - See Section III Sustainable Building Methods for required outdoor water conservation measures.
   - Native or drought tolerant plants are to be used for a minimum of 75% (by quantity) of landscaped area. Select plants from LA County’s “Drought-tolerant Plant List” found at [http://planning.lacounty.gov/green](http://planning.lacounty.gov/green). Landscape plans should include a list of named plants consistent with the “Drought Tolerant Plant List”, and should include quantity of each plant type.
   - 1 – 24” box shade tree in front yard for every 50’ of street frontage.
   - Provide deciduous trees to shade south windows and evergreen trees to shade west windows.
   - All landscaped areas or planter boxes must be accessible for maintenance.
   - Drought tolerant plant requirement will be waived for projects that propose to reuse grey water according to the California Grey Water Standards for outdoor water use.

3. **Pedestrian Hardscape Areas**
   - Where appropriate, permeable paving materials are recommended (e.g. pervious concrete, turf block, pavers, etc.).

4. **Fencing/Site Walls**
   - All front yard and street front fencing must be setback at least 12” from the sidewalk with a landscape strip.
   - Common entry gates must have automatic closers.
   - Walls facing streets and retaining walls at side or rear of site shall incorporate decorative designs, attractive paint schemes or be accompanied by landscaping such as vines to soften their appearance.

5. **Trash Collection**
   - Trash collection area(s) shall be conveniently located but screened from view.
   - Projects are required to have an easily accessible recycling area that serves the entire building, or shall provide a separate chute for recycling serving each floor.
   - Projects of 3 stories or more shall have a trash and recycling chute at each floor. Buildings with a ground floor only trash and recycling room shall be designed to comply with 2010 ADA Standards, and shall not be located below open trash chutes.
   - Consider serviceability of trash room by waste hauler, including truck clearances.

6. **Building Placement & Orientation**
   - Maintain the existing setback patterns within the vicinity of the building.
Avoid locating a building far in front of or far behind the average setback lines of the properties located on either side of the proposed project.

When possible, orient building(s) to maximize solar access during cooler months and to control it during warmer months, by, for example, creating a south elevation that is longer than the east and west elevations.

7. **Parking**
   
   ● Whenever possible, locate parking towards the rear of the site to minimize its impact on the street.
   
   ● On large projects consider subterranean parking to free up open space at grade level.
   
   ● If the garage must be out front, consider multiple doors and recessing the doors to minimize the effect.
   
   ● Consider placing second story massing over garage to bring the living space closer to the street and take some attention off of the garage.
   
   ● Parking area should provide a safe and secure environment. Minimize the walking distance to insure a short and direct access to the units.
   
   ● Provide clear separation between vehicles and pedestrians.
   
   ● Use landscaping to soften the visual impact of large parking areas.
   
   ● Consider improving unavoidable blank walls with decorative artwork, display cases, vines, and good quality durable materials to minimize graffiti and deterioration.
   
   ● Senior housing developments shall provide for a shuttle-bus stop and/or pedestrian drop-off area at main entrance.

B. **Building Exterior**

1. **Height/Scale**
   
   ● Relate the overall height of the new structure to that of adjacent structures and those in the immediate neighborhood.
   
   ● Avoid new construction that varies greatly in height from other residential buildings in the area. Taller projects in areas undergoing transition to larger structures should provide an explanation in the Project Design Narrative.
   
   ● Relate the size and bulk of the new structure to the prevalent scale in other buildings the immediate area.
   
   ● Design should reflect a human scale, particularly at street level.
   
   ● On sloped sites, relate scale of project to existing topography. Design should not necessitate unit windows opening onto retaining walls in excess of two stories, but should instead step down along the slope.

2. **Massing**
   
   ● Consider stepping larger structures down towards the street in areas where the predominant scale along the street is single story and pedestrian oriented.
   
   ● Consider breaking larger buildings into smaller pieces.

3. **Form**
   
   ● Consider utilizing a variety of building forms and roof shapes instead of box-like forms with large, unvaried roofs.
   
   ● Ensure forms and shapes work together to create a cohesive whole project.
• Provide elements such as porches, balconies, landscaping, recessed openings and variation in materials to break up large masses and add visual complexity.

4. Architectural Style
• In neighborhoods with a cohesive or predominant architectural style, incorporate elements of that style into project.
• Maintain architectural detailing at sides and rear of project.

5. Size and Rhythm of Openings
• Respect the rhythm and proportion of openings prevalent in the immediate area surrounding the new building.

6. Materials and Colors
• Use materials and color for the facade treatment and roofing that is compatible with those in similar good quality buildings in the surrounding neighborhood or region.
• Avoid introducing drastically different colors and materials than those of the surrounding neighborhood.
• Use materials that do not require extensive maintenance.
• Avoid the use of a single material with single color for all elevations. Use a variety of materials, finishes, and colors to enhance and strengthen the design, and create linkages with the neighborhood context.

7. Individual Unit Identities
• Whenever possible, divide repetitive structures into smaller clusters to promote individuality and a sense of place for residents.
• Consider strategies that allow residents to enhance the exterior appearance of their units (including patios and balconies).
• Provide transitional space such as an entry porch, or at a minimum, a recessed entrance doorway.

8. Project Entrance
• Provide a prominent, visible, entry with overhead protection.
• Provide transitional space such as an entry porch to help make the transition from public to semi-private or private space.
• Consider issues of shelter, security, lighting and identity. Entrance should reflect a human scale.

9. Roof Top Equipment
• All roof top equipment, with the exception of solar hot water panels, photovoltaic systems (PV) or other renewable energy technologies, should be screened from view (including views anywhere within the property or from neighboring properties). Placing mechanical equipment behind parapets or mechanical screens is encouraged. To demonstrate compliance, equipment should be shown on roof plans and in building sections.
• No free standing wood screens permitted. Screening shall be achieved through the use of parapet walls and other permanent building features.
10. **Windows**
   - Window size and placement should maximize day-lighting and natural ventilation.
   - Placement should relate to building interior layout.
   - Kitchens and bathrooms shall have windows wherever possible.
   - Plant-on mullions are discouraged.
   - Consider ways to screen and physically separate ground floor windows from sidewalk to provide privacy and security.
   - Overhangs for south facing windows are recommended.

11. **Roofing**
   - Design the roof to accommodate future installation of PV systems.
   - Use a light colored cool roof with a solar reflectance index (SRI) value that meets these requirements:
     - minimum SRI of 29 for sloped roofs greater than 2:12
     - minimum SRI of 78 for sloped roofs 2:12 and below

**C. Building Interior**

1. **Unit Access / Corridors**
   - Avoid corridors of excessive length, i.e greater than 100’ of unbroken length.
   - Whenever possible provide natural lighting in corridors.
   - Providing natural ventilation is encouraged.
   - Individualize unit entrances on corridors. At a minimum, doorways should be recessed.

2. **Elevators**
   - Provide elevators for all structures with three floors or more and for all senior or disabled projects of two floors or more.
   - Include at least one elevator that accommodates an ambulance stretcher. This requires a cab size of 4’-6” x 6’-8”.

3. **“Furnishability”**
   - Consider ease of moving furniture from street or parking area into each unit.
   - The placement of doorways, staircases and hallways should permit the easy in and out transport of furniture to the units and building.

4. **Minimum Unit Sizes**
   - **SRO** 350 sq. ft.
   - Studio 400-500 sq. ft.
   - 1-Bedroom 500-700 sq. ft.
   - 2-Bedroom 750 - 950 sq. ft.
   - 3-Bedroom 1,000 - 1,200 sq. ft.
   - 4-Bedroom 1,200 - 1,400 sq. ft.

5. **Room Size Range & Features**
   - Maximize usable space throughout projects.
   - Minimize circulation space such as hallways.
   - Rooms should be easily furnishable.
Living Area 150-220 sq. ft. 9 ft.

Dining Area Comfortably seat 2 people per bedroom

Kitchen Counters/ Base Cabinets Minimum measurement along front edge of counter, not including sink and cooktop areas, but including the dishwasher:

<table>
<thead>
<tr>
<th>Room</th>
<th>Minimum Size</th>
<th>Cabinet Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studios</td>
<td>4 lineal feet</td>
<td></td>
</tr>
<tr>
<td>1-Bedroom</td>
<td>5 linear feet</td>
<td></td>
</tr>
<tr>
<td>2-Bedroom</td>
<td>6.5 linear feet</td>
<td></td>
</tr>
<tr>
<td>3-Bedroom</td>
<td>8 linear feet</td>
<td></td>
</tr>
<tr>
<td>4-Bedroom</td>
<td>9.5 linear feet</td>
<td></td>
</tr>
</tbody>
</table>

Roll out base cabinets with recycling and solid waste bins are required at all units 2-bedrooms and larger.

Stove/cook top At least 12” away from any sidewall. Minimum 24” wide in 1-bedroom and smaller units, 30” wide for 2-bedroom and larger units.

Refrigerators 12 cu. ft. for 1-bedroom or less
16 cu. ft. for 2-bedrooms
18 cu. ft. for 3-bedrooms or more

Dishwashers Desired in all 2-4 bedroom units

Garbage Disposals Recommended for all units; Badger 5 or equal.

<table>
<thead>
<tr>
<th>Room</th>
<th>Minimum Size</th>
<th>Minimum Room Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedroom</td>
<td>90-120 sq. ft.</td>
<td>9 ft.</td>
</tr>
<tr>
<td>Bedroom Storage</td>
<td>10 sq. ft. min.</td>
<td></td>
</tr>
</tbody>
</table>

Master Bedroom 150-200 sq. ft. 12 ft.
M. Bdrm. Storage 20 sq. ft. min.
(Master bedroom size and storage required for 1-bedroom units)

General Storage 105 c.f.
Linen Storage 28 c.f.

Interior Amenities: All projects with four or more units shall be equipped with a Digital Master Antenna, and all units shall be wired directly, through a backboard, to this Master Antenna.
6. **Common Indoor Areas**

   **Community Room**
   - A minimum of 400 sq. ft. for developments of 15 units or less.
   - A minimum of 600 sq. ft. for developments of 16 units or more.
   - Public restroom and microwave alcove are required.

   **Laundry Area**
   - Common laundry area shall have one washer and dryer for every 10 units. Senior developments shall have one washer and dryer for every 15 units.
   - Common laundry areas shall have a minimum 6’ long countertop surface.
   - Provide adequate natural light and ventilation.
   - Provide visibility and access to outdoor recreation space or community room for supervision of children.

   **Rental Office/ Manager’s Unit**
   - If provided, locate conveniently to main entrance and common areas for site security.

D. **Crime Prevention Through Environmental Design (CPTED)**

First 5 LA supports creating safe supportive housing developments and neighborhoods through the implementation of CPTED. The basic premise of CPTED is that the nature of buildings and layout of a community can attract offenders and make it easier for them to commit crimes and escape arrest. CPTED focuses on eliminating these features at the design stage to reduce crime and the fear of crime. CPTED compliance is required of all projects. Project teams shall submit required documentation as outlined above (see Section I.B Required Submittals).

The five overlapping concepts or strategies which are incorporated in CPTED are:

- Access Control
- Surveillance
- Territorial Reinforcement
- Activity Support
- Image and Maintenance

Architectural designers should make sure to:

- Provide clear border definitions of controlled space.
- Provide clearly marked transitional zones that indicate movement from public to semi-public to private space.
- Locate gathering areas to locations with natural surveillance.
- Place unsafe activities in safe spots to overcome the vulnerability of these activities with natural surveillance and access control of the safe area.
- Design space to increase the perception or reality of natural surveillance.
- Careful planning a reduced number of entry points.
- Place signage to advise visitors what the access restrictions are and where they must go if they are authorized to enter your territory.
- Eliminate blind spots around the project site where individuals approaching the site cannot be observed.
- Include protected glazing for common area spaces (trash rooms, stairwells, laundry rooms, storage).
- Include fencing and landscaping to direct the circulation flow of persons to a select observable pathway.
- Make sure that landscape plant material that is selected will not block windows and eliminate opportunities for natural surveillance.
- Consider the use of reflective glass so that you can see out but outsiders cannot see in.
- Plant low vegetation with thorns or other repelling qualities adjacent to first floor windows to prevent outsiders from approaching windows.
- Provide good outdoor lighting standards that illuminate pathways evenly and without shadow pockets. Ensure that exterior lighting shall be uniformly designed so that brightness ratios do not exceed IESNA (Illuminating Engineering Society of North America) standards.
- Pre-wire for future security cameras (at a minimum include all ground floor entries or exits, vehicle entries, and parking areas).

For a copy of the Crime Prevention Through Environmental Design: Policy Procedures Manual contact Blanca de la Cruz at Blanca.delaCruz@lacdc.org.

**Pre-Construction Phase: Review of Drawings and Specifications**

A. **Site**

1. **Landscaping**
   - Refer to Section III Sustainable Building Methods for required outdoor water conservation measures.
   - The final Plans must be prepared by a landscape architect licensed in the State of California.
   - All new planted areas to be heavily mulched for water conservation.
   - Automatic irrigation system to be provided.
   - Provide redwood bender board edging or equal at planter bed and turf boundaries.

2. **Parking**
   - Parking area and overall site should have adequate and uniformly distributed lighting (follow IESNA recommendations).

3. **Fencing**
   - If used, all wrought iron to be painted a dark color.
   - Line posts shall be galvanized.
   - Wrought iron fencing shall meet the requirements established in CPTED.

4. **Trash Collection**
   - Trash enclosure for dumpsters shall have a concrete pad, CMU walls, and heavy-duty metal gates with perforated metal cladding. 3x12 wood crash rails or 6”x6” concrete curbs shall be installed on 3 sides of the interior.
• The gates should be located 6 inches off the ground to improve surveillance into the area to reduce loitering.

5. **Curbs**
   • Provide concrete curbs at or around all drives and parking areas

**B. Building Construction**

1. **Recycled Content Materials**
   • See Section III Sustainable Building Methods for required levels of recycled content materials.
   • The use of recycled content insulation, drywall, carpet and other “green” materials is encouraged wherever possible.

2. **Indoor Air Quality Materials**
   • See Section III Sustainable Building Methods for requirements for paint, carpet and padding, adhesives, insulation, flooring, and composite wood materials.

3. **Roofing**
   • Minimum 20-year roof with a minimum 78 SRI (flat roof - less than 2:12), or 29 SRI (steep roof - greater than or equal to 2:12).
   • If asphalt shingle use “architectural” profile (minimum 29 SRI).

4. **Roof Drainage**
   • Locate downspouts to drain either into splash blocks, which spill on to planter areas large enough to absorb outflow or directly into an underground drain system.

5. **Wood Structural Members**
   • The use of engineered wood for headers, joists and sheathing is encouraged, as is the use of open web trusses, and panelized wall construction.

6. **Backin**
   • Provide backing to provide adequate support for fixtures, cabinets, bathroom accessories, hardware, and other equipment suspended from ceilings or mounted on walls.

7. **Solid Surface Countertops at All Wet Locations**
   • Plastic laminate countertops at wet locations, edges must be bull-nosed with integral backsplash.
   • Solid counter tops such as stone or imitation stone and ceramic tile are acceptable alternates to plastic laminate. Stone or similar solid surfaces must have at a minimum a standard ease edge. Back splash can be integral or separate pieced but seal at countertop to prevent water infiltration at wet locations.
   • No less than 6” ceramic tile is an acceptable and must be thin set to cementitious substrate board over plywood or “Medex” MDF sub-substrate board or equal.
Use a substrate that is free of added formaldehyde and uses low-VOC adhesives. At wet locations, use marine grade plywood or “Medex” MDF sub-substrate board or equal.

8. **Cabinetry**
   - For all developments cabinets shall be constructed in accordance with the Manual of Millwork Standards of the Woodwork Industry published by Woodwork Institute (WI).
   - Provide note on kitchen and bathroom elevation sheets referencing this standard.
   - Custom grade for material, hardware and joinery shall apply to all new cabinets.
   - All hardware must be ADA accessible.

9. **Entry Doors and Hardware**
   - Entry doors to be solid core 1 ¾” thick minimum with reinforced latch and viewfinder. Non-removable hinge pins required on all out swing doors.
   - Consider fiberglass faced or metal faced doors for durability.
   - Use premium grade hardware for exterior doors and medium grade hardware for interior doors.
   - Suggested exterior hardware:
     - Schlage AL-Series or equal keyed lever lock
     - Grade 2 or higher deadbolts
     - Minimum of (3) stainless steel butt hinges with five knuckle concealed bearing or five-knuckle ball bearing standard weight
     - Door stop - shall be provided using spring type, screwed to door or wood base, or steel plated rubber wall stops.

10. **Interior Doors and Hardware**
    - Interior doors shall have a 1 3/8” thick hollow core, flush, paint grade hardboard face and prime coated for enamel on all six sides. Hardboard faces or wood veneers on pre-finished interior built-up doors shall be a minimum of 1/8” thick.
    - Suggested interior hardware:
      - Schlage or equal residential grade hardware “lever” style latch.
      - Door stop - shall be provided using spring type, screwed to door or wood base, or steel plated rubber wall stops

11. **Windows/Window Coverings**
    - All windows shall be equipped with an NFRC label (for field inspection) showing the U-value and Solar Gain Coefficient.
    - Low-emissivity glass (with an SHGC of 0.40 or better) is required for all south and west facing windows and encouraged for east facing windows.
    - Screens on all operable windows.
    - Provide window treatments at all windows. Metal horizontal blinds are not permitted.

12. **Flooring**
    - See Section III for Sustainable Building Methods for flooring requirements.
    - Sustainable materials are encouraged instead of vinyl, and include linoleum, cork, recycled-content rubber and chlorine-free polymer resin tile.
• Ceramic tile, if used, should have recycled content.
• Use .080” minimum thickness - Type II Grade A. For family rental units avoid seams and provide 4” cove base at walls in wet locations including bathrooms, kitchens and laundry rooms.

13. **Carpets**
• See Section III Sustainable Building Methods for carpeting requirements.
• Minimum 10-year performance warranty and the following:
  - Lifetime – Moisture resistant
  - Lifetime – Dimensional Stability
  - Lifetime – No Edge Ravel
  - Lifetime – No Delamination
  - Lifetime – No Zippering
• Provide wood base, rubber or vinyl coved base at carpet locations.
• Transition strips shall be provided between carpet and sheet vinyl or other flooring types.

14. **Bath Tubs and Shower Enclosures**
• Family units must have at least one tub per unit.
• Use cast iron tubs with ceramic tile surrounds over backer board or high quality fiberglass tub/shower/surrounds.
• Suggested Manufacturer and Model:
  - LASCO Model 2603 3 CT series with reinforced flat wells for adaptable units or equal.
  - LASCO Model 2603-SMH with reinforced flat wells and grab bars for ADA units or equal.

15. **Medicine Cabinets**
• Provide recessed cabinets (plastic medicine cabinets are not permitted).

16. **Appliances**
• ENERGY STAR appliances are required. Refer to the Section III Sustainable Building Methods for required energy conservation measures.

17. **Kitchen Hoods**
• Unvented hoods are not recommended for rehabilitation projects and not permitted on new construction projects.
• Range hoods shall be minimum 6” wider than stovetops and shall be centered over stove.
• Controls for range hoods shall meet all accessibility requirements for front or side reach.

18. **Bathroom Ventilation**
• Bathroom ventilation shall comply with CALGreen Section 4.506.1.
• Windows are recommended in addition to exhaust fans.
19. **HVAC**
   - Provide air conditioning for all separately-metered units or a passive cooling system that demonstrates compliance with ASHRAE 55.
   - Whole house mechanized ventilation (e.g. whole house fans and forced air units with economizer cycles) may be used in lieu of air conditioning.
   - ENERGY STAR rated ceiling fans in all bedrooms are encouraged.

20. **Fire Extinguishers**
   - Provide semi recessed or recessed and vandal-resistant fire extinguishers as required by the Fire Department.
   - Furnish units with kitchen fire extinguishers of similar standard.

21. **Plumbing**
   - Plumbing must comply with CALGreen, but cross reference Section III Sustainable Building Methods for required indoor water conservation measures.
   - Provide vandal-resistant hose bibs.

22. **Lighting**
   - See Section III Sustainable Building Methods for lighting requirements under energy conservation measures.
   - Install high-efficacy lighting, as described in Chapter 6 of the CEC 2008 Residential Building Energy Efficiency Standards Residential Compliance Manual, for 100% of residential interior and common area lighting. (Fluorescent lighting with electronic ballasts typically satisfy this requirement).

23. **Entry Security System**
   - Provide security entry system (e.g. intercoms, key cards, combination pads, etc.) for all rental developments.

24. **Communication Wiring**
   - Provide a telephone jack in all bedrooms and in one common area.
   - Provide CAT 5 wiring to at least one location per unit.

25. **Cable Television**
   - Provide at least one jack in the living room for units with 2 bedrooms or less.
   - Provide a minimum of one jack in at least one bedroom plus one in the living room for units with 3 bedrooms or more.
   - Provide a digital MATV (master antenna television) for all developments wired to at least one outlet in the living room, and all bedrooms. The signal shall be amplified as required to reach all receptacles in each unit.

26. **Carbon Monoxide Detectors**
   - For all projects with fossil fuel burning appliances, provide at least one hardwired carbon monoxide detector with battery back-up near the bedrooms (no combination smoke detection). See Senate Bill 183 for legislation requirements.
III. SUSTAINABLE BUILDING METHODS

A. Sustainable Building Method Requirements

First 5 LA supports and encourages sustainable housing developments that create a healthy living environment for families. All projects funded under this NOFA are required to incorporate the below requirements for Sustainable Building Methods, including achieving a minimum level of building performance. Projects must demonstrate the development will exceed 2008 Title 24 energy standards by at least 15%. A conceptual Title 24 Energy Compliance report created by a CEPE professional that includes CF-1R or PERF-1, ECON-1, and UTIL-1 is a required threshold item. See Section V Attachments, An Introduction to Title 24.

The applicant and project architect are required to certify the development has been designed and will be constructed to meet the following requirements for Sustainable Building Methods:

<table>
<thead>
<tr>
<th>SUSTAINABLE BUILDING METHODS</th>
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<tr>
<td>Minimum Building Performance: <strong>New Construction</strong> projects shall exceed Title 24 energy standards by at least 15%. <strong>Substantial Rehabilitation</strong> projects must demonstrate energy compliance using Energy Pro (or simulation software approved by the CEC), prepared by a CEPE professional, and must demonstrate that proposed improvements will result in a reduction in energy usage of at least 20% from tabulated baseline (assuming improvements meet minimum CEC requirements to allow the original building to be used as the energy use baseline).</td>
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| Energy conservation measures for all building locations include: |
| 1) ENERGY STAR labeled refrigerators |
| 2) ENERGY STAR labeled dishwashers (6.0 gpc or less) |
| 3) ENERGY STAR clothes washers (water efficient) |
| 4) ENERGY STAR lighting for interior and exterior |
| 5) Fluorescent light fixtures for 100% of light fixtures or comparable efficient lighting. |

| Outdoor water conservation measures include: |
| 1) Use native or drought-tolerant plants for a minimum of 75% of landscaped area; select plants from LA County's Drought-tolerant Plant List found at http://planning.lacounty.gov/green. |
| 2) Limit conventional grass/turf to 25% of landscaped area. |
| 3) Group plants with similar watering needs (hydrozones). |
| 4) Install high efficiency irrigation system with smart irrigation controls for all landscaping. |

<p>| Indoor water conservation measures include: |
| 1) Tank-like toilets shall be high efficiency (1.28 gpf or less). |
| 2) All showerheads shall be water efficient (1.5 gpm or less). |
| 3) Use water-saving fixtures or flow restrictors in the kitchen (2gpm or less) and bathrooms (1.5 gpm or less). |
| 4) Install high efficiency urinals (0.5 gpm or less). |</p>
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<tr>
<td>5</td>
<td>Design the project to retain, infiltrate and/or treat on-site the first one-half inch of rainfall in a 24-hour period.</td>
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<td>6</td>
<td>Use of bathroom fans in all bathrooms that exhaust to the outdoors and are equipped with a humidistat sensor or timer.</td>
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<td>7</td>
<td>The proposed project will contain nonsmoking buildings or sections of buildings. Nonsmoking sections must consist of at least half the units within the buildings, and those units must be contiguous.</td>
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<tr>
<td>8</td>
<td>Use of no-VOC interior paint (5 g/l or less).</td>
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<tr>
<td>9</td>
<td>Use of CRI Green-label, low-VOC carpeting and pad and low-VOC adhesives 25 g/l or less.</td>
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<tr>
<td>10</td>
<td>Use of composite wood materials, including, but not limited to surface or core material for cabinets, countertops, doors, and shelving must be free of added formaldehyde.</td>
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<tr>
<td>11</td>
<td>Use of at least one of the following recycled materials at the designated levels: a) cast-in-place concrete (20% flyash for foundations, slabs, and site concrete); b) carpet and pad (25%); c) road base, fill or landscaped amendments (30%).</td>
</tr>
<tr>
<td>12</td>
<td>At minimum the project shall recycle and/or salvage 65% of non-hazardous construction and demolition debris.</td>
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<tr>
<td>13</td>
<td>The project will provide a comprehensive recycling program that includes facilitating periodic disposal of batteries, CFLs, electronic waste, and other hazardous waste. An easily accessible recycling area will be provided for tenant use that serves the entire building. [Include reference in Service Plan]</td>
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<tr>
<td>14</td>
<td>Property manager and maintenance staff shall be trained in the use of a Green Operations and Maintenance Manual. The manual shall be prepared at pre-lease up using Green Communities’ template: <a href="http://www.greencommunitiesonline.org/tools/resources/index.asp">http://www.greencommunitiesonline.org/tools/resources/index.asp</a>, or shall be organized to satisfy the requirements of LEED for Homes AEc1.1. [Include reference in Property Management Plan]</td>
</tr>
</tbody>
</table>

To assist with costs associated to increased energy efficiency, the applicant and its design team are encouraged to participate in the California Advanced Homes Program (CAHP). CAHP is a tiered energy efficiency incentive program for projects located in Southern California Gas Company (SCG) and/or Southern California Edison service areas that will exceed Title 24 by 15% or higher. Projects serviced by a municipal utility will be eligible only for the gas therm savings, not the electric component. The CAHP Handbook can be found at www.californiaadvancedhomes.com. The handbook includes a 2-page application and a plan review checklist. Applicants may contact CAHP representatives Theresa Maisen of SCG at TMasien@semprautilities.com or Monica Leong of SCE at monica.leong@sce.com. See Section V Attachments, California Advanced Homes Program Fact Sheet.

### IV. STANDARD ACCESSIBILITY REQUIREMENTS

Applicants are responsible for ensuring their project design team understands and adheres to all applicable standard accessibility requirements. Project teams are expected to fully comply with all local, state, and federal requirements for accessibility.
A. Accessibility Requirements

This NOFA requires compliance with the design requirements of the 2010 ADA Standards for Accessible Design (2010 ADA Standards). An official online version of the 2010 ADA Standards can be found at www.ada.gov/2010ADAstandards. First 5 LA or its agent will oversee compliance with the 2010 ADA Standards as part of its comprehensive design review process to be completed prior to the start of construction.

Projects receiving federal funding from any source are expected to comply with the requirements of Section 504 of the Rehabilitation Act of 1973 and Uniform Federal Accessibility Standards (UFAS) or with 2010 ADA Standards as determined by HUD.

To ensure full compliance with Section 504, the Fair Housing Act, and HUD’s implementation Regulations (24 CFR Parts 8 and 100, respectively), HUD makes available the below documents at www.huduser.org/publications.

1. Uniform Federal Accessibility Standards
2. Fair Housing Accessibility Guidelines
3. Fair Housing Act Design Manual (Revised April 1998, 130 p.)

Project teams are required to include a Certified Accessibility Specialist (CASp), who will provide a report indicating plans have been reviewed at design development and are in compliance with 2010 ADA Standards, identifying which units will satisfy the requirements for mobility impaired residents, and which will satisfy the requirements for residents with visual or audible impairments. A subsequent report from the CASp will be required at close of construction demonstrating that the constructed project meets all accessibility requirements.

B. Certification and Acknowledgment of Accessibility Requirements

The applicant and the project architect will be required to certify they understand the accessibility requirements under this NOFA for assisted projects. Furthermore, applicant and architect are to acknowledge that the development shall comply with all other applicable requirements for access and design imposed by law, including, but not limited to, the Fair Housing Act (42 U.S.C. Sec. 3601 et seq.), the Americans with Disabilities Act (42 U.S.C. Sec. 12101 et seq.), and the regulations promulgated by Title 24 of the California Code of Regulations which relate to access for persons with disabilities or handicaps. Nothing in this section shall be construed to limit or reduce any right or obligation applicable under those laws.

V. ATTACHMENTS
Since 1978, in California, all new and altered buildings are required to meet the minimum energy efficiency standards defined in Title 24, Part 6, of the California Code of Regulations. These standards, which are updated every few years, were established in response to a legislative mandate to reduce California’s energy consumption.

Title 24 standards are enforced by requiring building permit applicants to submit energy efficiency compliance documentation with their permit application. This documentation, often called a Title 24 report, includes calculations that show that the proposed construction meets or exceeds the minimum energy efficiency standards in effect at the date of the application.

Almost all Title 24 documentation is prepared by a specialist using state-certified energy modeling software. These specialists, who have an understanding of the Title 24 regulations, building science, mechanical systems, and how to use the modeling software, are typically called energy consultants.

Currently, no special certifications or education are required to prepare Title 24 documentation for a building permit. However, there are two voluntary certifications that identify energy consultants that have undergone special training and adhere to the highest professional levels:

- Certified Energy Plans Examiner (CEPE); and
- Certified Energy Analyst (CEA).

You become a CEPE by passing an open-book examination and agreeing to abide by a processional code of ethics. Certification at this level demonstrates a person’s understanding of the California Building Energy Efficiency Standards, and ensures competency and ethical behavior in the preparation or plan checking of Title 24 documents.

CEA is a higher level of certification. It requires a minimum of one year of experience doing Title 24 calculations, after becoming a CEPE, and a minimum of six hours per year of continuing education. In addition, a CEA applicant must provide client references, complete a professional practices workshop, and sign an agreement binding them to conduct business in a professional manner.
Both certifications, including the examinations, application processing, and continuing education requirements are administered by a non-profit organization called the California Association of Building Energy Consultants (CABEC). CABEC also hosts an annual conference, educational workshops and webinars, and other events to guarantee that CABEC members stay well informed about current Title 24 requirements and how to best serve their clients.

A certified energy consultant typically does much more than prepare compliance documentation for their clients. They may also:

- Advise them on energy efficient building techniques, upcoming changes to the energy standards, or new energy saving equipment and building techniques;
- Assist them with state, local, and utility incentive programs,
- Provide mechanical design or third-party certification services for programs such as Energy Star or LEED; and
- Identify local jurisdiction idiosyncrasies to assure that their Title 24 report proceeds smoothly through the plan check process.

CEPE and CEA Certification is becoming increasingly important throughout California's building industry. Some state and utility incentive programs are requiring documentation preparation by certified energy consultants in order to participate in the programs. As energy efficiency standards get tougher and more complex, architects, builders, designers, and other construction professionals will be relying on certified energy consultants to help meet these standards and build the best possible buildings.

As the organization that manages the certification process, the California Association of Building Energy Consultants is the best resource available for staying on top of changes to the Title 24 standards, finding certified energy consultants, and staying informed about energy efficiency in California.

Sign up to receive a complimentary copy of our quarterly newsletter. Visit www.cabec.org and select the “Request a Newsletter” button.

CABEC
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San Diego, CA 92131
executivedirector@cabec.org
877-530-3045 Phone  858-530-3045 FAX
We’re here to help builders today for tomorrow’s environment.

The California Advanced Homes Program (CAHP) is a comprehensive residential new construction concept with a cross-cutting focus on energy efficiency, sustainable design and construction, green building practices, and emerging technologies.

The CAHP is sponsored by California’s Investor Owned Utilities (IOUs): Pacific Gas and Electric, Southern California Edison, Southern California Gas Company, and San Diego Gas & Electric® and is designed for the performance-based approach for compliance with the 2008 Title 24 Standards. Participation is open to single family and low and high rise multi-family residential new construction builders who construct homes within the IOU’s service area.

Services

- **Generous Financial Incentives** to help offset costs incurred by builders and architects in the process of creating environmentally friendly, energy-efficient homes and communities.
- **Design Assistance** to support design teams in the development of sustainable and livable communities by incorporating energy efficiency, green building design, and land use planning for environmental protection.
- **Education and Training** will provide builders with the training necessary to improve the energy performance of the homes they are building and communicate the associated benefits of buying a CAHP-qualified home. Training includes but is not limited to: Sales staff training courses, and technical training workshops.
- **Marketing and Outreach Benefits** to help builders market and advertise their energy-efficient residential development(s) to potential home buyers and maximize market differentiation.
- **Technical Support** that implements a comprehensive eligibility review and verification process to assure builders that their homes meet energy-efficient specifications.
- **Program Support** that will help builders maximize their experience in every aspect of program participation.
Baseline Financial Incentive

A calculator for the incentives is provided in the Agreement and based on the Utility calculation forms generated by the input file. Applicants may be required to demonstrate the viability of the project they are submitting. The structure of the baseline financial incentives is as follows:

The baseline entry level of the program is 15% above the 2008 Title 24 building code with the incentive payments based on the final 2008 Title 24 reports created and signed by a Certified Energy Plans Examiner (CEPE) and verified by a third-party HERS Rater. The incentives increase incrementally as the performance of the structure increases. Multi-family projects in PG&E’s service area are covered under another program.

Single-Family Project Building Design Type
Detached: A single-story or multiple-story structure consisting of one unit not attached to another building (except a garage or casitas). This may be either a custom home or part of a larger project consisting of multiple units/lots.

Duplex: A structure consisting of two dwelling units. The duplex can be a single structure or part of a larger project consisting of multiple structures and units.

Manufactured Housing: If a project is held to U.S. Department of Housing and Urban Development standards rather than Title 24 standards, it may qualify for the Manufactured Housing Program instead of CAHP.

Multi-Family Project Building Design Type
Attached/Condominium: A single- or multiple-story structure consisting of three or more dwelling units. The dwelling units are owned by the occupants.

Apartment: A single- or multiple-story structure consisting of three or more dwelling units. The dwelling units are not owned by the occupants.

Additional Financial Incentives

The 2010-2012 CAHP offers additional incentives to projects that include one or more of the below project elements. Multi-family projects in PG&E’s service area are administered by a third-party program and are eligible for separate incentives. For details, visit www.h-m-g.com/multifamily.

California ENERGY STAR® New Homes Program- 10% bonus
ENERGY STAR® is a national, voluntary program sponsored and developed by the United States Environmental Protection Agency (EPA) that promotes energy-efficient products, including homes. Homes that have earned the ENERGY STAR label meet the EPA's performance guidelines for energy efficiency following third-party verification from an accredited organization.

Green Home Certification- 10% bonus
Requires independent, third-party, transparent verification from a provider to verify green building elements have been installed (similar to HERS registry function). Participation in a green building program is open to new programs emerging in the industry.

Compact Home- 15% bonus
15% kicker if the home is at least 10% smaller than the LEED square footage threshold for new construction, by number of bedrooms. For purposes of this kicker, a “bedroom” is any room or space that could be used or is intended to be used for sleeping purposes and meets local fire and building code requirements.

kW Reduction (Working Toward Zero Peak Homes)
The same $/kW rate as described in Section 5.1 Baseline Financial Incentive is available for each peak kW reduction due to on-site installed photovoltaic systems. kW is defined as the DC nameplate rating.

New Solar Homes Partnership (NSHP) Tier II- $1,000
Applicants participating in the California Energy Commission’s NSHP and meeting Tier II qualify by designing their projects to the performance level of 30% better than 2008 Title 24 with a 30% reduction in the cooling load for the CEC designated climate zone. Please note that the multi-family solar incentive is $200.

Design Team Incentive- 50% of cost up to $5,000
Projects that have at least ten (10) dwelling units may qualify for the design team incentive. Applicant must hold a design charrette and include the following: Architect, CEPE/CEA, Structural Engineer, Mechanical, Electrical and Plumbing Engineers, Builder and an invitation to a CAHP representative. Further restrictions may apply, please contact your utility representative if you wish to seek a design team incentive.