**THIS CERTIFICATION MUST BE SUBMITTED UNDER DESIGN FIRM’S LETTERHEAD**

[Insert Date (Month Day, Year)]

**To**: Puerto Rico Housing Finance Authority

PO Box 71361

San Juan, Puerto Rico 00936-8461

**RE: LOW INCOME HOUSING TAX CREDIT PROGRAM**

**HOME Investment Partnerships Program (HOME)**

**Housing Trust Fund Program (HTF)**

Project Name: [Insert Project Name]

Project Owner: [Insert Project Owner]

Dear [Insert Last Name]:

The undersigned, an [Architect/Engineer] duly licensed and registered in Puerto Rico, will provide full design services, including without limitation, preparing for [Insert Project’s Owner Name], plans and specifications, in connection with the proposed [Construction/Rehabilitation] of a [Insert number of units in proposed development] units project on certain real property known as [Insert Project’s Name] (the Premises).

The undersigned hereby certifies that:

1. The plans and specifications will be in compliance with the requirements of all Municipal, Local, State, and Federal Government authorities having jurisdiction there over.
2. The condition of the Premises and the Project, after completion of the [Construction/Rehabilitation] in accordance with plans and specifications, will be in compliance with:
   1. All Government and Municipal Authorities having jurisdiction there over;
   2. All applicable zoning, building, fire and other Federal, State, Local Laws, Ordinances, Rules, Regulations, Restrictions;
   3. Other Requirements, including without limitations:
      1. Fair Housing Act and Design Manual;
      2. HUD Section 504;
      3. American with Disabilities Act (ADA);
      4. ADA Accessibility Guidelines (ADAAG);
      5. Uniform Federal Accessibility Standards (UFAS);
      6. Housing Quality Standards (HQS);
      7. Energy Conservation Code [International Code Council] (Only New Construction);
      8. Lead-Based Paint Standard (Only for buildings were built prior 1978);
      9. Life Safety Code;
      10. Joint Regulation for Project Evaluation and Permitting, regarding Land Development and Use, and Business Operations *(“Reglamento conjunto para la evaluación y expedición de permisos* relacionados al desarrollo, uso de terrenos y operación de negocios”), as adopted on June 07, 2019;
      11. Puerto Rico Building Code 2018, as amended from the 2018 International Building Code ®, as adopted on November 2018;
      12. Voluntary Compliance Agreement (VCA)[[1]](#footnote-1);
          1. Twelve percent (12%) of the total ground floor and/or elevator-serviced unit inventory must be made fully-mobility-accessible under the 2010 ADA Standards and, wherever applicable, the Uniform Federal Accessibility Standards (UFAS).
          2. Three percent (3%) of the total unit inventory must be made sensory-accessible under the 2010 ADA Standards and, wherever applicable, the Uniform Federal Accessibility Standards.
      13. Implementation of Green Building Standards;
      14. Broadband Infrastructure Requirements;
      15. Standard or Professional Practices; and
      16. Any other applicable zoning, construction, assessment or energy efficiency codes.

Respectfully,

|  |  |
| --- | --- |
| [Firm’s Name] |  |
| By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Name) | [Seal] |
| Its:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Title) |

1. Conciliation Agreement and Voluntary Compliance Agreement between HUD and Alicea Cruz, Wanda L. and Égida Vistas del Río, *et. al.*, Section 18(a) (2016) and Voluntary Compliance Agreement between HUD, Office of Fair Housing and Equal Opportunity and M.J. Consulting & Development, Inc., Rio Plata Housing, LLC, Desarrollador Rio Plata, Inc Rio Plata Development, Puerto Rico Housing Finance Authority Section V.H.43 (2021). [↑](#footnote-ref-1)