

State of South Carolina
Consolidated Plan for Housing & Community Development

2020 Annual Action Plan

Program Year: April 1, 2020 - March 31, 2021

Public Comment Draft

Community Development Block Grants
HOME Investment Partnerships
National Housing Trust Fund
Emergency Solutions Grants
Housing Opportunities for Persons with AIDS

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AP-05 Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The South Carolina 2020 Annual Action Plan falls under the 2016-2020 State Consolidated Plan for Housing and Community Development. This 2020 Plan represents the fifth and final annual plan under the 2016-2020 five year plan, and it encompasses five programs funded by the US Department of Housing and Urban Development (HUD): the Community Development Block Grant Program (CDBG), the HOME Investment Partnerships Program (HOME), the National Housing Trust Fund Program (NHTF), the Emergency Solutions Grants Program (ESG), and the Housing Opportunities for Persons with AIDS Program (HOPWA). For the 2020 Plan year, April 1, 2020 through March 31, 2021, South Carolina estimates it will receive approximately \$34 million based on funding level with last year. This Plan identifies which of HUD's eligible activities have been prioritized as best able to serve the needs of South Carolina, using HUD funds expected to be available during the 2020 Plan year.

The South Carolina Department of Commerce administers the CDBG Program; the State Housing Finance and Development Authority (SC Housing) administers the HOME Program and the NHTF Program; the South Carolina Department of Administration Office of Economic Opportunity administers the ESG Program; and the South Carolina Department of Health and Environmental Control (DHEC) administers the HOPWA Program. All four State agencies collaborated to complete this Plan, along with input from other state agencies, stakeholders, advocates, and community members. The SC Department of Commerce is the lead agency for the Plan's development.

The Plan content and format is dictated by the federal online HUD IDIS system, through which all states and direct recipients of HUD Community Planning & Development funds must create Consolidated Plans and annual Action Plans, report on accomplishments, and create a Consolidated Annual Performance and Evaluation Report (CAPER) each year. (Note that CDBG-DR has its own system and its own Plans and Reports.) The Annual Plan is generated through IDIS, then downloaded to make it available to the public and program participants and constituents. The structure and content reflect IDIS requirements. This current 2020 Annual Plan consists of this Executive Summary as well as two other sections: the Process Section, which describes the public input process for the 2020 program year, and the Annual Action Plan, which contains each Program's method of distribution for the year, anticipated goals and funding availability, as well as narrative sections addressing housing, special needs and homelessness.

Other resources available are coordinated with the Consolidated Plan programs but may be prioritized for different activities eligible under program guidelines and regulations. CDBG-DR Disaster assistance, for example, is managed by the South Carolina Disaster Recovery Office (SCDRO), which was moved to the SC Department of Administration in 2019. Activities undertaken with CDBG-DR funding for the 2015 Severe Storm and Hurricane Matthew are limited to housing rehabilitation and replacement for households affected by the related events. The Annual Action Plan for the 2015 Storm and Hurricane Matthew can be found on the DRO website at <https://www.scdr.sc.gov/2015severestorm/> and

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<https://www.scdr.sc.gov/hurricanematthew/>. CDBG Mitigation (CDBG-MIT) funding was announced in 2019 and the Annual Plan for CDBG-MIT is also located on the SDRO website. Hurricane Florence CDBG-DR was also announced, but the Action Plan for that CDBG-DR allocation is still being developed. Please check the SCRO website for more information about the various CDBG-DR and CDBG-MIT funds allocated to South Carolina.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

HUD allows a broad range of activities for CDBG, HOME, NHTF, ESG, and HOPWA. CDBG provides resources for community development, which may include construction of public infrastructure, public facilities and public improvements; public services; activities relating to energy conservation and renewable energy resources; and assistance to local governments to help locate new or expand existing business and industry and create or retain jobs. HOME is used for multifamily housing activities, which for 2020 may include development of affordable rental housing, short-term rental assistance and tenant-based rental assistance for low-income special needs households. NHTF is to be used in large part for rental housing for households at or below 30% of AMI or the federal poverty level, whichever is greater. Since no more than 10% of a state's annual allocation may be used for homeownership activities and State Housing manages other funds which can be used to address this need, HOME ceased funding this activity in 2018. HOME funds will not be available for this activity in 2020. ESG funds projects which may include supportive services to homeless individuals and families, outreach to unsheltered homeless, emergency shelter/transitional housing, homelessness prevention and re-housing assistance to those who have become homeless. HOPWA is dedicated to the housing and supportive service needs of people living with HIV/AIDS and their families, which may include operational support for community-based housing facilities operations, tenant based rental assistance, short-term payments for rent, mortgage and utilities, and supportive services such as case management, substance abuse and mental health treatment, job training and placement assistance, and assistance with daily living.

Annual objectives and outcomes undertaken annually may include any of the following:

- New Affordable Rental Housing
- Rehabilitation of Affordable Rental Housing
- Operating Funds for Facility-Based Housing Units
- Tenant-based Rental Assistance for Low Income Households (HOME non-special needs TBRA)
- Tenant-based Rental Assistance for Special Needs Households (HOPWA and HOME/DMH TBRA)
- Short-Term Rental Assistance, Mortgage & Utility Assistance (HOPWA STRMU and HOME Security Deposit Program)
- Homeless Prevention & Rapid Re-Housing
- Preserve Existing Affordable Housing

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- New or Upgraded Public Infrastructure & Facilities
- Homeless Shelter, Services & Outreach
- Supportive Services for People with HIV/AIDs
- Neighborhood Revitalization
- Community and Regional Planning
- Support New or Retention of Existing Jobs
- Community Economic Development

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The State is currently implementing the Annual Plan for Program Year 2019, which is the fourth year of the 2016-2020 Consolidated Plan period. Actual accomplishments for 2019 will be reported in June 2020, but past accomplishments are available for prior plan years. For 2018, the CDBG, HOME, NHTF, ESG and HOPWA programs made a total of \$34.4 million available to recipients. These funds could be used, in addition to other available resources, to address the state's priority needs and objectives. Distribution of funds was in accordance with each program's Annual Action Plan. The state's success in achieving its goals and objectives using the funds available for program year 2018 is described in the state's Consolidated Annual Performance and Evaluation Report (CAPER), which is available online at www.cdbgSC.com. Significant accomplishments were achieved by each program - below are highlights of 2018 performance and accomplishments.

- 22,406 people benefited from community economic development activities aimed at improving or revitalizing commercial and downtown areas and upgrading essential public facilities for predominantly LMI communities
- 9,675 people benefited from clearance projects that will help improve public safety and revitalize predominately LMI residential neighborhoods
- 15,192 persons benefited from community infrastructure projects that will address the availability or quality of public water/sewer and other infrastructure to ensure a suitable living environment for predominantly LMI communities
- 143 new affordable rental units were created
- 59 households received direct financial assistance to homebuyers*
- 217 households received rapid re-housing assistance
- 542 persons benefited from homelessness prevention activities
- 5,291 homeless persons were assisted with overnight shelter and 4,154 with outreach activities
- 8 housing units for persons with HIV/AIDs were provided with operating funds
- HOME and HOPWA together assisted 199 people with tenant based rental assistance and an additional 233 eligible households with short-term rent, mortgage and utility assistance
- 1,770 HOPWA-eligible people received supportive services

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4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The State certifies that it has adopted and is following a recently revised Citizen Participation (CP) Plan. Additions to the State's Citizen Participation Plan were required in order to comply with the Affirmatively Furthering Fair Housing Final Rule at 24 CFR Parts 5, 91, 92, et al. Even though HUD has temporarily rescinded the requirement to conduct an Assessment of Fair Housing, the State's CP plan still provides for public comment on the AFH process. As amended, the CP Plan sets forth the State's policies and procedures for citizen participation and provides for and encourages citizens participation in the development of the Consolidated Plan, each Annual Action Plan, the State's Assessment of Fair Housing (when required by HUD for states), substantial amendments made to the Consolidated Plan, and each year's Consolidated Annual Performance Report.

Specific emphasis is placed on the participation of low and moderate income persons, including minorities, non-English speaking persons, persons with Limited English Language Proficiency (LEP), and persons with disabilities, and particularly on those living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and by residents of predominantly low and moderate income neighborhoods.

The State is required to keep appropriate records, such as newspaper notices of hearings, minutes of those public hearings, and responses to comments and inquiries, to demonstrate that the CP Plan is being followed. Specifically:

Requirement: Prior to the publication of the Action Plan, the State will provide for local government and citizen participation by holding a public hearing and by making the proposed plan available for public review. At the public hearing, the State will furnish citizens, local governments, public agencies, and other interested parties information on the following: amount of assistance the State expects to receive; the range of activities which may be undertaken, including the estimated amount that will benefit low and moderate income persons; and the plans to minimize displacement of persons and to assist any persons displaced.

- ***The State will comply with its CP requirement by holding its 2020 public hearing on January 23, 2020, at which the amount of anticipated assistance, activities to be undertaken, the amount to benefit LMI and minimization of displacement will be discussed. The State will also make the draft Action Plan document available for public review from January 6 through February 4, 2020.***

Requirement: The State will notify citizens about the dates of the Action Plan public comment period in at least one newspaper of general circulation in the state and utilize additional means of notification, as appropriate and using technology that may be available, including fax or email notifications and internet/web posting of notices. The advertised public notice and any other notices will identify the means by which copies can be downloaded or otherwise obtained and for review, and email and physical addresses for submitting comments.

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- ***The State will provide public notice using three of the state's newspapers of general circulation (The State, the Greenville News and the Charleston Post & Courier), by posting copies of the notices online and by sending notifications via email and newsletters. Notices will provide citizens with information regarding the availability of the Plan and each Program's documents, the date and location of the public hearing, and the timing of the 30-day public comment period. The notice will also make citizens aware that they can download copies of the Plan from Program websites or review them at COG regional offices or one of the Program offices. Finally, the notice will indicate where to send written comments and the deadline for doing so.***

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

During the public comment period, which will run from January 6, 2020 to February 4, 2020, the State will make the draft plan available to the public for review. The State will also hold a public hearing on January 23, 2020. Notice of the availability of the draft plan and the public hearing will be published in The State, the Charleston Post & Courier and the Greenville News on January 5, 2020, in addition to being posted on www.cdbgSC.com and www.schousing.com. The notice will provide instructions on how to provide comments regarding the Plan, and this will also be discussed during the public hearing. The public hearing will provide an opportunity for citizens in attendance to make comments for the record. All comments received by the Lead Agency either in writing or during the Public Hearing will be accepted and summarized in the final Action Plan submitted to HUD.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments received will be accepted and responses provided to written comments. Written comments and the State's responses to them will be summarized in the final Action Plan submitted to HUD.

7. Summary

PR-05 Lead & Responsible Agencies

PR-05 Lead & Responsible Agencies - 91.300(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	SOUTH CAROLINA	SC Department of Commerce
CDBG Administrator	SOUTH CAROLINA	SC Department of Commerce
HOPWA Administrator	SOUTH CAROLINA	SC Dept of Health & Environmental Control (DHEC)
HOME Administrator	SOUTH CAROLINA	SC Housing Finance & Development Authority
ESG Administrator	SOUTH CAROLINA	SC Department of Administration
HOPWA-C Administrator		
National Housing Trust Fund	SOUTH CAROLINA	SC Housing Finance & Development Authority

Table 1 – Responsible Agencies

Narrative

The five HUD programs covered by the Consolidated Plan are administered by different agencies, as indicated above. The Community Development Block Grant (CDBG) Program is administered by the SC Department of Commerce, the HOME and NHTF Programs by the SC State Housing Finance and Development Authority (SC Housing), the Emergency Solutions Grant (ESG) Program by the SC Office of Economic Opportunity and the HOPWA Program by the SC Department of Health and Environmental Control. The Lead Agency responsible for overseeing the development of the Consolidated Plan is the SC Department of Commerce.

CDBG-DR is not included in this Consolidated Plan, as it has separate Action Plan requirements, data systems and reporting requirements. Action Plan(s), amendments to Plans and program documents can be found on the program website: www.scdr.sc.gov. CDBG-DR is administered by the SC Disaster Recovery Office (DRO), which is housed within the SC Department of Administration.

Consolidated Plan Public Contact Information

General questions about the 2020 Action Plan and 2016-2020 Consolidated Plan should be directed to the SC Department of Commerce, which acts as the lead agency for the State. The SC Department of Commerce is located at 1201 Main Street, Suite 1600, Columbia, SC 29201. Phone (803) 734-0452 or email jnewlands@sccommerce.com.

PR-05 Lead & Responsible Agencies

For housing questions, contact SC Housing. Phone (803) 896-9824 or email jennifer.cogan@schousing.com.

For homeless questions, contact the SC Office of Economic Opportunity. Phone (803) 734-2454 or email gregg.mcconkey@admin.sc.gov.

For special needs housing and HIV/AIDS questions, contact the SC Department of Health and Environmental Control HIV/STD Division. Phone (803) 898-0650 or email odenl@dhec.sc.gov.

For non-housing or CDBG questions, contact the SC Department of Commerce. Phone (803) 734-0452 or email lross@sccommerce.com.

AP-10 Consultation

AP-10 Consultation - 91.110, 91.300(b); 91.315(l)

1. Introduction

This Annual Plan is part of the larger five-year Consolidated Plan for 2016-2020. The Consolidated Plan required and reflects the coordinated efforts of various state agencies, citizens and other organizations. The Plan is a comprehensive report, spanning multiple cross-jurisdictional areas of need, involving multiple agencies, programs and funding sources, and beyond the ability of a single entity or person to effectively develop. Instead, the cooperation and expertise of other agencies was necessary to develop a comprehensive plan based on accurate and pertinent data, effectively identifying goals, needs and strategies, and which could serve as an umbrella under which the state can undertake HUD-funded housing and community development in South Carolina. As such the Consolidated Plan describes the consultation and coordination efforts undertaken by the state and which served to inform the plan that governs this current 2020 Annual Plan.

Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

SC Department of Health and Environmental Control staff responsible for administering the HOPWA Program also administer the Ryan White Care Act for the State, and Ryan White Care Act providers represent the entire spectrum of special needs housing, case management, health and mental health and other supportive services providers for people living with HIV/AIDs. Having the same entities manage programs and services funded by both HOPWA and Ryan White ensures a coordinated and seamless approach to service delivery. Additionally, SC DHEC includes a requirement that each project sponsor applying for State HOPWA assistance obtain approval from the unit of local government thus ensuring that each geographic area is aware of HOPWA funding resources.

SC Housing continues its joint venture with the Department of Mental Health to assist with affordable housing for their low-income target population. This includes an ongoing Tenant Based Rental Assistance program. Currently there are 28 tenants which receive rental assistance on a continuing basis.

SC Housing participates with other state and federal agencies through the use of memorandums of understanding documents (MOU) which provide a process to easily communicate and share information. Such MOUs speed up production of and decrease costs of affordable housing. Agencies SC Housing has entered into MOUs with include the US Department of Agriculture Rural Housing Service, the SC Department of Archives and History State Historic Office of Preservation, and the SC Department of Mental Health.

In addition to the Consolidated Plan partner agencies identified in PR-05, numerous other state agencies, non-profit organizations, public housing authorities, and continuums of care contributed to the development of the Consolidated Plan. These are described in detail in the 2016-2020 Consolidated Plan.

AP-10 Consultation

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

SC Office of Economic Opportunity staff responsible for the State Emergency Solutions Grant Program meet regularly with the State Continuums of Care to discuss homeless needs and strategies, as well as upcoming Annual Plans when appropriate, funding allocations between homeless services including outreach, shelter and transitional housing facilities and operations, homeless prevention and re-housing, and HMIS, as well as to align objectives and policies to achieve a more coordinated approach to addressing homeless needs in South Carolina.

Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

SC Office of Economic Opportunity staff responsible for the State Emergency Solutions Grant Program meet regularly with the State Continuums of Care to discuss homeless needs and strategies, as well as upcoming Annual Plans when appropriate, funding allocations between homeless services including outreach, shelter operations, homeless prevention and re-housing, and HMIS, as well as to align objectives and policies to achieve a more coordinated approach to addressing homeless needs in South Carolina. ESG also requires potential subgrantees to receive an endorsement letter from the Continuum of Care in their area in order to apply for ESG funds each year. To further coordinate, ESG attends the Homeless Coalition bi-monthly meetings, along with all the Continuums of Care, meets with each HMIS lead agency, attends policy meetings and ESG staff volunteer for various Homeless Coalition committees.

2. Agencies, groups, organizations and others who participated in the process and consultations

Agency/Group/Organization	Organizations Consulted during Development of the 2016-2020 Plan
Agency/Group/Organization Type	Please see attachments to the Consolidated Plan
What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs

AP-10 Consultation

	HOPWA Strategy Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The state's 2016-2020 Consolidated Plan, AP-10 Consultation, Section 2 identifies fifty-six different organizations and the consultation the state had with them during the development of the Plan. Annually, State CDBG consults with the ten regional Councils of Government (COGs) at meetings held periodically during the year and has an ongoing dialogue throughout the year with the COGs and local governments in South Carolina. Application and Implementation Workshops held each year provide additional opportunities to discuss local and regional needs and issues with existing and potential CDBG grant recipients, interested local government officials and COG directors and community development staff.

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

Please refer to the AP-10 Consultation Section in the state's 2016-2020 Consolidated Plan.

Many additional organizations, representing additional agency types, were consulted during the development of the 2016-2020 Consolidated Plan, but IDIS limits the number of organizations that can be input into this section. As a result, not all are reflected in Section 2 of AP-10 of the Consolidated Plan. However, during the development of the Consolidated Plan, HOPWA consulted with Ryan White Care Act providers, via a public meeting focused on special needs housing. HOME also created an online survey to better identify affordable housing needs and assess how to best allocate available resources. An invitation to participate in the survey was emailed to over 1,500 affordable housing advocates.

AP-10 Consultation

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	United Housing Connections	There are four Continuum of Care entities in SC and the State consulted with all five: Eastern Carolina Homelessness Organization, Lowcountry Homeless Coalition, Midlands Area Consortium for the Homeless and United Housing Connections, which serves the Upstate region and also acts as the CoC Lead Organization. For consultation with the Lead and other CoC organizations, please see the narrative section, below.

Table 3 - Other local / regional / federal planning efforts

Narrative

SC Office of Economic Opportunity staff responsible for the State Emergency Solutions Grant Program (ESG) meet regularly with the State Continuums of Care to discuss homeless needs and strategies, as well as upcoming Annual Plans when appropriate, funding allocations between homeless services including outreach, shelter operations, homeless prevention and re-housing, and HMIS, as well as to align objectives and policies to achieve a more coordinated approach to addressing homeless needs in South Carolina. ESG also requires potential subgrantees to receive an endorsement letter from the Continuum of Care in their area in order to apply for ESG funds each year. To further coordinate, ESG attends the Homeless Coalition bi-monthly meetings, along with all the Continuums of Care, meets with each HMIS lead agency, attends policy meetings and ESG staff volunteer for various Homeless Coalition committees.

AP-12 Participation

AP-12 Participation - 91.115, 91.300(c)

**1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

Per the State of South Carolina’s Citizen Participation plan, input from the public and stakeholders was solicited by each of the five Consolidated Plan programs during the development of the 2016 - 2020 Consolidated Plan, which governs the current Action Plan. This is described fully in the Participation section of the state's 2016 - 2020 Consolidated Plan.

In preparation for the 2020 Annual Action Plan, the state continued to consult as it does throughout the plan period with its program constituents and interested parties, via meetings with program constituents, workshops, etc. Input received was considered during the development of the 2020 Plan and will also be considering when finalizing the Plan, prior to submitting it to HUD. The Plan will be made available in draft form for public review for the 30 day period extending from January 6, 2020 through February 4, 2020. A public hearing will also be held on January 23, 2020 to discuss the 2020 Plan.

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons
Public Hearing	Non-targeted/broad community	The public hearing will be held on January 23, 2020. A public notice will be published in three newspapers of general circulation and will advertise the hearing, as will mailings to constituents and notices published on Program websites. Sign in sheets will be maintained in the Action Plan files to document attendance at the Public Hearing.	All comments received at the public hearing will be summarized in the final Plan submitted to HUD.	Not applicable.
Newspaper Ad	Non-targeted/broad community	Public notification ads will be run in three newspapers of general circulation, in three regions of the state, on Sunday January 5, 2020. These ads will announce the availability of the draft 2020 Annual Action Plan, the date, time and location of the public hearing to be held on January 23, 2020, and the start and end dates for the 30 days during which	Comments will be accepted from January 6, 2020 through February 4, 2020. All written comments received will be summarized in the final Plan submitted to HUD.	Not applicable.

AP-12 Participation

Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons
		citizens and interested parties can provide written comments on the plan. There is no specific attendance but the combined readership of The State, Greenville News, and Charleston Post & Courier is substantial and located throughout the state.		
Internet Outreach	Non-targeted/broad community	The SC Department of Commerce Division of Grants Administration will notify elected officials, local government administrators and other local government staff of the availability of the draft 2020 Plan and the 2020 public hearing via email on January 6, 2020. Based on last program year, CDBG anticipates sending email notifications to more than 400 local government officials and staff in South Carolina, and to approximately 50 regional Council of Government Directors and staff.	All comments received will be summarized and included in the final Plan submitted to HUD.	Not applicable.
Internet Outreach	Affordable Housing Partners, Applicants and Other Stakeholders	SC Housing will notify affordable housing partners, applicants, and other stakeholders of the availability of the Draft 2020 Annual Action Plan via its mass email tool Constant Contact.	SC Housing will provide public comments received regarding the 2020 HOME and NHTF Programs along with corresponding comments in the final Plan submitted to HUD.	Not applicable.
HOME and NHTF Informal Comment Period	HOME Stakeholders	SC Housing held an informal comment period from September 5 to September 30, 2019 to solicit comments and feedback from stakeholders for the program design of the 2020 Small Rental Development Program.	SC Housing will provide public comments received regarding the 2020 HOME and NHTF Programs along with corresponding comments in the final Plan submitted to HUD.	Not applicable.

Table 4 – Citizen Participation Outreach

AP-15 Expected Resources

AP-15 Expected Resources – 91.320(c)(1,2)

Introduction

The state's 2020 allocations for CDBG, HOME, NHTF, HOPWA and ESG, if level with 2019, will total \$34.2 million. Until HUD announces actual allocations for Program Year 2020, the table below will reflect only estimated 2020 funding, plus any anticipated program income or prior year resources. Once final allocations are known, the table below will be revised to reflect actual 2020 resources.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources : \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	20,128,358	18,000	0	20,146,358	0	This is the final annual plan for the current 5-year Consolidated Plan period. No additional CDBG funds are estimated.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	6,527,338	5,800,000	3,325,390	15,652,728	0	This is the final annual plan for the current 5-year Consolidated Plan period. No additional HOME funds are estimated.
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	2,061,285	0	100,000	2,161,285	0	This is the final annual plan for the current 5-year Consolidated Plan period. No additional HOPWA funds are estimated.

AP-15 Expected Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources : \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	2,455,323	0	100,000	2,455,323	0	This is the final annual plan for the current 5-year Consolidated Plan period. No additional ESG funds are estimated.
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	3,000,000	0	3,096,889	6,096,889	0	See below, which cannot be deleted. The state will only receive one annual allocation for the HTF for 2020.
Housing Trust Fund	public - federal	Admin and Planning Housing Multifamily rental new construction	0	0	0	0	0	Housing Trust Fund is a separate line above. Entering info here would indicate duplicated or double the amount of NHTF funding.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

A number of other resources, including other federal, private, non-profit, local and state programs, can be used to address housing, community development and special needs. Much of the funding for housing and community development programs in particular originates from federal sources. Programs including HOME, NHTF, CDBG, Low Income Housing Tax Credits (LIHTCs), Section 8 rental assistance programs and Low Income Home Energy Assistance (LIHEAP), are allocated to states based on formulas. Other federal programs are available on a demonstration basis or through a competitive process on a national or regional level, and as such are more difficult to obtain and less secure as a long-term funding source. A complete list

AP-15 Expected Resources

of federal resources for housing and community development is provided in the 2016-2020 Consolidated Plan.

State resources for housing include the various programs and the State Housing Trust Fund administered by SC Housing, which are described below. In addition, HUD requires the State to provide matching funds for the CDBG, HOME, and ESG Program allocations, as described below. The HOPWA nor NHTF programs do not require a match from the State of South Carolina for their allocation.

CDBG-DR

CDBG-DR funds allocated to assist with the aftermath of the 2015 Severe Storm (October Flood) and Hurricane Matthew were prioritized for housing rehab and housing replacement for eligible affected individuals. One hundred percent of funds remaining from these CDBG-DR allocations are allocated to this activity. As of 11/1/2019, HUD CDBG-DR Financial Reports posted on the HUD Exchange website indicate \$33.7 million remaining to be expended from the 2015 Severe Storm allocation and \$51 million from the Hurricane Matthew allocation. Spending from both allocations is considered "On Pace" and averaged \$2.2 and \$2.3 million, respectively, for the three months prior to 10/31/2019.

In April 2018, HUD announced an allocation of \$157 million in CDBG Mitigation (CDBG-MIT) funds to South Carolina. The State's draft Action Plan for this CDBG-MIT funding is posted on the SC Disaster Recovery Office (SCDRO) website at <https://www.scdr.sc.gov/mitigation/> and SCDRO is accepting public comment through January 24, 2020.

CDBG-DR funding to assist with the aftermath of Hurricane Florence was announced in May 2019. South Carolina will receive \$47.8 million and plans for distributing these funds and activities to be funded will be detailed in an Action Plan that will be posted on the SCDRO website.

The State's approved Action Plan for the 2015 Severe Storm and amendments, the amendment to the Plan for Hurricane Matthew can also be found on the CDBG-DR Office website at <https://www.scdr.sc.gov/2015severestorm/> and <https://www.scdr.sc.gov/hurricanematthew/>.

HOME

The HOME program requires a 25 percent (25%) match. HOME program matching funds are provided by SC Housing through the State Housing Trust Fund. The SC HTF is a state-funded program created in 1992 to assist low-income households in all 46 counties. The fund receives a small portion of all documentary stamp taxes collected.

ESG

The ESG Program requires a dollar-for-dollar match in non-ESG funds from the State for their allocation. To meet this requirement, the ESG Program requires that applicants provide a dollar-for-dollar match if they are awarded a grant. Match can be either in the form of a cash contribution or in other donated/in-kind

AP-15 Expected Resources

resources such as the value of buildings, equipment, and volunteer services. The State is allowed to waive the match requirement for up to the first \$100,000 of its allocation for applicants who are least capable of leveraging local resources to meet the match.

HOPWA

HOPWA does not require matching funds, but HOPWA funds awarded each year are the source of substantial leveraging. All DHEC HOPWA service providers, or sponsors, are also Ryan White service providers or collaborate closely with Ryan White service providers. Ryan White CARE Act resources are used for case management across the state, including housing service planning. HOPWA is also used to leverage the resources of non-profit organizations that receive HOPWA funding. Current Ryan White leveraged funding is estimated at \$1.9 million plus the base Ryan White Part B formula award of \$10.3 million.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The State does not own any land or property that may be used to address the needs identified in the plan.

Discussion

AP-20 Annual Goals & Objectives

AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e) Goals Summary Information

Goal #r	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Estimated 2020 Funding	Proposed 2020 Goal & IDIS Outcome Measure
1a	New Affordable Rental Housing	2016	2020	Affordable Housing		Affordable Housing	HOME: \$12,486,773 Housing Trust Fund: \$3,370,945	Rental units constructed: 65 Household Housing Unit
1b	Preserve Existing Affordable Housing	2016	2020	Affordable Housing		Preservation of Existing Affordable Housing	HOME: \$2,415,955 NHTF: \$2,725,944	Rental units constructed: 100 Household Housing Unit
2	Operating Funds for Facility-Based Housing Units	2016	2020	Affordable Housing Non-Homeless Special Needs		Transitional and Supportive Housing	HOPWA: \$182,500	HIV/AIDS Housing Operations: 8 Household Housing Unit
3	Homeownership Assistance	2016	2018	Affordable Housing		Affordable Housing	HOME: \$0	Direct Financial Assistance to Homebuyers: 0 Households Assisted
3	Rental Assistance	2016	2018	Affordable Housing		Affordable Housing	HOME: \$500,000	Tenant-based rental assistance / Rapid Rehousing: 68 Households Assisted
4	Tenant-based Rental Assistance for Special Needs Households	2016	2020	Affordable Housing Non-Homeless Special Needs		TBRA Rental Assistance for People Living with HIV/AIDS & Others with Special Needs	HOPWA: \$558,000 HOME: \$610,000	Tenant-based rental assistance / Rapid Rehousing: 153 Households Assisted (HOPWA 125 + HOME DMH 28)
5	Short-Term Rental Assistance and HOPWA STRMU (Short Term Rent, Mortgage & Utility Assistance)	2016	2020	Affordable Housing Non-Homeless Special Needs		Short-term Rental Assistance for People Living with HIV/AIDS and Low Income Households	HOPWA: \$313,318 HOME: \$140,000	Tenant-based rental assistance / Rapid Rehousing: 350 Households Assisted (HOPWA 150 + HOME 200)

AP-20 Annual Goals & Objectives

Goal #r	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Estimated 2020 Funding	Proposed 2020 Goal & IDIS Outcome Measure
6	Homeless Prevention & Rapid Re-Housing	2016	2020	Homeless		Homeless Prevention and Rapid Re-Housing	ESG: \$810,256	Tenant-based rental assistance / Rapid Rehousing: 100 Households Assisted Homelessness Prevention:175 Persons Assisted
8	Homeless Shelter, Services & Outreach	2016	2020	Homeless		Homeless Facilities and Services	ESG: \$1,215,385	Homeless Person Overnight Shelter: 3,000 Persons Assisted Other -Outreach: 2,000 Other (Persons)
9	Supportive Services for People with HIV/AIDs	2016	2020	Non-Homeless Special Needs		Supportive Services for People Living with HIV/AIDS	HOPWA: \$805,668	Other - Supportive Services: 1,500 Other (Persons Assisted)
10	New or Upgraded Public Infrastructure & Facilities	2016	2020	Non-Housing Community Development		Community Infrastructure, Facilities & Services	CDBG: \$12,924,508	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 10,000 Persons Assisted
11	Neighborhood Revitalization	2016	2020	Non-Housing Community Development		Community Infrastructure, Facilities & Services Community Revitalization	CDBG: \$1,000,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted
12	Community and Regional Planning	2016	2020	Non-Housing Community Development		Community Infrastructure, Facilities & Services Community Revitalization Economic Opportunity	CDBG: \$500,000	Other: 40 Other

AP-20 Annual Goals & Objectives

Goal #r	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Estimated 2020 Funding	Proposed 2020 Goal & IDIS Outcome Measure
13	Support New or Retention of Existing Jobs	2016	2020	Economic Opportunity		Economic Opportunity	CDBG: \$2,000,000	Jobs created/retained: 25 Jobs Businesses assisted: 1 Business Assisted
14	Community Economic Development	2016	2020	Non-Housing Community Development		Community Infrastructure, Facilities & Services Community Revitalization Economic Opportunity	CDBG: \$3,000,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 10,000 Persons Assisted

Table 6 – Goals Summary

AP-20 Annual Goals & Objectives

Goal Descriptions

1a	Goal Name	New Affordable Rental Housing
	Goal Description	Increase the supply of affordable rental units for extremely low- to moderately low-income households.
1b	Goal Name	Preserve Existing Affordable Housing
	Goal Description	Increase the supply of affordable rental units for extremely low- to moderately low-income households, through projects involving rehabilitation. Or make existing affordable housing more sustainable and preserve affordable housing stock. HOME and NHTF funds are allocated for this goal for 2020, but CDBG neighborhood revitalization projects can include this activity, as can water/sewer infrastructure projects. Rehabilitation Standards for NHTF are included in this Plan. Also, though not included in this plan, CDBG-DR anticipates continued expenditure of CDBG-DR funding for owner-occupied rehab.
2	Goal Name	Operating Funds for Facility-Based Housing Units
	Goal Description	Support transitional and supportive housing facilities for people with special needs
3	Goal Name	Homeownership & Rental Assistance
	Goal Description	HOME rental assistance activities for 2020 will include TBRA that will be administered by SC Housing's Rental Division. HOME funding to assist special needs households through TBRA and its partnership with the SC Department of Mental Health is included in the joint HOME/HOPWA goal of TBRA for Special Needs. HOME funding for security deposit assistance through SC Housing's Rental Division is included in the Short Term Rental Assistance & HOPWA STRMU goal. There is no 2020 goal for homeownership assistance, as other funds managed by SC Housing are being used to address the Con Pan goal of affordable homeownership.
4	Goal Name	Tenant-based Rental Assistance for Special Needs Households
	Goal Description	Provision of tenant-based rental assistance to make housing more affordable for those living with HIV/AIDS and for other low income households with other special needs. Funding for this activity is provided by HOPWA as well as by HOME through its partnership with the SC Department of Mental Health.
5	Goal Name	Short Term Rental Assistance & HOPWA STRMU (Short-Term Rent, Mortgage & Utility Assistance)
	Goal Description	Address short-term housing instability by providing emergency assistance for people living with HIV/AIDS and address housing affordability by providing rental assistance for low income households through SC Housing. SC Housing security deposit assistance is short-term and fits with this goal. Other HOME-funded TBRA rental assistance is included in the Homeownership & Rental Assistance goal and the TBRA for Special Needs goal.
6	Goal Name	Homeless Prevention & Rapid Re-Housing
	Goal Description	Prevent homelessness and/or assist with rapid re-housing or transition to permanent housing

AP-20 Annual Goals & Objectives

8	Goal Name	Homeless Shelter, Services & Outreach
	Goal Description	Support organizations that provide emergency shelter or essential supportive services to homeless individuals and families, both sheltered and unsheltered, and/or that provide outreach to unsheltered homeless
9	Goal Name	Supportive Services for People with HIV/AIDs
	Goal Description	Provide supportive services and permanent housing placement services to persons with special needs to promote independent living.
10	Goal Name	New or Upgraded Public Infrastructure & Facilities
	Goal Description	Contribute to the creation of healthy and sustainable residential communities by providing funding for new or upgraded infrastructure, facilities or services, including water, sewer, roads, drainage or other activities that address health concerns, help meet required quality standards and ensure community sustainability, contribute to a more viable regional infrastructure solution, provide new access to services where needed to support business or community needs where it is cost effective to do so.
11	Goal Name	Neighborhood Revitalization
	Goal Description	Develop sustainable communities through revitalization of residential neighborhoods using comprehensive strategies for linking commercial revitalization successes with improvements to community neighborhoods. This typically involves multiple activities prioritized to address basic infrastructure and safety first and, where feasible, geographically concentrated in order to achieve the greatest impact. Eligible activities include infrastructure, public facilities, housing infrastructure or other activities to support workforce housing, demolition and clearance, and public services.
12	Goal Name	Community and Regional Planning
	Goal Description	Assist local governments in developing plans and building local community development capacity to build the capacity to effectively determine community needs, establish both long-term goals and short-term objectives, and develop plans for carrying out effective strategies to address community needs. Accomplishments are measured in terms of the number of communities assisted.
13	Goal Name	Support New or Retention of Existing Jobs
	Goal Description	Support the creation or retention of jobs as a means of providing or expanding economic opportunity in the form of jobs to primarily low- and moderate-income individuals. The CDBG Business Development Program is the primary tool for accomplishing this by providing financial resources for local governments to pursue opportunities that create new jobs, retain existing employment, stimulate private investment, and revitalize or facilitate the competitiveness of the local economy.

AP-20 Annual Goals & Objectives

14	Goal Name	Community Economic Development
	Goal Description	Help create more viable communities that can compete more effectively for new business development opportunities, provide more supportive environments for existing businesses to grow and thrive, and thereby create communities that are more sustainable and offer local residents greater quality of life and individual economic opportunity. The CDBG Community Enrichment Program is the primary tool for accomplishing this by funding public facilities, services and other activities that strengthen existing communities and support a higher quality of life.

Estimate the number of extremely low-income, low-income and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)

Extremely Low-Income - 100 households
Low-Income - 130
Moderately Low-Income - 275

AP-25 Allocation Priorities

AP-25 Allocation Priorities – 91.320(d)

Introduction:

Each Program has identified various programs or activities that will be funded during 2020, and that will directly contribute toward achieving the goals defined in this plan. Funding for each of these programs or activities are described in program-specific sections of AP-30, Method of Distribution. Each program's Method of Distribution section also describes other, allowable set-asides for program administration and other activities related to program delivery, and demonstrates compliance with the program caps for these activities. Such activities include program administration, technical assistance (CDBG), CHDOs (HOME), sponsor administration (HOPWA), and administration and HMIS (ESG).

The percentages below reflect the relative share of estimated 2020 funding for each program or activity to be funded in 2020. Note that these percentages are calculated *after* allowable set-asides have been deducted from the total estimated allocation. These total 100%, indicating that, after allowable set-asides, all 2020 funding will be awarded to help achieve one of the program goals identified in this Annual Action Plan.

The set-aside activities are not included in the table below, which is automatically generated by IDIS and which cannot be modified by the State other than the percentages for the IDIS-generated columns and rows. These activities are, however, described in AP-30, Method of Distribution. All comply with pertinent program regulations and caps, as described in AP-30.

Funding Allocation Priorities

	New Affordable Rental Housing (%)	Operating Funds for Facility-Based Housing Units (%)	Home-ownership & Rental Assistance (%)	Tenant-based Rental Assistance (%)	Short-Term Rent, Mortgage & Utility Assistance (%)	Homeless Prevention & Rapid Re-Housing (%)	Preserve Existing Affordable Housing (%)	Homeless Shelter, Services & Outreach (%)	Supportive Services for People with HIV/AIDs (%)	New or Upgraded Public Infrastructure & Facilities (%)	Neighborhood Revitalization (%)	Community and Regional Planning (%)	Support New or Retention of Existing Jobs (%)	Community Economic Development (%)	Total (%)
CDBG	0	0	0	0	0	0	0	0	0	76	5	3	10	15	100
HOME	75	0	0	4	1	0	20	0	0	0	0	0	0	0	100
HOPWA	0	10	0	30	17	0	0	0	43	0	0	0	0	0	100
ESG	0	0	0	0	0	40	0	60	0	0	0	0	0	0	100
HTF	50	0	0	0	0	0	50	0	0	0	0	0	0	0	100
Housing Trust Fund	100	0	0	0	0	0	0	0	0	0	0	0	0	0	100

Table 7 – Funding Allocation Priorities

AP-25 Allocation Priorities

Reason for Allocation Priorities

The CDBG, HOME and NHTF, and ESG programs for 2020 are designed to address the three priority needs, Decent Housing, Suitable Living Environment, and Economic Opportunity. Allocation priorities are based on expected funding and program evaluation of relative need amongst the related objectives identified in the Plan.

CDBG-DR

CDBG-DR funds allocated in prior years for Hurricane Matthew and the 2015 Severe Storm (October Flood) have been prioritized for housing rehab and housing replacement for eligible individuals affected by the related events. One hundred percent of funds that remain to be disbursed and that will be available in 2020 will be allocated to this activity. The State's approved Action Plan for the 2015 Severe Storm and the amendment(s) to it for Hurricane Matthew can be found on the SC Disaster Recovery Office (SCDRO) website at <https://www.scdr.sc.gov/2015severestorm/> and <https://www.scdr.sc.gov/hurricanemattthew/>. Additional CDBG-DR allocations were announced in 2019 for Hurricane Florence and CDBG Disaster Mitigation (CDBG-MIT). The State's Draft CDBG-MIT Action Plan is posted on the SCRO website and public comments are being accepted through January 24, 2019. The Action Plan for the Hurricane Florence allocation will be posted when available. Please see the SC Disaster Recovery Office website at <https://www.scdr.sc.gov> for additional information on all CDBG-DR allocations and activities.

HOME

HOME funding for homeownership assistance was discontinued in 2018, as other SC Housing resources are available to address this need, and using these other funds helps maximize HOME funds available for higher priority rental development activities. New in 2020, HOME funding will be made available for tenant based rental assistance for non-special needs households. HOME TBRA funding has previously only been available for special needs households through HOME's partnership with the SC Department of Mental Health. HOME will also continue to provide short term rental assistance in the form of security deposits. 100% of NHTF funds address rental development. For 2020, NHTF Rehabilitation Standards are included in this Plan, and if approved, NHTF funding will be available for rehabilitation rental projects. Otherwise, only HOME funding will be available. This Method of Distribution will directly impact priority needs and help accomplish goals and objectives.

HOPWA

DHEC allocates funding for TBRA, Facility based Supportive Housing, STMRU, PHP, and Supportive Housing. Each of these are successful in preventing homelessness of persons with HIV.

How will the proposed distribution of funds will address the priority needs and specific

AP-25 Allocation Priorities

objectives described in the Consolidated Plan?

CDBG

Each year, the State establishes programs under which CDBG funds for the year will be distributed, generally through a competitive funding process. The programs, and the project types and activities eligible under each program, are those that reflect eligible uses of CDBG funding and that will help address priority needs and specific objectives described in the Consolidated Plan. However, as required by the State's method of distribution, CDBG funds are actually distributed to local governments through competitive funding rounds for most programs, and these local governments, if successful in receiving funding, then actually carry out the activities identified in the Consolidated Plan, in accordance with applicable program requirements. In this way, the State makes CDBG funds available for priority activities identified in the Consolidated Plan that will directly impact priority needs and help accomplish goals and objectives.

Specific activities to be undertaken, however, are determined by the application process and the specific projects and activities proposed by the highest scoring applicants for CDBG funding. Applications received and projects awarded funding each year are described in the Consolidated Annual Performance and Accomplishment Report or CAPER. For more detailed information on the types of eligible activities, as well as the method of distribution for each program, refer to the program documents on the CDBG website at www.cdbgSC.com.

HOME and NHTF

SC Housing develops annual applications in support of providers who conduct activities to address the priority needs and specific objectives as described in this plan. HOME and NHTF funds are distributed to local governments, nonprofit organizations and other entities to carry out the activities identified in the Consolidated Plan, in accordance with applicable program requirements. Each year, funds are made available for some or all of the priority activities identified in the Strategic Plan, as indicated in the HOME and NHTF Method of Distribution sections and program documents that be found on the State Housing website at www.schousing.com. Specific activities to be undertaken by HOME and/or NHTF recipients of funds are subject to the projects represented by applications received and program funding award decisions.

ESG

The Emergency Solutions Grant Program plans to distribute its funds, after program admin and HMIS, as follows: Shelter/Street Outreach 60%, Homeless Prevention/Rapid Rehousing 40%. Program admin is 7.5% of the total and HMIS is 10%. Actual amounts may differ once all applications are received and scored, but shelter will not exceed 60%.

AP-25 Allocation Priorities

HOPWA

DHEC serves all areas of the state except the two areas that are HOPWA entitlement communities (Columbia, Charleston and Greenville) and the counties that fall in North Carolina and Georgia HOPWA entitlement communities. DHEC distributes the funds to regional Ryan White Care Providers and/or eligible non-profit organizations that assist persons living with HIV/AIDS. Housing assistance through STRMU, PHP, and TBRA increases client's housing stability. Increasing use of supportive services in order to assist individuals in maintaining housing stability are critical and includes case management and transportation.

AP-30 Methods of Distribution

AP-30 Methods of Distribution – 91.320(d)&(k)

Introduction:

Method of distribution refers to the means by which the state will distribute funds expected to be received by the five formula grant programs, CDBG, HOME, NHTF, ESG and HOPWA, each year.

Each program distributes funds to local governments, nonprofit organizations and other entities to carry out the activities identified in the Consolidated Plan, in accordance with applicable program requirements. Funds are made available as described below, for priority activities identified in the Strategic Plan that will directly impact priority needs and help accomplish goals and objectives described in this Annual Plan. Program regulations also allow for a specified amount, typically a percentage of the total allocation, to be set aside for state or local recipient administration and other eligible activities, such as ESG HMIS administration, that do not directly contribute to accomplishments that will be reported in the performance report, but rather facilitate program delivery and accomplishment of goals. Compliance with applicable program caps and regulations is also addressed in the sections below.

- CDBG, HOME, and NHTF have established programs for 2020 designed to address the three priority needs, Decent Housing, Suitable Living Environment and Economic Opportunity, and related objectives identified in this Annual Plan. Programs and funding levels are provided under the Federal Resources section of this plan. Strategies, or specific activities and project types that potential funding recipients may propose, are described in each program's Method of Distribution and annual plan, along with scoring criteria applicable to the competitive programs and any other criteria used to select projects for funding. Homeownership is no longer eligible for HOME funding. However in 2020, HOME funds will be available for non-special needs TBRA, and HOME and NHTF funding will be available for rehab of existing affordable housing units. This is in addition to continued HOME funding for new construction of rental units and short term rental assistance in the form of security deposits. (Note that NHTF Rehabilitation Standards are included as an attachment to this plan.)
- ESG makes funds available through one competitive funding round each year and will do so again this year to distribute the 2020 allocation. Eligible nonprofits in the state may operate homeless shelters, transitional housing, homeless services programs, street outreach programs, or homeless prevention and re-housing programs and may request funds for any eligible activity defined in the program annual plan. These activities correspond to priority activities identified in this Annual Plan, and to the requirements and regulations governing the Emergency Solutions Program. Funding decisions are based on prior performance, applicant capacity, financial capacity, the proposed project, and other factors, as described in the ESG Method of Distribution and program documents that can be downloaded from the program's website.
- DHEC allocates HOPWA funding for TBRA, Facility Based Supportive Housing, STRMU, PHP, and Supportive Services. Each of these are successful in preventing homelessness of persons with HIV, as described in the program's annual plan.

AP-30 Methods of Distribution

Activities to be undertaken by recipients of funds are subject to the specific applications received and program funding awards. For more detailed information on the types of eligible activities, as well as the method of distribution for each program, refer to the program documents on each Program's website.

AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- CDBG

State Program Name: Community Development Block Grant

State Program Name:	Community Development Block Grant Program
Funding Sources:	CDBG
Describe the state program addressed by the Method of Distribution.	<p>The South Carolina Community Development Block Grant (CDBG) Program is designed to provide assistance to units of general local government in improving economic opportunities and meeting community revitalization needs, particularly for persons of low and moderate income. The CDBG program has been funded through the State since 1982 by the U.S. Department of Housing and Urban Development (HUD) under the Housing and Community Development Act of 1974, as amended (Title I).</p> <p>The CDBG program is governed by Title I of the Housing and Community Development Act of 1974, as amended, and its implementing regulations for the State Program at 24 CFR Part 570, Subpart I. All CDBG activities must be carried out in accordance with the requirements of Title I, Subpart I, the State Consolidated Plan and this Program Description.</p> <p>The SC Department of Commerce, Division of Grants Administration, administers the annual allocation from HUD for the CDBG program.</p>
Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	<p>For most Community Development Programs, the State scores applications against other applications submitted for the same program, using the following criteria: level of community distress, severity of the problem to be addressed using grant funds awarded, citizen participation, level of effort or return on CDBG investment, feasibility of the project, readiness of the project to proceed if funds are awarded, CDBG cost/benefit ratio, number and LMI percentage of project beneficiaries, project outcomes to be achieved and impact, sustainability of the project, degree to which the project reflects state priorities, and capacity of the potential recipient to administer a CDBG project. Some criteria are scored independently based on scoring criteria outlined in the CDBG Program Description, and others are ranked and scored accordingly in logical increments.</p> <p>The Selection Criteria are rated and assigned a score from 1 to 3 where 3 = the best response, 2 = average, and 1 = less than satisfactory. Zero points may be awarded to a criterion if minimum program requirements are not addressed. The ranked scores are calculated and also assigned 1 to 3 points, where 3 is the best. The point assignment is multiplied by the weight of each criterion to obtain a score. There is a maximum score of 300 points.</p> <p>Bonus points are added to the total score, where appropriate. For 2020, projects located in an Opportunity Zone will receive 10 bonus points.</p>

AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- CDBG

State Program Name: Community Development Block Grant

<p>State Program Name:</p>	<p>Community Development Block Grant Program</p>
	<p>The State may utilize the expertise of other appropriate State agencies in making a determination regarding the above factors, and the State may request additional information from the applicant or other sources as necessary to evaluate the application and proposed project. The State reserves the right to negotiate or require changes in activities or funding in order to achieve program objectives. For water and sewer projects, the State may require that rates be adjusted to appropriate levels to ensure adequate funding for operation and maintenance or to facilitate borrowing a portion of project costs if such rate increases are reasonable and appropriate.</p> <p>In the event of a tie where there are more applications under consideration for funding than there are funds available, preference will be given first to those applications addressing the highest state priorities and second, to those with the highest Outcome score. If there continues to be a tie the one that benefits the most LMI persons will be funded. The highest scoring projects determined to be fundable will be recommended to the Secretary of the SC Department of Commerce, or his designee, for funding based on the amount of funds available. Projects generally should score at least 175 points to be considered for funding but such projects are not guaranteed funding. The Secretary, or his designee, will make final funding determinations based on a review of the projects utilizing the selection criteria and that best meet Department objectives.</p> <p>The State may make commitments for funding from future rounds, or any additional allocations, reallocations, recaptured or remaining funds, to projects from this program year which are determined by the Secretary, or his designee, to meet Department objectives. The State may also make a commitment to a project and/or partially fund a project (i.e., for ERR, acquisition, engineering) that scores sufficiently but is not ready due to design, environmental or funding issues. Funding may come from this program year, reallocated or recaptured funds, or be contingent on future years' funding.</p> <p><u>Community Development Ready to Go Program</u></p> <p>For the Ready to Go Program, all required project activities leading up to bidding must be complete prior to submission of an application including but not limited to: project design, environmental review, acquisition and permits. Applications are considered for award once all application documentation has been received, and projects are reviewed using the non comparative scoring factors listed above for the competitive Community Development Programs. The project must obtain a minimum score of 150 points to be considered eligible for funding. In the event there are more eligible applications submitted during the same time than funds available, the highest scoring eligible projects will be funded.</p>

AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- CDBG

State Program Name: Community Development Block Grant

State Program Name:	Community Development Block Grant Program
	<p><u>Business Development Program</u></p> <p>Applications for Business Development grants may be requested at any time, and Grants Administration may issue commitments at any time for project funding contingent upon receipt of an acceptable written commitment from the business (if job creation or retention is involved), acceptable application information, compliance with CDBG program guidelines and HUD regulations, and availability of program funding. Applications are considered for award once all application documentation has been received and are reviewed for completeness and compliance with Program requirements and applicable HUD regulations. The following factors are also considered in making a funding decision: Market conditions or need for the project, economic impact, leveraging, and viability and level of public risk.</p>
If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG Only)	<p>Each year, the SC Department of Commerce Grants Administration Division updates its annual plan or CDBG Program Description and applicant guidance documents and posts them on the https://www.cdbgSC.com website. These include the CDBG Program Description, CDBG Application Guidelines and CDBG Implementation Manual, as well as other information helpful to potential applicants. Application request forms can also be found on the website.</p> <p>Note that both the CDBG Program Description and Application Guidelines define and describe all scoring criteria and provide a more in-depth discussion of application requirements and how each type of CDBG application will be reviewed.</p>
Describe how resources will be allocated among funding categories.	<p>The State estimates its 2020 CDBG allocation assuming level funding with 2019, or \$20,128,358. The State initially plans the following distribution:</p> <ul style="list-style-type: none"> • Community Infrastructure - \$11,724,508* • Community Enrichment - \$3,000,000 • Neighborhood Revitalization - \$1,000,000* • Special Projects - \$600,000 • Ready to Go - \$600,000 • Business Development - \$2,000,000 • Regional Planning - \$500,000 • State Administration - \$201,283 • State Technical Assistance - \$502,567

AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- CDBG

State Program Name: Community Development Block Grant

State Program Name:	Community Development Block Grant Program
	<p>* If the State receives more than the estimated allocation, it will increase funding for the Community Infrastructure Program. If the State receives less than the estimated allocation, it will reduce funding for the Neighborhood Revitalization Program.</p> <p>Note that for AP-20 Goals funding and AP-25 Allocation Priorities percentage calculations, Special Projects and Ready to Go have been included with Community Infrastructure.</p> <p>Also note that the amount for State Administration is equal to the allowable amount, or 2% of the annual allocation plus \$100,000, and all but the additional \$100,000 will be matched by state funds. The amount for Technical Assistance is also equal to the allowable amount, or 1% of the annual allocation.</p>
Describe threshold factors and grant size limits.	<p><u>Grant Maximums:</u></p> <p>CDBG grant maximums and minimums have been established for each Program:</p> <ul style="list-style-type: none"> • Community Infrastructure - \$750,000* maximum, \$50,000 minimum • Community Enrichment - \$750,000 streetscape projects/\$500,000 maximum otherwise, \$50,000 minimum • Neighborhood Revitalization - \$750,000 for projects that include infrastructure/\$500,000 otherwise, \$50,000 minimum • Special Projects - \$200,000 maximum and \$50,000 minimum • Ready to Go - \$500,000 maximum*, \$50,000 minimum • Economic Development - \$10,000 per job maximum and \$50,000 minimum • Regional Planning - \$50,000 <p>* Waivers of the grant maximum will be considered based on whether the project addresses an urgent and compelling need or proposes a regional solution or system-wide improvements (i.e., treatment plant), as well as the extent of leveraging and a reasonable CDBG cost (generally \$10,000 per household or less). A written request explaining the rationale for a waiver of the grant maximum must be submitted for consideration along with the application.</p> <p>The grant award limits for all categories may be waived at the discretion of Grants Administration in order to provide the level of assistance required where other resources are not reasonably available to the unit of local government to address the need in a timely manner or where Grants Administration determines the amount is necessary and appropriate to achieve the State's CDBG Program objectives.</p>

AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- CDBG

State Program Name: Community Development Block Grant

State Program Name:	Community Development Block Grant Program
	<p><u>Threshold</u></p> <p>As a performance-based incentive, a unit of local government can apply for an additional Community Development grant if it has no more than two open CDBG grants (excluding Business Development or Regional Planning grants). However, the open grants must not have exceeded a 30 month grant period.</p> <p>There are additional program category threshold limits that apply:</p> <ul style="list-style-type: none"> • No more than one Neighborhood Revitalization or streetscape project. • No more than one Ready to Go project. • No more than one project for the same general target area/neighborhood open at the same time, unless the current project is under construction. <p>For threshold purposes, a grant is considered open if it is not programmatically closed at the time of application submission. The applicant must submit a request for waiver prior to or with the application request. At the discretion of Grants Administration, a performance threshold waiver may be considered only for the following reasons:</p> <ul style="list-style-type: none"> • There is an urgent or compelling need for immediate assistance, such as an imminent health threat to the public, or • It is determined that lack of performance on an open grant is due to unavoidable circumstances or conditions beyond the control of the local government. If problems are determined to be administrative, the local government may be allowed to apply if a different grant administrator is responsible for the new application/project. <p>A unit of local government may not apply for Community Development funds if it has any open grant which has not been programmatically closed due to the local government's lack of compliance with significant programmatic or financial requirements of the program. A grant may not be awarded to a local government which has a serious, outstanding audit or monitoring finding involving the potential for significant monetary restitution or non-responsiveness on any previously funded CDBG grant.</p>
What are the outcome measures expected as a result of the	All projects are required to propose a level of benefit and performance outcomes they expect the project will achieve as a result of the use of CDBG funds. Projects are evaluated on this basis, along with all other scoring criteria, and projects must demonstrate that they have achieved performance goals once all project funds have

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Table 4 - Distribution Methods by State Program- CDBG

State Program Name: Community Development Block Grant

State Program Name:	Community Development Block Grant Program
method of distribution?	been expended, as part of the grant closeout process. Accomplishments are reported annually in the State's Consolidated Performance and Evaluation Report, or CAPER.

Questions not applicable to CDBG, and thus without responses in the CDBG Method of Distribution section:

Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)

Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
Funding Sources:	HOME
Describe the state program addressed by the Method of Distribution.	HOME funding will be made available through a competitive process by which the highest scoring applications submitted during an annual funding cycle will be awarded. South Carolina will not distribute HOME Investment Partnerships Program funds through subgrantees.
Describe all of the criteria that will be used to select applications and the relative importance of these criteria. (continued)	<p>Points will be awarded as outlined in this section. Both positive and negative points may be assessed.</p> <p><u>Performance Issues - Authority Programs</u></p> <p>Negative points will be assessed on the Applicant’s previous performance with any of the Authority’s Programs.</p> <ol style="list-style-type: none"> 1. Applicant was suspended from participating in any Authority program, at any point in time, regardless of whether or not the suspension has been lifted. -15 Points 2. Awarded funds were de-obligated or rescinded by the Authority for lack of progress or an inability to complete the project. Negative points will not be assessed for de-obligated/rescinded funds when issues regarding a project progressing were beyond an awardee’s control as determined by the Authority. -10 Points 3. Applicant took more than 42 months to complete an awarded HOME or NHTF project. -10 Points <p><u>Evaluation of New Construction Applications</u></p> <p><u>Positive Site Characteristics</u></p> <p>Applications may be awarded up to 25 points for positive site characteristics. If all units of a proposed site are located in a tract with no life expectancy data, the total score for all other items will be multiplied by 1.25 to ensure a possible total of 25 points.</p> <ol style="list-style-type: none"> 1. Up to 5 points based on the median household income of the census tract in which the project is situated (if in multiple tracts, the one with a plurality of units) relative to its county according to data from 2014-2018 American Community Survey Five-Year Estimates. <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> • 5 points if the median household income of the tract is 125.0 percent of the median household income of the county or more, rounded to the nearest tenth of a percentage point • 4 points if this ratio is between 115.0 and 124.9 percent • 3 points if this ratio is between 105.0 and 114.9 percent • 2 points if this ratio is between 95.0 and 104.9 percent • 1 point if this ratio is between 85.0 and 94.9 percent

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
	<p>2. Up to 5 points based on the average life expectancy of residents in the census tract (if in multiple tracts, the one with a plurality of units) based on data from the U.S. Small-Area Life Expectancy Estimates Project as reported by the Centers for Disease Control and Prevention.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> • 5 points where life expectancy is 85.0 years or more • 4 points for 82.5 to 84.9 years • 3 points for 80.0 to 82.4 years • 2 points for 77.5 to 79.9 years • 1 point for 75.0 to 77.4 years <p>3. 5 points for all units being located within a Qualified Opportunity Zone (QOZ).</p> <p>4. 5 points for all units <u>not</u> being located in a Racially or Ethnically Concentrated Area of Poverty (R/ECAP) as defined by the U.S. Department of Housing and Urban Development.</p> <p>5. Up to 5 points based on the number of jobs paying between \$1,251 and \$3,333 per month in a two-mile radius. Data from the Longitudinal Employment Household Dynamics (LEHD) database will be used as displayed in the U.S. Census Bureau’s OnTheMap tool. Points will be awarded as follows:</p> <ul style="list-style-type: none"> • 5 points for at least 5,000 jobs. • 4 points for 4,000 to 4,999 jobs. • 3 points for 3,000 to 3,999 jobs. • 2 points for 2,000 to 2,999 jobs. • 1 point for 1,000 to 1,999 jobs. <p><u>Negative Site Characteristics:</u></p> <p>For the detrimental characteristics below, the distance is the shortest straight line from the closest site boundary to the closest boundary line of the detrimental characteristic. When a detrimental site characteristic is located on a parcel shared by multiple businesses, the measurement is to the parcel boundary line. The determination is as of the time of the site visit and may include characteristics under construction.</p> <ol style="list-style-type: none"> 1. 1 point deducted for each instance of a site within: <ol style="list-style-type: none"> a. five hundred (500) feet of an easement containing an electric substation, whether it is active or inactive b. one-half (1/2) mile of an operating commercial beef/hog/chicken/turkey farm or processing plant c. one-half (1/2) mile of a treatment, storage, or disposal facility for hazardous wastes, an active or inactive solid waste disposal facility and/or solid waste transfer facility d. one-quarter (1/4) mile of a sewage treatment plant e. one-quarter (1/4) mile of any jail, prison, detention center or correctional facility (not including a temporary holding facility). 2. 2 points deducted where any portion of the site contains or permits any easements for overhead electric power lines and/or such electric power lines encumber the site. The loss of points will not apply if:

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
	<p>a. the lines are used for the distribution of electric service for other unrelated properties and located within 25 feet of the perimeter of the site so long as no portion of any building or proposed building is beneath such power lines, or</p> <p>b. the application includes documentation from the utility provider stating all power lines will be underground.</p> <p>3. 3 points deducted for each instance of a site within:</p> <p>a. five hundred (500) feet of any commercial junkyard or salvage yard; trash heap, landfill, dump pile, or other eyesore</p> <p>b. five hundred (500) feet of a pipeline(s) (excluding low pressure natural gas distribution lines, water and sewer lines)</p> <p>c. one-quarter (1/4) mile of adult video/entertainment clubs and stores</p> <p>d. one-quarter (1/4) mile of an operating industrial facility including but not limited to: steel manufacturers, oil refineries, ports, chemical plants, plastic manufacturers, automotive and engine parts manufacturers and food processing plants.</p> <p><u>Affordable Housing Shortage:</u></p> <p>A total of 30 points may be awarded based on the local shortage of affordable housing.</p> <p>1. Up to 20 points for projects based on the shortage of affordable housing by county, as shown in Exhibit 9 of the South Carolina Housing Needs Assessment, Volume 1:</p> <p style="padding-left: 40px;">20 points for projects located in counties with fewer than 15 subsidized rental units per 100 low-income renter households. (Berkeley, Calhoun, Horry, Lexington, Pickens, Saluda)</p> <p style="padding-left: 40px;">15 points for projects located in counties with between 15 and 19 subsidized rental units per 100 low-income renter households. (Aiken, Beaufort, Charleston, Chester, Chesterfield, Colleton, Dorchester, Greenville, Greenwood, Hampton, Spartanburg, York)</p> <p style="padding-left: 40px;">10 points for projects located in counties with between 20 and 24 subsidized rental units per 100 low-income renter households. (Anderson, Cherokee, Darlington, Dillon, Fairfield, Florence, Kershaw, Lancaster, Oconee, Orangeburg, Richland, Sumter)</p> <p style="padding-left: 40px;">5 points for projects located in counties with between 25 and 29 subsidized rental units per 100 low-income renter households (Clarendon, Georgetown, Jasper, Laurens)</p> <p>2. Up to 10 points for projects located entirely within municipalities with extreme affordable housing shortages as defined below:</p> <p style="padding-left: 40px;">10 points for projects located entirely within a city/town with more than 500 low-income renter households and less than one (1) subsidized rental unit per 100 low-income renter households.</p>

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	<p>HOME Investment Partnerships Program</p> <p>(Forest Acres, Mount Pleasant, North Myrtle Beach)</p> <p>5 points for projects located entirely within a city/town with more than 250 low-income renter households and less than ten (10) subsidized rental units per 100 low-income renter households not included in the above list. (Central, Hanahan, James Island, Simpsonville)</p> <p><u>Cost Containment:</u> Applications may be awarded up to 15 points for cost containment. Each of the following three cost categories will be measured against the average of all applications submitted.</p> <ol style="list-style-type: none"> 1. Vertical Construction Costs per Unit Vertical construction costs include all costs from the footers up. 2. Total Site Work Cost per Unit Total site work includes both on-site and off-site improvements. 3. Total Development Cost per Bedroom Land costs are included in total development costs. If the project will lease the land instead of purchasing, the appraised value of the land will be included in total development costs for purposes of this calculation. <p>Each result will be divided by the average of eligible applications, with the percentage rounded to the nearest tenth of a percentage point. Scores will be awarded in each category as follows:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">90.0% of average or less</td> <td>5 points</td> </tr> <tr> <td>90.1% to 100.0% of average</td> <td>3 points</td> </tr> <tr> <td>100.1% to 110.0% of average</td> <td>1 point</td> </tr> <tr> <td>110.1% of average or more</td> <td>0 points</td> </tr> </table> <p><u>Sustainable Building:</u> Applications will earn 5 points for committing to meet green and energy efficiency sustainable building requirements for one of the following sustainable building certifications:</p> <ol style="list-style-type: none"> 1. Enterprise’s Enterprise Green Communities certification program (following Enterprise Green Communities protocol under the guidance of an Enterprise Qualified TA provider); 2. US Green Building Council’s LEED for Homes certification program; 3. Home Innovation Research Lab’s National Green Building Standard, meeting Bronze level or higher; or 4. Southface Energy Institute and Greater Atlanta Home Builders Association’s EarthCraft certification programs, based on development type. 	90.0% of average or less	5 points	90.1% to 100.0% of average	3 points	100.1% to 110.0% of average	1 point	110.1% of average or more	0 points
90.0% of average or less	5 points								
90.1% to 100.0% of average	3 points								
100.1% to 110.0% of average	1 point								
110.1% of average or more	0 points								

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
	<p>The application must include a certification from a responsible green and/or energy professional affiliated with the certifying party selected that the project will meet such requirements.</p> <p><u>Leveraging:</u> Applications may receive up to 10 points for leveraging outside funds.</p> <ol style="list-style-type: none"> 1. Applications will earn 0.2 points for each percentage point of total development cost funded through a source other than the Authority, up to a maximum of 5 points. The number of points will be rounded to two decimal places. All outside funds must be provided in the form of a grant, in-kind contribution, or equity investment. 2. Additionally, up to 5 points will be awarded for documented financial support from a city, county, or other local government. Funding may be appropriated directly by a public entity and/or awarded by a non-profit organization financially supported by a local government, such as a local housing trust fund. In-kind contributions will be evaluated at fair market value. Applications will earn points based on the total amount or value of support committee per low-income unit: <ul style="list-style-type: none"> • 5 points for \$10,000 or more • 4 points for \$7,001 to \$9,999 • 3 points for \$5,001 to \$7,000 • 2 points for \$3,001 to \$5,000 • 1 point for \$1,000 to \$3,000 <p><u>Revitalization:</u> Applications citing a concerted community revitalization plan (CCRP) will receive 5 points. The application must include a copy of the plan and a narrative thoroughly explaining how the proposed development contributes to the CCRP’s specific goals in housing and other areas.</p> <p>To qualify as a CCRP the plan must:</p> <ul style="list-style-type: none"> • Have been approved by the appropriate municipal and/or county government between January 1, 2010, and December 31, 2019. • Evaluate a neighborhood or small group of contiguous neighborhoods with clearly delineated geographic boundaries. • Describe the infrastructure, economy, demographics, and trends in the community. • Identify barriers to revitalization and articulate meaningful and achievable goals for overcoming these barriers, including a timeline. • Identify housing and other activities to take place within the time period outlined and the institutional actors involved. • Enumerate the resources committed to revitalization. <p>Documents such as municipal zoning or land use plans, consolidated housing or economic development plans, short-term work plans, housing needs assessments, and planned unit developments do not qualify as CCRPs.</p>

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
	<p><u>Mixed-Income Housing</u></p> <p>The Authority will award 10 points to applications that include market-rate rental housing units. The affordable rent-restricted units must be indistinguishable from the market rate units with respect to appearance and quality of construction, with identical access to services and amenities provided by the property. The market rate units must be evenly distributed throughout the project to the maximum extent possible, whether on a single site or scattered site. The total number of market rate units may not exceed the amounts listed on page 6 under Eligible Projects and Activities.</p> <p>Any such provisions above shall not be construed as to supersede federal or state restrictions on funding programs; Authority resources may only be used to fund the costs of units occupied by residents who have income qualified via one of the constituent funding programs.</p> <p>In total, new construction projects are eligible to receive a total of 100 points.</p> <p><u>Evaluation of Rehabilitation Applications</u></p> <p>The Authority will evaluate rehabilitation applications comparatively based on the following criteria, listed in order of importance.</p> <p>A. Preventing of the conversion of affordable units to market rate and/or the loss of government housing resources (including federal project-based rent assistance).</p> <p>B. The extent of physical distress, particularly with major systems, accessibility, and/or life, health and safety features, as informed by the Physical Needs Assessment and determined by the Authority. Failure to properly maintain the buildings will not enhance an application’s likelihood of award if a member of the current owner’s organizational structure or a related party will remain part of the new ownership.</p> <p>C. The project is within an area covered by a Concerted Community Revitalization Plan.</p> <p>D. The degree to which the project site and its surroundings support the economic empowerment of low-income households.</p> <p>Applications proposing rehabilitation will be scored out of a total of one hundred (100) possible points, to be allocated as follows:</p> <p>Criterion A (40 points): Preventing of the conversion of units to market rate and/or the loss of government housing resources (including federal project-based rent assistance).</p> <p><u>Item 1 (20 points):</u> Whether the property is or will become financially insolvent on or before December 31, 2024. This determination will be made by Authority underwriting and asset management staff. Applications will include pro forma statements and any other evidence and documentation that will support assertions that the investment is necessary. Authority staff may request any and all additional materials needed to fully evaluate financial conditions. If the actions of one or more member(s) of the ownership structure, or subsidiaries thereof, are</p>

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
	<p>determined by Authority staff to have materially contributed to the financial risks facing the property, then the application will receive zero (0) points for this item.</p> <p>Item 2 (10 points): Whether the property has existing rent restrictions due to governmental funding sources that will expire. Applications with the shortest such times will be given highest consideration. If a project has received capital financing from multiple sources, only the longest such period will be considered. If the project did not receive SC Housing funds and is not identified in the National Housing Preservation Database (NHPD), or the affordability period does not match NHPD records, a signed letter must be included from the applicable funding entity (e.g., HUD office, local government, etc.) indicating the nature and duration of rent restrictions.</p> <p>Item 3 (10 points): What is the percentage difference between the existing rents and the rents charged by market rate properties within the primary market area, as determined by the included market study/analysis? Applications with the largest such minimum rent advantages will be given highest consideration. If there is a mix of unit sizes in the property, as determined by the number of bedrooms, rent advantages should be computed separately, then aggregated using a weighted average. For example, if a project consists of eight one-bedroom units that have a minimum 40% rent advantage and twelve two-bedroom units that have a minimum 30% rent advantage, the overall minimum rent advantage would be 34%.</p> <p>Criterion B (30 points): The extent of physical distress, particularly with major systems, accessibility, and/or life, health and safety features, as informed by the Physical Needs Assessment and determined by the Authority. Failure to properly maintain the buildings will not enhance an application’s likelihood of award if a member of the current owner’s organizational structure or a related party will remain part of the new ownership.</p> <p>Note: If the actions of one or more member(s) of the proposed ownership structure, or subsidiaries thereof, are determined by Authority staff to have materially contributed to physical deficiencies facing the property, then the application will be ineligible for consideration under this criterion and receive zero (0) points for all items.</p> <p>Item 1 (15 points): What is the likelihood that the property will present a substantial risk to the life, health, safety, and/or well-being of residents on or before December 31, 2024, without the requested capital infusion? This determination will be made by Authority construction staff based on the Physical Needs Assessment. Authority staff may request any and all additional materials needed to fully evaluate physical conditions.</p> <p>Item 2 (10 points): What is the total replacement cost per unit of all systems and components that have already exceeded their estimated useful life, according to Fannie Mae tables? Applications with the highest such values will be given highest consideration. This determination will be made by Authority construction staff based on the Physical Needs Assessment. Authority staff may request any and all additional materials needed to fully evaluate physical conditions.</p>

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
	<p>Item 3 (5 points): To what extent will the proposed rehabilitation improve the accessibility of the property for persons with mobility and/or sensory impairments? Applicants are encouraged to include narratives that indicate such improvements; Authority staff may request any and all additional materials needed to fully evaluate proposed accessibility. Increases in the number of accessible units, improvements in quality of accessibility features in such units, and upgrades in accessibility throughout common areas will be considered.</p> <p>Criterion C (20 points): The project is within an area covered by a Concerted Community Revitalization Plan.</p> <p>Item 1 (10 points): All applications that submit a Concerted Community Revitalization Plan (CCRP) in which their proposed rehabilitation project is located will receive ten (10) points.</p> <p>Item 2 (10 points): To what extent does the CCRP meet the elements outlined in the funding guidelines, and how does the project contribute to these goals? This determination will be made by Authority staff based on the CCRP itself and the accompanying narrative, with a focus on the analytical rigor of the plan, the applicability of proposed solutions to the challenges identified, and contributions of local government(s) to its implementation.</p> <p>Criterion D (10 points): The degree to which the project site and its surroundings support the economic empowerment of low-income households.</p> <p>Item 1 (5 points): Projects will be evaluated based on local median household income as described in item (A)(1) of the 2020 SRDP new construction scoring criteria.</p> <p>Item 2 (5 points): Projects will be evaluated based on local employment opportunities as described in item (A)(5) of the 2020 SRDP new construction scoring criteria.</p> <p><u>Tie Breaker Criteria</u></p> <p>The following factors will be used in the order listed to break a tie.</p> <ol style="list-style-type: none"> A. If two or more projects have the same score, a supportive or transitional housing project will receive priority over standard rental housing. B. If this does not break the tie, a project in a county that has never received a Small Rental Development Program award will receive priority over one that has. C. If this does not break the tie, the project with a higher share of total development cost funded from a source other than the Authority will receive preference. D. If projects remain tied after all above tie breakers have been applied, the Authority will utilize a lottery.

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
Describe how resources will be allocated among funding categories.	<p>The Authority anticipates 2020 HUD funding level with 2019, or \$6,527,338, plus \$5,800,000 in accrued program income from 2019 and funds recaptured as a result of deobligating or rescinding funds from prior year allocations. The estimated total of \$15,652,728 will be allocated in funding categories as follows:</p> <ul style="list-style-type: none"> • Allowable set aside of ten percent (10%) for the administration of the program. Administrative funds of \$652,773 will be used for the planning, administration, allocation of indirect costs and monitoring of the program. Funds will also be used to conduct workshops to assist participants in applying for and implementing HOME funded projects. • The required CHDO set-aside allocation is fifteen percent (15%) which is estimated to be \$980,000 of the Authority’s total HOME allocation. CHDOs wanting to receive funds must comply with the established procedures contained in the 2020 Small Rental Development Program Manual for funding. The CHDO set-aside amount is included in the total amount of HOME funds set-aside for the Small Rental Development Program in the amount of \$6,902,728. HOME funds are leveraged with National Housing Trust Fund and SC Housing Trust Fund dollars in the Small Rental Development Program. • Set aside of \$8,000,000 to be used in conjunction with the Low Income Housing Tax Credit (LIHTC) Program and National Housing Trust Fund Program, as well as the SC Housing Trust Fund, to finance rental developments in an effort to maximize the state’s available resources. • Set aside of \$750,000 for TBRA Programs to be used in a partnership with the SC Dept of Mental Health and \$610,000 to fund SC Housing’s Rental Assistance Division programs. • Set aside of \$100,000 to be used for other rental assistance. <p>NOTE: If funding is more than estimated, the Authority will increase funding for rental programs. If funding is less than estimated, the Authority will reduce funding for rental programs.</p>
Describe threshold factors and grant size limits.	<p>Applications that do not meet the following minimum threshold requirements will be eliminated from review.</p> <ol style="list-style-type: none"> 1. Financial Criteria: Each Applicant must meet a minimum financial capacity standard based on the total number of affordable rental units to be developed: <ol style="list-style-type: none"> a. 4 – 8 total units – Applicant must have a minimum net worth of \$500,000 and a minimum of \$75,000 in unrestricted liquid assets.

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
	<p>b. 9 – 16 total units – Applicant must have a minimum net worth of \$1 million and a minimum of \$150,000 in unrestricted liquid assets.</p> <p>c. 17-24 total units – Applicant must have a minimum net worth of \$1.5 million and a minimum of \$200,000 in unrestricted liquid assets.</p> <p>d. 25-39 total units – Applicant must have a minimum net worth of \$2 million and a minimum of \$250,000 in unrestricted liquid assets.</p> <p>All organizations must provide audited financial statements. If the minimum requirements listed above cannot be satisfied, the Authority will evaluate the audited financial statements of the organization and a credit report dated within 30 days of application submittal for any principals of the organization that will be a financial guarantor. The Authority will assess the financial condition of the applicant based on: loans in default, quick ratio less than 1.0, credit concentration, contingent liabilities, and other factors relevant to successful development or operation. The Authority may request additional information as needed. The audited financial statements must be prepared by an independent certified public accountant (CPA) in accordance with U.S. GAAP and include a balance sheet dated on or after December 31, 2018</p> <p>2. Applicants must be in good standing with all Authority and SC Housing Corporation administered programs. An SRDP Eligibility Certification (M-47), signed by the Authority's Federal Program Manager prior to application submission, must be submitted with all applications. ANY organizations, developer(s), general partner(s), or managing member(s) may be deemed not in good standing and automatically disqualified for any of the following:</p> <p>a. Open investigation(s) involving federal and/or state officials alleging fraud, misuse, waste, or abuse of funding;</p> <p>b. Uncorrected non-compliance violations with the Authority or SC Housing Corporation administered programs, or uncorrected breaches of agreements in conjunction with Authority or SC Housing Corporation administered programs;</p> <p>c. Delinquent payments owed to the Authority, including but not limited to loan payments and compliance monitoring fees;</p> <p>d. Debarment from participation in any federal program (i.e. HUD Community Planning and Development Programs, RHS, FHLB, etc.) or any Authority administered programs (i.e. HOME, LIHTC, SC HTF, NHTF, NIP, NSP, etc.); and/or</p>

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
	<p>e. The Applicant’s development and operational history including, but not limited to: commencing construction timely, meeting Authority deadlines without extensions, and meeting other statutory or regulatory completion deadlines. For non-federal entities, this also includes findings relevant to administering or managing housing development programs that appear in the applicant’s audit conducted as required by 2 CFR Part 200, Subpart F (a.k.a. Super Circular) which have not been cleared. Such entities must provide a copy of their most recent audit with the application.</p> <p>The Authority has sole discretion in the determination of good standing and this determination it is not subject to reconsideration or appeal.</p> <p>3. Applicants who currently have HOME Program Income or CHDO Program Proceeds earned from SC Housing funded projects are not eligible to apply for additional funds until those funds have been expended or remitted to SC Housing.</p> <p>4. Eligible Applicants must demonstrate experience and capacity to develop an eligible SRDP project as evidenced by the ability to own, construct, or rehabilitate rental housing developments. Applicants must demonstrate the capacity to successfully develop the type of units being proposed in the SRDP application. Successfully developing means coordinating the development team in planning, financing and constructing a development through the receipt of Certificates of Occupancy (COs) and reaching stabilized occupancy.</p> <p>a. Non-profit Applicants proposing 4-8 unit new construction developments must meet the following experience requirements:</p> <p>i. If proposing single family rental homes, the applicant must have experience within the last eight years of successfully developing and operating a minimum of two single family rental homes.</p> <p>ii. If proposing a multi-family rental development, the applicant must have experience within the last eight years of successfully developing and operating a minimum of one multi-family development consisting of at least four units.</p> <p>b. Applicants proposing 9-39 unit new construction developments must meet the following experience requirements:</p> <p>i. If proposing single family rental homes, the applicant must have experience within the last eight years of successfully developing and operating a</p>

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
	<p>minimum of four single family rental homes using at least one federal funding source.</p> <ul style="list-style-type: none"> ii. If proposing multi-family rental housing, the applicant must have experience within the last eight years of successfully developing and operating a minimum of two multi-family developments of at least four units each using at least one federal funding source in each development. <p>c. Applicants proposing rehabilitation developments must meet the following experience requirements:</p> <ul style="list-style-type: none"> i. If proposing the rehabilitation of single family homes requiring lead and/or asbestos abatement, the applicant must have experience within the last eight years successfully completing the rehabilitation of and operating at least one single family home that required the abatement of lead and/or asbestos. ii. If proposing the rehabilitation of a multi-family development requiring lead and/or asbestos abatement, the applicant must have experience within the last eight years of successfully completing the rehabilitation of and operating at least one multi-family development of at least four units that required the abatement of lead and/or asbestos. iii. If proposing the rehabilitation of single family or multi-family developments that require the permanent relocation of tenants, the applicant must have experience within the last eight years of successfully administering the permanent relocation of tenants in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) 49 CFR Part 24 and Section 104(d) 24 CFR Part 42 regulations. <p>d. Applications proposing the redevelopment of NSP land banked properties must meet the following experience requirements:</p> <ul style="list-style-type: none"> i. If the applicant will retain ownership of the property during construction and throughout the duration of the affordability period, the applicant must have successfully completed the new construction of at least one single family home within the last eight years; ii. If the applicant proposes to transfer the property to another entity for redevelopment and ownership during the affordability period, the proposed entity must meet all requirements stated in the Eligible Applicants section of this manual located on page 7, and must have successfully completed the development and operation of at least one single family rental home using at least one federal funding source.

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
	<p>5. In order to be eligible to participate in the 2020 SRDP application cycle, previous HOME and NHTF awardees and their principals must have met the below deadlines. An SRDP Eligibility Certification (M-47), signed by the Authority's Federal Program Manager confirming percentages complete, must be submitted with ALL applications.</p> <ul style="list-style-type: none"> a. All 2016 and prior projects must be officially closed out (see "project completion" definition) on or before April 15, 2020. b. All 2017 projects must have 75% construction completed on or before April 15, 2020, as evidenced by a completed Authority Inspection. c. 2018 projects must be in compliance with the HOME & NHTF Funding Agreements, Exhibit A – Implementation Schedule as of April 15, 2020. <p>6. Applicants that are related entities, principals, and/or individuals and are applying for funds are only eligible to apply for two (2) SRDP awards and may only be allocated one (1) SRDP award. For purposes of this section, the Authority may determine that a person or entity not listed in an application is a related entity, principal and/or individual based on its relationship with the applicant organization in previously awarded projects and other common interests. At the discretion of the Authority, if funding remains available after each applicant organization has the opportunity to be allocated at least (1) SRDP award for a qualified application, an organization's second application may be considered for allocation. The allocation of a second award will be determined by the applicant's developmental and operational history and the geographic distribution of awards.</p> <p>7. A Phase I Environmental Site Assessment report must be submitted for each site with the application. A combined report may be submitted if the proposal is for a scattered site project. If the Phase I indicates that there are environmental issues found on, within, or adjacent to the proposed site(s), which will require a Phase II ESA, then the applicant must also submit a Phase II ESA with the application. HOME and/or NHTF funds will not be awarded to developments which require any type of lengthy mitigation for environmental conditions, other than lead-based paint and/or asbestos. Lengthy mitigation is considered to be mitigation that is expected to take longer than six (6) months.</p> <p>8. Applicants must have site control of the proposed site(s):</p> <ul style="list-style-type: none"> a. All Applicants must provide an option, sales contract, 50+ year land lease, or a warranty deed in the name of the Applicant for the proposed project site.

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
	<p>b. Applicants are allowed to enter into options, sales contracts, or 50+ year land lease for property prior to the completion of the environmental review if, and only if, the option, sales contract, or 50+ year land lease is conditional in nature so as not to provide legal claim to any amount of SRDP funds to be used for the specific project or site until the environmental review process is satisfactorily completed.</p> <p>c. If the Applicant has an executed land lease or an executed option on a land lease either of which must not be for a term of less than fifty (50) years. With the exception of local government or public housing authority applicants, related party land leases are not allowed without prior approval from the Authority which may be granted in our sole and absolute discretion. For projects proposing a land lease, the Authority will underwrite debt related to the lease at the lesser of the actual terms of the lease or the annual debt service produced by amortizing the appraised value of the land at the same rate and terms as the permanent loan over a term of no less than 50 years. The Lessor will be required to execute the Agreement as to Restrictive Covenant.</p> <p>d. For all projects requesting SRDP funds, the following language must be included in any purchase option, purchase contract, or long term lease or included as an executed addendum attached to one of these documents. "Notwithstanding any provision of this Agreement, if U.S. Department of Housing and Urban Development (HUD) funds are used, including, but not limited to HOME funds, the parties agree and acknowledge that this Agreement does not constitute a commitment of funds or site approval, and that such commitment of funds or approval may occur only upon satisfactory completion of an environmental review and receipt of a release of funds notice from the U.S. Dept. of HUD under 24 CFR Part 58. The parties further agree that the provision of any federal funds to the project is conditioned on the determination to proceed with, modify or cancel the project based on the results of a subsequent environmental review. If no HUD funds are utilized in regard to this property, this provision shall be considered null and void."</p> <p>e. A Notice to Seller for the Acquisition of Property with Federal Funds (Form M-52) is required. It must be executed prior to or at the time of the execution of the option or contract and must be submitted with the application.</p> <p>f. Site changes are not allowed once an application is submitted.</p> <p>9. Zoning – The Applicant must provide and have in place at the time of application documentation of proper zoning for the proposed site. The land use requirements</p>

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
	<p>for each site on which the development will be located must be zoned for or allow for the type of development being proposed in the application. All special/conditional uses specific to zoning approval must be approved and completed. A letter provided from the City/County official should verify that the proposed development site(s) currently meet the local zoning or land use restrictions.</p> <p>10. Uniform Relocation Act Requirements – Applicants must provide all of the following for projects involving temporary or permanent relocation of tenants:</p> <ol style="list-style-type: none"> 1. Documentation that an Exhibit A General Information Notice was provided to each tenant residing in the development prior to or at the time of the Initiation of Negotiations (refer to definition on page 4). Acceptable documentation of delivery is a signature of the tenant acknowledging receipt of the General Information Notice or documentation of delivery by shipping service or USPS. 2. A rent role current at the time of the Initiation of Negotiations, certified by the property manager or property owner that clearly identifies which units are occupied and which units are vacant. 3. An Exhibit B Tenant Profile Form completed for each tenant household. 4. A written Relocation Plan that addresses how the following relocation requirements will be managed by the Applicant: Timely notifications, advisory services, moving expense calculations and payments, comparable replacement units and payments, written notification requirements, etc. <p>11. Physical Needs Assessment – A physical needs assessment no older than six (6) months old that meets the requirements described in Appendix B –HOME and NHTF Rehabilitation Standards must be submitted at the time of application for all projects involving rehabilitation. The application must include a narrative explaining any construction costs included in the Construction Cost Addendum (M-36) that are not specified in the PNA.</p> <p>12. Lead-based Paint Requirements – An M-7B Lead Safe Housing Rule Applicability Form must be submitted by ALL Applicants for each site. This includes Applicants proposing new construction developments. Applicants proposing the rehabilitation of properties built prior to 1978 must also provide a Lead Based Paint Risk Assessment that is no older than six (6) months. The Risk Assessment must be completed by an EPA certified professional.</p>

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
	<p>13. Asbestos Requirements – All applicants proposing the demolition or rehabilitation of existing structures must provide an Asbestos Inspection Report to determine the presence and location of regulated and non-regulated ACM, and to assess the condition of materials identified as ACM. Asbestos Inspection Reports must be completed by a DHEC licensed asbestos building inspector and may not be older than six (6) months old.</p>
What are the outcome measures expected as a result of the method of distribution?	<p>All projects are subject to HOME/NHTF/SC HTF compliance monitoring requirements. At a minimum, the owners of projects are responsible for conducting the following annually:</p> <ul style="list-style-type: none"> • Maximum rent and utility allowances must be reviewed and recalculated annually upon the anniversary of the lease renewal date. Updated HOME/NHTF rents are published annually by HUD and are provided on the Authority’s website. Updated SC HTF rent allowances are updated annually by SC Housing. • The HOME Final Rule and the NHTF Interim Rule requires approval of all rents on an annual basis for developments with such units. The approval process will be handled by the Compliance Monitoring Department. Annual Rent Approval Form M-66 will be submitted to Compliance Monitoring staff to begin the approval process. • HUD Utility Schedule Model. All utility allowance calculations on the Excel Spreadsheets as part of the HUD Utility Schedule Model must be provided. The Authority reserves the right to review all backup data used for calculations. HUD link: http://www.huduser.org/portal/resources/utlmodel.html. • The annual income for all tenants must be reviewed and verified each year. Updated HOME/NHTF incomes are published annually by HUD and are provided on the Authority’s website. Updated SC HTF income limits are updated annually by SC Housing and also provided on the website. The annual income definition found at 24 CFR Part 5: income is the gross amount of income of all adult household members that is anticipated to be received during the coming 12 month period. • On-site inspections for compliance with the Uniform Physical Conditions Standards (UPCS) should be conducted by the owners: <ul style="list-style-type: none"> ○ The Authority conducts periodic on-site compliance reviews throughout the affordability period to ensure compliance with HOME/NHTF/SC HTF rental program requirements. These reviews include, but are not limited to, occupancy requirements and property standards. Refer to the SRDP

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Table 4 - Distribution Methods by State Program- HOME

State Program Name:	HOME Investment Partnerships Program
	Compliance Manual located on the Authority's website for further compliance monitoring requirements. <ul style="list-style-type: none">○ Rental projects with 10 or more HOME units will be required to submit financial statements annually to determine the financial health of the project. Specifics will be determined upon release of guidance from HUD.

Questions not applicable to HOME, and thus without responses in the HOME Method of Distribution section:

If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)

Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)

Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)

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Table 4 - Distribution Methods by State Program- NHTF

State Program Name:	National Housing Trust Fund
Funding Sources:	Housing Trust Fund
Describe the state program addressed by the Method of Distribution.	A portion of SC Housing’s NHTF funding will be made available through a competitive process by which the highest scoring applications submitted during an annual funding cycle will be awarded. The remaining NHTF dollars will be set aside for use in the Authority’s non-competitive Multi-Family Tax Exempt Bond Program. South Carolina will not distribute National Housing Trust Funds through subgrantees.
Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	<p>Points will be awarded as outlined in this section. Both positive and negative points may be assessed.</p> <p><u>Performance Issues - Authority Programs</u></p> <p>Negative points will be assessed on the Applicant’s previous performance with any of the Authority’s Programs.</p> <p>4. Applicant was suspended from participating in any Authority program, at any point in time, regardless of whether or not the suspension has been lifted. -15 Points</p> <p>5. Awarded funds were de-obligated or rescinded by the Authority for lack of progress or an inability to complete the project. Negative points will not be assessed for de-obligated/rescinded funds when issues regarding a project progressing were beyond an awardee’s control as determined by the Authority. -10 Points</p> <p>6. Applicant took more than 42 months to complete an awarded HOME or NHTF project. -10 Points</p> <p><u>Evaluation of New Construction Applications</u></p> <p><u>Positive Site Characteristics</u></p> <p>Applications may be awarded up to 25 points for positive site characteristics. If all units of a proposed site are located in a tract with no life expectancy data, the total score for all other items will be multiplied by 1.25 to ensure a possible total of 25 points.</p> <p>1. Up to 5 points based on the median household income of the census tract in which the project is situated (if in multiple tracts, the one with a plurality of units) relative to its county according to data from 2014-2018 American Community Survey Five-Year Estimates.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> • 5 points if the median household income of the tract is 125.0 percent of the median household income of the county or more, rounded to the nearest tenth of a percentage point • 4 points if this ratio is between 115.0 and 124.9 percent • 3 points if this ratio is between 105.0 and 114.9 percent • 2 points if this ratio is between 95.0 and 104.9 percent • 1 point if this ratio is between 85.0 and 94.9 percent

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Table 4 - Distribution Methods by State Program- NHTF

State Program Name:	National Housing Trust Fund
	<p>2. Up to 5 points based on the average life expectancy of residents in the census tract (if in multiple tracts, the one with a plurality of units) based on data from the U.S. Small-Area Life Expectancy Estimates Project as reported by the Centers for Disease Control and Prevention.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> • 5 points where life expectancy is 85.0 years or more • 4 points for 82.5 to 84.9 years • 3 points for 80.0 to 82.4 years • 2 points for 77.5 to 79.9 years • 1 point for 75.0 to 77.4 years <p>3. 5 points for all units being located within a Qualified Opportunity Zone (QOZ).</p> <p>4. 5 points for all units <u>not</u> being located in a Racially or Ethnically Concentrated Area of Poverty (R/ECAP) as defined by the U.S. Department of Housing and Urban Development.</p> <p>5. Up to 5 points based on the number of jobs paying between \$1,251 and \$3,333 per month in a two-mile radius. Data from the Longitudinal Employment Household Dynamics (LEHD) database will be used as displayed in the U.S. Census Bureau’s OnTheMap tool. Points will be awarded as follows:</p> <ul style="list-style-type: none"> • 5 points for at least 5,000 jobs. • 4 points for 4,000 to 4,999 jobs. • 3 points for 3,000 to 3,999 jobs. • 2 points for 2,000 to 2,999 jobs. • 1 point for 1,000 to 1,999 jobs. <p><u>Negative Site Characteristics:</u></p> <p>For the detrimental characteristics below, the distance is the shortest straight line from the closest site boundary to the closest boundary line of the detrimental characteristic. When a detrimental site characteristic is located on a parcel shared by multiple businesses, the measurement is to the parcel boundary line. The determination is as of the time of the site visit and may include characteristics under construction.</p> <p>4. 1 point deducted for each instance of a site within:</p> <ul style="list-style-type: none"> f. five hundred (500) feet of an easement containing an electric substation, whether it is active or inactive g. one-half (1/2) mile of an operating commercial beef/hog/chicken/turkey farm or processing plant h. one-half (1/2) mile of a treatment, storage, or disposal facility for hazardous wastes, an active or inactive solid waste disposal facility and/or solid waste transfer facility i. one-quarter (1/4) mile of a sewage treatment plant j. one-quarter (1/4) mile of any jail, prison, detention center or correctional facility (not including a temporary holding facility). <p>5. 2 points deducted where any portion of the site contains or permits any easements for overhead electric power lines and/or such electric power lines encumber the site. The loss of points will not apply if:</p>

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Table 4 - Distribution Methods by State Program- NHTF

State Program Name:	National Housing Trust Fund
	<p>c. the lines are used for the distribution of electric service for other unrelated properties and located within 25 feet of the perimeter of the site so long as no portion of any building or proposed building is beneath such power lines, or</p> <p>d. the application includes documentation from the utility provider stating all power lines will be underground.</p> <p>6. 3 points deducted for each instance of a site within:</p> <p>e. five hundred (500) feet of any commercial junkyard or salvage yard; trash heap, landfill, dump pile, or other eyesore</p> <p>f. five hundred (500) feet of a pipeline(s) (excluding low pressure natural gas distribution lines, water and sewer lines)</p> <p>g. one-quarter (1/4) mile of adult video/entertainment clubs and stores</p> <p>h. one-quarter (1/4) mile of an operating industrial facility including but not limited to: steel manufacturers, oil refineries, ports, chemical plants, plastic manufacturers, automotive and engine parts manufacturers and food processing plants.</p> <p><u>Affordable Housing Shortage:</u></p> <p>A total of 30 points may be awarded based on the local shortage of affordable housing.</p> <p>1. Up to 20 points for projects based on the shortage of affordable housing by county, as shown in Exhibit 9 of the South Carolina Housing Needs Assessment, Volume 1:</p> <p style="padding-left: 40px;">20 points for projects located in counties with fewer than 15 subsidized rental units per 100 low-income renter households. (Berkeley, Calhoun, Horry, Lexington, Pickens, Saluda)</p> <p style="padding-left: 40px;">15 points for projects located in counties with between 15 and 19 subsidized rental units per 100 low-income renter households. (Aiken, Beaufort, Charleston, Chester, Chesterfield, Colleton, Dorchester, Greenville, Greenwood, Hampton, Spartanburg, York)</p> <p style="padding-left: 40px;">10 points for projects located in counties with between 20 and 24 subsidized rental units per 100 low-income renter households. (Anderson, Cherokee, Darlington, Dillon, Fairfield, Florence, Kershaw, Lancaster, Oconee, Orangeburg, Richland, Sumter)</p> <p style="padding-left: 40px;">5 points for projects located in counties with between 25 and 29 subsidized rental units per 100 low-income renter households (Clarendon, Georgetown, Jasper, Laurens)</p> <p>2. Up to 10 points for projects located entirely within municipalities with extreme affordable housing shortages as defined below:</p> <p style="padding-left: 40px;">10 points for projects located entirely within a city/town with more than 500 low-income renter households and less than one (1) subsidized rental unit per 100 low-income renter households.</p>

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Table 4 - Distribution Methods by State Program- NHTF

State Program Name:	National Housing Trust Fund								
	<p>(Forest Acres, Mount Pleasant, North Myrtle Beach)</p> <p>5 points for projected located entirely within a city/town with more than 250 low-income renter households and less than ten (10) subsidized rental units per 100 low-income renter households not included in the above list.</p> <p>(Central, Hanahan, James Island, Simpsonville)</p> <p><u>Cost Containment:</u> Applications may be awarded up to 15 points for cost containment. Each of the following three cost categories will be measured against the average of all applications submitted.</p> <ol style="list-style-type: none"> 1. Vertical Construction Costs per Unit Vertical construction costs include all costs from the footers up. 2. Total Site Work Cost per Unit Total site work includes both on-site and off-site improvements. 3. Total Development Cost per Bedroom Land costs are included in total development costs. If the project will lease the land instead of purchasing, the appraised value of the land will be included in total development costs for purposes of this calculation. <p>Each result will be divided by the average of eligible applications, with the percentage rounded to the nearest tenth of a percentage point. Scores will be awarded in each category as follows:</p> <table style="margin-left: 40px;"> <tr> <td>90.0% of average or less</td> <td>5 points</td> </tr> <tr> <td>90.1% to 100.0% of average</td> <td>3 points</td> </tr> <tr> <td>100.1% to 110.0% of average</td> <td>1 point</td> </tr> <tr> <td>110.1% of average or more</td> <td>0 points</td> </tr> </table> <p><u>Sustainable Building:</u> Applications will earn 5 points for committing to meet green and energy efficiency sustainable building requirements for one of the following sustainable building certifications:</p> <ol style="list-style-type: none"> 1. Enterprise’s Enterprise Green Communities certification program (following Enterprise Green Communities protocol under the guidance of an Enterprise Qualified TA provider); 2. US Green Building Council’s LEED for Homes certification program; 3. Home Innovation Research Lab’s National Green Building Standard, meeting Bronze level or higher; or 4. Southface Energy Institute and Greater Atlanta Home Builders Association’s EarthCraft certification programs, based on development type. 	90.0% of average or less	5 points	90.1% to 100.0% of average	3 points	100.1% to 110.0% of average	1 point	110.1% of average or more	0 points
90.0% of average or less	5 points								
90.1% to 100.0% of average	3 points								
100.1% to 110.0% of average	1 point								
110.1% of average or more	0 points								

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Table 4 - Distribution Methods by State Program- NHTF

State Program Name:	National Housing Trust Fund
	<p>The application must include a certification from a responsible green and/or energy professional affiliated with the certifying party selected that the project will meet such requirements.</p> <p><u>Leveraging:</u> Applications may receive up to 10 points for leveraging outside funds.</p> <ol style="list-style-type: none"> 1. Applications will earn 0.2 points for each percentage point of total development cost funded through a source other than the Authority, up to a maximum of 5 points. The number of points will be rounded to two decimal places. All outside funds must be provided in the form of a grant, in-kind contribution, or equity investment. 2. Additionally, up to 5 points will be awarded for documented financial support from a city, county, or other local government. Funding may be appropriated directly by a public entity and/or awarded by a non-profit organization financially supported by a local government, such as a local housing trust fund. In-kind contributions will be evaluated at fair market value. Applications will earn points based on the total amount or value of support committee per low-income unit: <ul style="list-style-type: none"> • 5 points for \$10,000 or more • 4 points for \$7,001 to \$9,999 • 3 points for \$5,001 to \$7,000 • 2 points for \$3,001 to \$5,000 • 1 point for \$1,000 to \$3,000 <p><u>Revitalization:</u> Applications citing a concerted community revitalization plan (CCRP) will receive 5 points. The application must include a copy of the plan and a narrative thoroughly explaining how the proposed development contributes to the CCRP’s specific goals in housing and other areas.</p> <p>To qualify as a CCRP the plan must:</p> <ul style="list-style-type: none"> • Have been approved by the appropriate municipal and/or county government between January 1, 2010, and December 31, 2019. • Evaluate a neighborhood or small group of contiguous neighborhoods with clearly delineated geographic boundaries. • Describe the infrastructure, economy, demographics, and trends in the community. • Identify barriers to revitalization and articulate meaningful and achievable goals for overcoming these barriers, including a timeline. • Identify housing and other activities to take place within the time period outlined and the institutional actors involved. • Enumerate the resources committed to revitalization. <p>Documents such as municipal zoning or land use plans, consolidated housing or economic development plans, short-term work plans, housing needs assessments, and planned unit developments do not qualify as CCRPs.</p>

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Table 4 - Distribution Methods by State Program- NHTF

State Program Name:	National Housing Trust Fund
	<p><u>Mixed-Income Housing</u></p> <p>The Authority will award 10 points to applications that include market-rate rental housing units. The affordable rent-restricted units must be indistinguishable from the market rate units with respect to appearance and quality of construction, with identical access to services and amenities provided by the property. The market rate units must be evenly distributed throughout the project to the maximum extent possible, whether on a single site or scattered site. The total number of market rate units may not exceed the amounts listed on page 6 under Eligible Projects and Activities.</p> <p>Any such provisions above shall not be construed as to supersede federal or state restrictions on funding programs; Authority resources may only be used to fund the costs of units occupied by residents who have income qualified via one of the constituent funding programs.</p> <p>In total, new construction projects are eligible to receive a total of 100 points.</p> <p><u>Evaluation of Rehabilitation Applications</u></p> <p>The Authority will evaluate rehabilitation applications comparatively based on the following criteria, listed in order of importance.</p> <p>A. Preventing of the conversion of affordable units to market rate and/or the loss of government housing resources (including federal project-based rent assistance).</p> <p>B. The extent of physical distress, particularly with major systems, accessibility, and/or life, health and safety features, as informed by the Physical Needs Assessment and determined by the Authority. Failure to properly maintain the buildings will not enhance an application’s likelihood of award if a member of the current owner’s organizational structure or a related party will remain part of the new ownership.</p> <p>C. The project is within an area covered by a Concerted Community Revitalization Plan.</p> <p>D. The degree to which the project site and its surroundings support the economic empowerment of low-income households.</p> <p>Applications proposing rehabilitation will be scored out of a total of one hundred (100) possible points, to be allocated as follows:</p> <p>Criterion A (40 points): Preventing of the conversion of units to market rate and/or the loss of government housing resources (including federal project-based rent assistance).</p> <p><u>Item 1 (20 points):</u> Whether the property is or will become financially insolvent on or before December 31, 2024. This determination will be made by Authority underwriting and asset management staff. Applications will include pro forma statements and any other evidence and documentation that will support assertions that the investment is necessary. Authority staff may request any and all additional materials needed to fully evaluate financial conditions. If the actions of one or more member(s) of the ownership structure, or subsidiaries thereof, are</p>

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Table 4 - Distribution Methods by State Program- NHTF

State Program Name:	National Housing Trust Fund
	<p>determined by Authority staff to have materially contributed to the financial risks facing the property, then the application will receive zero (0) points for this item.</p> <p>Item 2 (10 points): Whether the property has existing rent restrictions due to governmental funding sources that will expire. Applications with the shortest such times will be given highest consideration. If a project has received capital financing from multiple sources, only the longest such period will be considered. If the project did not receive SC Housing funds and is not identified in the National Housing Preservation Database (NHPD), or the affordability period does not match NHPD records, a signed letter must be included from the applicable funding entity (e.g., HUD office, local government, etc.) indicating the nature and duration of rent restrictions.</p> <p>Item 3 (10 points): What is the percentage difference between the existing rents and the rents charged by market rate properties within the primary market area, as determined by the included market study/analysis? Applications with the largest such minimum rent advantages will be given highest consideration. If there is a mix of unit sizes in the property, as determined by the number of bedrooms, rent advantages should be computed separately, then aggregated using a weighted average. For example, if a project consists of eight one-bedroom units that have a minimum 40% rent advantage and twelve two-bedroom units that have a minimum 30% rent advantage, the overall minimum rent advantage would be 34%.</p> <p>Criterion B (30 points): The extent of physical distress, particularly with major systems, accessibility, and/or life, health and safety features, as informed by the Physical Needs Assessment and determined by the Authority. Failure to properly maintain the buildings will not enhance an application’s likelihood of award if a member of the current owner’s organizational structure or a related party will remain part of the new ownership.</p> <p>Note: If the actions of one or more member(s) of the proposed ownership structure, or subsidiaries thereof, are determined by Authority staff to have materially contributed to physical deficiencies facing the property, then the application will be ineligible for consideration under this criterion and receive zero (0) points for all items.</p> <p>Item 1 (15 points): What is the likelihood that the property will present a substantial risk to the life, health, safety, and/or well-being of residents on or before December 31, 2024, without the requested capital infusion? This determination will be made by Authority construction staff based on the Physical Needs Assessment. Authority staff may request any and all additional materials needed to fully evaluate physical conditions.</p> <p>Item 2 (10 points): What is the total replacement cost per unit of all systems and components that have already exceeded their estimated useful life, according to Fannie Mae tables? Applications with the highest such values will be given highest consideration. This determination will be made by Authority construction staff based on the Physical Needs Assessment. Authority staff may request any and all additional materials needed to fully evaluate physical conditions.</p>

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Table 4 - Distribution Methods by State Program- NHTF

State Program Name:	National Housing Trust Fund
	<p>Item 3 (5 points): To what extent will the proposed rehabilitation improve the accessibility of the property for persons with mobility and/or sensory impairments? Applicants are encouraged to include narratives that indicate such improvements; Authority staff may request any and all additional materials needed to fully evaluate proposed accessibility. Increases in the number of accessible units, improvements in quality of accessibility features in such units, and upgrades in accessibility throughout common areas will be considered.</p> <p>Criterion C (20 points): The project is within an area covered by a Concerted Community Revitalization Plan.</p> <p>Item 1 (10 points): All applications that submit a Concerted Community Revitalization Plan (CCRP) in which their proposed rehabilitation project is located will receive ten (10) points.</p> <p>Item 2 (10 points): To what extent does the CCRP meet the elements outlined in the funding guidelines, and how does the project contribute to these goals? This determination will be made by Authority staff based on the CCRP itself and the accompanying narrative, with a focus on the analytical rigor of the plan, the applicability of proposed solutions to the challenges identified, and contributions of local government(s) to its implementation.</p> <p>Criterion D (10 points): The degree to which the project site and its surroundings support the economic empowerment of low-income households.</p> <p>Item 1 (5 points): Projects will be evaluated based on local median household income as described in item (A)(1) of the 2020 SRDP new construction scoring criteria.</p> <p>Item 2 (5 points): Projects will be evaluated based on local employment opportunities as described in item (A)(5) of the 2020 SRDP new construction scoring criteria.</p> <p><u>Tie Breaker Criteria</u></p> <p>The following factors will be used in the order listed to break a tie.</p> <p>E. If two or more projects have the same score, a supportive or transitional housing project will receive priority over standard rental housing.</p> <p>F. If this does not break the tie, a project in a county that has never received a Small Rental Development Program award will receive priority over one that has.</p> <p>G. If this does not break the tie, the project with a higher share of total development cost funded from a source other than the Authority will receive preference.</p> <p>H. If projects remain tied after all above tie breakers have been applied, the Authority will utilize a lottery.</p>

The table below shows the point structure for Positive Site Characteristics.

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Table 4 - Distribution Methods by State Program- NHTF

<p>Describe how resources will be allocated among funding categories.</p>	<p>The Authority estimates a total of \$6,096,889 for distribution. That figure includes \$3,096,889 carryover from the 2019 allocation, as well as the 2020 allocation estimated at \$3,000,000. NHTF will be used as outlined below:</p> <ul style="list-style-type: none"> • Allowable set aside of ten percent (10%) for the administration of the program. Administrative funds will be used for the planning, administration, allocation of indirect costs and monitoring of the program. Funds will also be used to conduct workshops to assist participants in applying for and implementing NHTF funded projects. • The amount of \$2,150,0000 will be set aside for the 2020 Small Rental Development Program to fund affordable rental housing developments. <p>The amount of \$3,946,889 will be set aside for projects in the Authority’s non-competitive Multi-family Tax-Exempt Bond Program.</p> <p>NOTE: If funding is more than estimated, the Authority will increase rental housing programs. If funding is less than estimated, the Authority will reduce rental housing programs.</p>
<p>Describe threshold factors and grant size limits.</p>	<p>Applications that do not meet the following minimum threshold requirements will be eliminated from review.</p> <ol style="list-style-type: none"> 1. Financial Criteria: Each Applicant must meet a minimum financial capacity standard based on the total number of affordable rental units to be developed: <ol style="list-style-type: none"> a. 4 – 8 total units – Applicant must have a minimum net worth of \$500,000 and a minimum of \$75,000 in unrestricted liquid assets. b. 9 – 16 total units – Applicant must have a minimum net worth of \$1 million and a minimum of \$150,000 in unrestricted liquid assets. c. 17-24 total units – Applicant must have a minimum net worth of \$1.5 million and a minimum of \$200,000 in unrestricted liquid assets. d. 25-39 total units – Applicant must have a minimum net worth of \$2 million and a minimum of \$250,000 in unrestricted liquid assets. <p>All organizations must provide audited financial statements. If the minimum requirements listed above cannot be satisfied, the Authority will evaluate the audited financial statements of the organization and a credit report dated within 30 days of application submittal for any principals of the organization that will be a financial guarantor. The Authority will assess the financial condition of the applicant based on: loans in default, quick ratio less than 1.0, credit concentration, contingent liabilities, and other factors relevant to successful development or operation. The Authority may request additional information as needed. The audited financial</p>

AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- NHTF

	<p>statements must be prepared by an independent certified public accountant (CPA) in accordance with U.S. GAAP and include a balance sheet dated on or after December 31, 2018</p> <p>2. Applicants must be in good standing with all Authority and SC Housing Corporation administered programs. An SRDP Eligibility Certification (M-47), signed by the Authority's Federal Program Manager prior to application submission, must be submitted with all applications. ANY organizations, developer(s), general partner(s), or managing member(s) may be deemed not in good standing and automatically disqualified for any of the following:</p> <ol style="list-style-type: none"> a. Open investigation(s) involving federal and/or state officials alleging fraud, misuse, waste, or abuse of funding; b. Uncorrected non-compliance violations with the Authority or SC Housing Corporation administered programs, or uncorrected breaches of agreements in conjunction with Authority or SC Housing Corporation administered programs; c. Delinquent payments owed to the Authority, including but not limited to loan payments and compliance monitoring fees; d. Debarment from participation in any federal program (i.e. HUD Community Planning and Development Programs, RHS, FHLB, etc.) or any Authority administered programs (i.e. HOME, LIHTC, SC HTF, NHTF, NIP, NSP, etc.); and/or e. The Applicant's development and operational history including, but not limited to: commencing construction timely, meeting Authority deadlines without extensions, and meeting other statutory or regulatory completion deadlines. For non-federal entities, this also includes findings relevant to administering or managing housing development programs that appear in the applicant's audit conducted as required by 2 CFR Part 200, Subpart F (a.k.a. Super Circular) which have not been cleared. Such entities must provide a copy of their most recent audit with the application. <p>The Authority has sole discretion in the determination of good standing and this determination it is not subject to reconsideration or appeal.</p> <p>3. Applicants who currently have HOME Program Income or CHDO Program Proceeds earned from SC Housing funded projects are not eligible to apply for additional funds until those funds have been expended or remitted to SC Housing.</p> <p>4. Eligible Applicants must demonstrate experience and capacity to develop an eligible SRDP project as evidenced by the ability to own, construct, or rehabilitate rental housing developments. Applicants must demonstrate the capacity to successfully develop the type of units being proposed in the SRDP application. Successfully</p>
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AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- NHTF

	<p>developing means coordinating the development team in planning, financing and constructing a development through the receipt of Certificates of Occupancy (COs) and reaching stabilized occupancy.</p> <ul style="list-style-type: none">a. Non-profit Applicants proposing 4-8 unit new construction developments must meet the following experience requirements:<ul style="list-style-type: none">i. If proposing single family rental homes, the applicant must have experience within the last eight years of successfully developing and operating a minimum of two single family rental homes.ii. If proposing a multi-family rental development, the applicant must have experience within the last eight years of successfully developing and operating a minimum of one multi-family development consisting of at least four units.b. Applicants proposing 9-39 unit new construction developments must meet the following experience requirements:<ul style="list-style-type: none">i. If proposing single family rental homes, the applicant must have experience within the last eight years of successfully developing and operating a minimum of four single family rental homes using at least one federal funding source.ii. If proposing multi-family rental housing, the applicant must have experience within the last eight years of successfully developing and operating a minimum of two multi-family developments of at least four units each using at least one federal funding source in each development.c. Applicants proposing rehabilitation developments must meet the following experience requirements:<ul style="list-style-type: none">i. If proposing the rehabilitation of single family homes requiring lead and/or asbestos abatement, the applicant must have experience within the last eight years successfully completing the rehabilitation of and operating at least one single family home that required the abatement of lead and/or asbestos.ii. If proposing the rehabilitation of a multi-family development requiring lead and/or asbestos abatement, the applicant must have experience within the last eight years of successfully completing the rehabilitation of and operating at least one multi-family development of at least four units that required the abatement of lead and/or asbestos.iii. If proposing the rehabilitation of single family or multi-family developments that require the permanent relocation of tenants, the applicant must have experience within the last eight years of successfully administering the permanent relocation of tenants in compliance with the Uniform Relocation
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AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- NHTF

	<p>Assistance and Real Property Acquisition Policies Act (URA) 49 CFR Part 24 and Section 104(d) 24 CFR Part 42 regulations.</p> <p>d. Applications proposing the redevelopment of NSP land banked properties must meet the following experience requirements:</p> <ul style="list-style-type: none">i. If the applicant will retain ownership of the property during construction and throughout the duration of the affordability period, the applicant must have successfully completed the new construction of at least one single family home within the last eight years;ii. If the applicant proposes to transfer the property to another entity for redevelopment and ownership during the affordability period, the proposed entity must meet all requirements stated in the Eligible Applicants section of this manual located on page 7, and must have successfully completed the development and operation of at least one single family rental home using at least one federal funding source. <p>5. In order to be eligible to participate in the 2020 SRDP application cycle, previous HOME and NHTF awardees and their principals must have met the below deadlines. An SRDP Eligibility Certification (M-47), signed by the Authority's Federal Program Manager confirming percentages complete, must be submitted with ALL applications.</p> <ul style="list-style-type: none">a. All 2016 and prior projects must be officially closed out (see "project completion" definition) on or before April 15, 2020.b. All 2017 projects must have 75% construction completed on or before April 15, 2020, as evidenced by a completed Authority Inspection.c. 2018 projects must be in compliance with the HOME & NHTF Funding Agreements, Exhibit A – Implementation Schedule as of April 15, 2020. <p>6. Applicants that are related entities, principals, and/or individuals and are applying for funds are only eligible to apply for two (2) SRDP awards and may only be allocated one (1) SRDP award. For purposes of this section, the Authority may determine that a person or entity not listed in an application is a related entity, principal and/or individual based on its relationship with the applicant organization in previously awarded projects and other common interests. At the discretion of the Authority, if funding remains available after each applicant organization has the opportunity to be allocated at least (1) SRDP award for a qualified application, an organization's second application may be considered for allocation. The allocation of a second award will be determined by the applicant's developmental and operational history and the geographic distribution of awards.</p>
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AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- NHTF

	<p>7. A Phase I Environmental Site Assessment report must be submitted for each site with the application. A combined report may be submitted if the proposal is for a scattered site project. If the Phase I indicates that there are environmental issues found on, within, or adjacent to the proposed site(s), which will require a Phase II ESA, then the applicant must also submit a Phase II ESA with the application. HOME and/or NHTF funds will not be awarded to developments which require any type of lengthy mitigation for environmental conditions, other than lead-based paint and/or asbestos. Lengthy mitigation is considered to be mitigation that is expected to take longer than six (6) months.</p> <p>8. Applicants must have site control of the proposed site(s):</p> <ol style="list-style-type: none">a. All Applicants must provide an option, sales contract, 50+ year land lease, or a warranty deed in the name of the Applicant for the proposed project site.b. Applicants are allowed to enter into options, sales contracts, or 50+ year land lease for property prior to the completion of the environmental review if, and only if, the option, sales contract, or 50+ year land lease is conditional in nature so as not to provide legal claim to any amount of SRDP funds to be used for the specific project or site until the environmental review process is satisfactorily completed.c. If the Applicant has an executed land lease or an executed option on a land lease either of which must not be for a term of less than fifty (50) years. With the exception of local government or public housing authority applicants, related party land leases are not allowed without prior approval from the Authority which may be granted in our sole and absolute discretion. For projects proposing a land lease, the Authority will underwrite debt related to the lease at the lesser of the actual terms of the lease or the annual debt service produced by amortizing the appraised value of the land at the same rate and terms as the permanent loan over a term of no less than 50 years. The Lessor will be required to execute the Agreement as to Restrictive Covenant.d. For all projects requesting SRDP funds, the following language must be included in any purchase option, purchase contract, or long term lease or included as an executed addendum attached to one of these documents. "Notwithstanding any provision of this Agreement, if U.S. Department of Housing and Urban Development (HUD) funds are used, including, but not limited to HOME funds, the parties agree and acknowledge that this Agreement does not constitute a commitment of funds or site approval, and that such commitment of funds or approval may occur only upon satisfactory completion of an environmental review and receipt of a release of funds notice from the U.S. Dept. of HUD under 24 CFR Part 58. The parties further agree that the provision of any federal funds to the project is conditioned on the determination to proceed with, modify or
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AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- NHTF

	<p>cancel the project based on the results of a subsequent environmental review. If no HUD funds are utilized in regard to this property, this provision shall be considered null and void."</p> <p>e. A Notice to Seller for the Acquisition of Property with Federal Funds (Form M-52) is required. It must be executed prior to or at the time of the execution of the option or contract and must be submitted with the application.</p> <p>f. Site changes are not allowed once an application is submitted.</p> <p>9. Zoning – The Applicant must provide and have in place at the time of application documentation of proper zoning for the proposed site. The land use requirements for each site on which the development will be located must be zoned for or allow for the type of development being proposed in the application. All special/conditional uses specific to zoning approval must be approved and completed. A letter provided from the City/County official should verify that the proposed development site(s) currently meet the local zoning or land use restrictions.</p> <p>10. Uniform Relocation Act Requirements – Applicants must provide all of the following for projects involving temporary or permanent relocation of tenants:</p> <ol style="list-style-type: none">1. Documentation that an Exhibit A General Information Notice was provided to each tenant residing in the development prior to or at the time of the Initiation of Negotiations (refer to definition on page 4). Acceptable documentation of delivery is a signature of the tenant acknowledging receipt of the General Information Notice or documentation of delivery by shipping service or USPS.2. A rent role current at the time of the Initiation of Negotiations, certified by the property manager or property owner that clearly identifies which units are occupied and which units are vacant.3. An Exhibit B Tenant Profile Form completed for each tenant household.4. A written Relocation Plan that addresses how the following relocation requirements will be managed by the Applicant: Timely notifications, advisory services, moving expense calculations and payments, comparable replacement units and payments, written notification requirements, etc. <p>11. Physical Needs Assessment – A physical needs assessment no older than six (6) months old that meets the requirements described in Appendix B –HOME and NHTF Rehabilitation Standards must be submitted at the time of application for all projects involving rehabilitation. The application must include a narrative explaining any construction costs included in the Construction Cost Addendum (M-36) that are not specified in the PNA.</p>
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AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- NHTF

	<p>12. Lead-based Paint Requirements – An M-7B Lead Safe Housing Rule Applicability Form must be submitted by ALL Applicants for each site. This includes Applicants proposing new construction developments. Applicants proposing the rehabilitation of properties built prior to 1978 must also provide a Lead Based Paint Risk Assessment that is no older than six (6) months. The Risk Assessment must be completed by an EPA certified professional.</p> <p>13. Asbestos Requirements – All applicants proposing the demolition or rehabilitation of existing structures must provide an Asbestos Inspection Report to determine the presence and location of regulated and non-regulated ACM, and to assess the condition of materials identified as ACM. Asbestos Inspection Reports must be completed by a DHEC licensed asbestos building inspector and may not be older than six (6) months old.</p>
<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>All projects are subject to HOME/NHTF/SC HTF compliance monitoring requirements. At a minimum, the owners of projects are responsible for conducting the following annually:</p> <ul style="list-style-type: none"> • Maximum rent and utility allowances must be reviewed and recalculated annually upon the anniversary of the lease renewal date. Updated HOME/NHTF rents are published annually by HUD and are provided on the Authority’s website. Updated SC HTF rent allowances are updated annually by SC Housing. • The HOME Final Rule and the NHTF Interim Rule requires approval of all rents on an annual basis for developments with such units. The approval process will be handled by the Compliance Monitoring Department. Annual Rent Approval Form M-66 will be submitted to Compliance Monitoring staff to begin the approval process. • HUD Utility Schedule Model. All utility allowance calculations on the Excel Spreadsheets as part of the HUD Utility Schedule Model must be provided. The Authority reserves the right to review all backup data used for calculations. HUD link: http://www.huduser.org/portal/resources/utlmodel.html. • The annual income for all tenants must be reviewed and verified each year. Updated HOME/NHTF incomes are published annually by HUD and are provided on the Authority’s website. Updated SC HTF income limits are updated annually by SC Housing. and also provided on the website. The annual income definition found at 24 CFR Part 5: income is the gross amount of income of all adult household members that is anticipated to be received during the coming 12 month period.

AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- NHTF

	<ul style="list-style-type: none">• On-site inspections for compliance with the Uniform Physical Conditions Standards (UPCS) should be conducted by the owners:<ul style="list-style-type: none">○ The Authority conducts periodic on-site compliance reviews throughout the affordability period to ensure compliance with HOME/NHTF/SC HTF rental program requirements. These reviews include, but are not limited to, occupancy requirements and property standards. Refer to the SRDP Compliance Manual located on the Authority’s website for further compliance monitoring requirements.○ Rental projects with 10 or more HOME units will be required to submit financial statements annually to determine the financial health of the project. Specifics will be determined upon release of guidance from HUD.
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Questions not applicable to NHTF, and thus without responses in the NHTF Method of Distribution section:

If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)

Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)

Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)

AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- ESG

State Program Name:	Emergency Solutions Grant Program
Funding Sources:	ESG
Describe the state program addressed by the Method of Distribution.	The Emergency Solutions Grant program provides funding to: engage homeless individuals and families living on the street, improve the number and quality of emergency shelters for homeless individuals and families and provide funding to help operate these shelters, provide essential services to shelter residents and outreach to unsheltered homeless, rapidly rehouse homeless individuals and families, and prevent families/individuals from becoming homeless.
Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	<p>The Emergency Solutions Grant Program can award a total of 230 total points to applicants, for a variety of criteria including prior performance, applicant capacity, financial capacity, the proposed project, and other factors. Points will be awarded as follows:</p> <ul style="list-style-type: none"> • Up to 80 points based on the applicant’s prior year performance • Up to 40 points based on applicant capacity • Up to 60 points based on financial capacity • Up to 40 points for the proposed project • Up to 10 points for other factors* <p>* Other factors are unique to each project</p>
Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)	<p>Although states can award ESG Program funding to various recipients types, including non-profits and local governments. the South Carolina ESG Program has opted to award funding only to non-profit organizations. All 501(c)3 non-profits registered in the state of South Carolina are eligible to apply.</p> <p>ESG holds an annual Request for Application Workshop to discuss the new year’s funding opportunities. Past recipients are invited to attend, along with new organizations that have expressed interest in the program throughout the year. The purpose of the Workshop is to introduce potential applications to the ESG Program, explain the basic rules and requirements of the Program, and provide information on how to apply and the deadline for doing so. After applications are received in April, a panel of three Program staff review all applications received and score them on a scale of 0 to 230. Since 2018, applications are also ranked against applications received from other organizations within the local Continuum of Care region, and then funding decisions are made by the Program Management (currently the Director of the Office of Economic Opportunity, which administers the ESG Program). This is a change over prior years, when applications received were ranked as a whole, rather than by region.</p>

AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- ESG

State Program Name:	Emergency Solutions Grant Program
Describe how resources will be allocated among funding categories.	<p>ESG estimates a 2020 allocation based on funding level with 2019 or \$2,455,323. No supplemental funding is expected from additional sources, such as Continuum 501. ESG plans percentage allocations, after program admin and HMIS, as follows: Shelter/Street Outreach 60%, Homeless Prevention/Rapid Rehousing 40%. Program admin is 7.5% of the total and HMIS is 10%. Actual percentages may differ once all applications are received and scored, but shelter will not exceed 60%.</p> <p>Using these percentages, the 2020 estimated funding will be distributed this way:</p> <ul style="list-style-type: none"> • Shelter, Services & Outreach - \$1,215,385 • Homeless Prevention and Rapid Re-housing - \$810,256 (Homeless prevention - \$303,461, Re-housing - \$506,795) • HMIS - \$245,532 • State Program Admin (7.5% of the total allocation) - \$184,149 <p>NOTE: When actual allocations are announced, 7.5% program admin will be subtracted from the total. Then the percentages will be re-applied to the amount remaining after admin and the dollar amounts will be revised. Actual amounts and percentages are not known until applications have been received and funding decisions have been made.</p>
Describe threshold factors and grant size limits.	<p>There are no threshold factors for the Emergency Solutions Grant Program.</p> <p>The maximum award amount is \$350,000, but in recent years, funding limitations have prevented the Program from issuing maximum awards. Instead, ESG strives to fund as many recipients as possible and to distribute funding throughout the state.</p>
What are the outcome measures expected as a result of the method of distribution?	<p>Applicants for ESG funds identify measures of success and expected outcomes in their application. These must help achieve one or more ESG objectives, including street outreach to unsheltered homeless individuals and families, providing emergency shelter or essential services for individuals and families who have become homeless, rapidly rehousing individuals and families to shorten their episode of homelessness, and preventing homelessness for families and individuals at risk of becoming homeless.</p> <p>Actual proposed outcomes are refined after awards are announced, to reflect funds that will actually be available as a result of the amount awarded.</p>

Questions not applicable to ESG, and thus without responses in the ESG Method of Distribution section:

If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)

AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- ESG

Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)

AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- HOPWA

State Program Name:	Housing Opportunities for Persons with HIV/AIDS (HOPWA)
Funding Sources:	HOPWA
Describe the state program addressed by the Method of Distribution.	Dependent on availability of funding, the SC Department of Health & Environmental Control (DHEC) allocates HOPWA funds to TBRA and Supportive Housing Facility operating costs necessary to continue current operations. Remaining funds are allocated through a formula based on prevalence by county and allocated to Project Sponsors providing STRMU, PHP, and Supportive Services. The allocation for each of these services is determined by the Project Sponsor annually based on local needs. Estimates are initially provided. Then, once the final funding is known, if funding is reduced, all services are eligible for a proportional decrease. If funding is increased, TBRA, STRMU, PHP, and Supportive Services are eligible for a proportional increase.
Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	<p>Project Sponsors are awarded through a competitive Request for Grant Application (RFGA) process. All HOPWA RFGAs are scored on the following criteria: Program Description, Organization History, Experience, and Qualifications, Community Assessment, and Reports and Evaluation. Within the application process, applicants must describe how they will serve all counties in their service area with STRMU, PHP, Supportive Services, and referral to TBRA. All counties in the service area must be covered, ensuring that clients in every county of the state’s jurisdiction have access to HOPWA funds.</p> <p>RFGAs are also used to award the TBRA and Facility Based Housing contracts. The TBRA provider must provide TBRA to all counties within DHEC’s HOPWA jurisdiction. The Facility Based Supportive Housing provider must be available to taking clients statewide.</p>
Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	<p>DHEC distributes HOPWA funds to Project Sponsors, which are typically regional Ryan White Part B Service Providers, eligible non-profit organizations and/or local health departments that assist persons with HIV/AIDS. Grass-roots faith based organizations and other community-based organizations are eligible to apply.</p> <p>Project Sponsors for STRMU, PHP, Supportive Services, and referral to TBRA are awarded through a competitive Request for Grant Application (RFGA) process. The RFGA process is also used to award the statewide TBRA and Facility Based Housing contracts.</p> <p>All RFGAs are advertised on the DHEC website and in the South Carolina Business Opportunities (SCBO) newsletter in the fall, preceding the March 31st end of the contract period. All providers known by DHEC to be serving people living with HIV/AIDS are contacted regarding the release of the RFGA.</p> <p>HOPWA RFGA Award Notification is posted on the DHEC website. Emails with the link to the Award Notification are sent to all applicants. After the dispute period, grant</p>

AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- HOPWA

	<p>agreements are made with the awarded entity. These contracts typically run for 3 years.</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>DHEC allocates funding for TBRA based on current utilization of the program and availability of funding.</p> <p>Operating costs for Facility Based Supportive Housing are established by DHEC based on the reasonable needs of the program and historical costs to operate the facility.</p> <p>Remaining funds are allocated through a formula based on HIV prevalence rates by county, to Project Sponsors that provide STRMU, PHP, and Supportive Services. The allocation for each of these services is determined by the Project Sponsor annually based on local needs. Estimates are initially provided. Then, once the final funding is known, if funding is reduced, all services are eligible for a proportional decrease. If funding is increased, TBRA, STRMU, PHP, and Supportive Services are eligible for a proportional increase.</p> <p>For Program Year 2020, HOPWA estimates an allocation level with 2019 funding. The 2019 funding level yielded the distribution amongst services outlined below, after allocation to counties based on HIV prevalence and Project Sponsor allocations amongst services.</p> <ul style="list-style-type: none"> • STRMU - \$313,318 • Supportive Services (including Permanent Housing Placement) - \$805,668 • TBRA - \$558,000 • Operating Costs for Facility Based Housing - \$182,500 • Sponsor Admin - \$139,961 • State Program Admin - \$61,838 <p>Note that expected carry forward funds of \$93,000 are also included in Total Expected Funds on AP-15. These funds will be allocated to TBRA.</p>
<p>Describe threshold factors and grant size limits.</p>	<p>The TBRA Project Sponsor maximum annual award is \$600,000.</p> <p>The maximum annual award for Facility Based Supportive Services Operating costs is \$190,000.</p> <p>Project Sponsor awards are dependent upon the HOPWA award amount, but range from \$5,000 to \$156,000. The award is based on the prevalence of HIV/AIDS in the Project Sponsor service area.</p>
<p>What are the outcome measures expected as a</p>	<p>The primary objective of DHEC’s statewide HOPWA program is to keep People Living with HIV/AIDS (PLWHA) from becoming homeless and promote stable housing. HOPWA enables eligible persons with HIV/AIDS and their families to secure and sustain decent, safe and sanitary housing.</p>

AP-30 Methods of Distribution

Table 4 - Distribution Methods by State Program- HOPWA

result of the method of distribution?	<p>HOPWA measures outcomes in terms of the numbers of clients served with TBRA, households provided with permanent housing placement, households provided with supportive services such as case management, employment assistance, transportation, and alcohol and drug abuse services, and the number of households residing in units supported with HOPWA operating funds.</p> <p>Other outcome measures for TBRA and STRMU services are housing stability and temporary stability with reduced risk of homelessness. For supportive services, HOPWA measures the percentage of clients served who receive support for stable housing, as well as the percentage that have access to support, access to health care, and who have a source of income.</p>
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Questions not applicable to HOPWA, and thus without responses in the HOPWA Method of Distribution section:

If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)

Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)

Discussion:

AP-35 Projects

AP-35 Projects – (Optional)

Introduction:

The five Consolidated Plan Programs, CDBG, HOME, NHTF, ESG and HOPWA, have each developed a plan for how they will distribute HUD funding for 2020. These plans are described more completely in the program and application documents available for download from each Program's website, as well as in AP-25 Allocation Priorities and AP-30 Method of Distribution. Because funds are generally distributed through programs of competitive funding, specific projects are not known in advance of completion of the program year, receipt of all applications for funding and completion of all funding decisions.

#	Project Name

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Each Program has identified various programs or activities that will be funded during 2020, and that will directly contribute toward achieving the goals defined in this plan. Funding for each of these programs or activities are described in program-specific sections of AP-30, Method of Distribution. But in general, the CDBG, HOME and NHTF, and ESG programs for 2020 are designed to address the three priority needs, Decent Housing, Suitable Living Environment, and Economic Opportunity. Allocation priorities are based on expected funding and program evaluation of relative need amongst the related objectives identified in the Plan. For HOPWA, DHEC allocates funding for TBRA, Facility based Supportive Housing, STMRU, PHP, and Supportive Housing, as each of these are successful in preventing homelessness of persons with HIV. CDBG-DR, which is not included in the Consolidated Plan and has its own, separate Action Plans, has been prioritized exclusively for housing rehab and replacement for eligible individuals affected by the 2015 Severe Storm and Hurricane Matthew. The Action Plan for CDBG Mitigation funds announced in 2019 is currently available for public comment through January 24, 2019, and the Action Plan for the Hurricane Florence CDBG-DR allocation is still being developed.

Please see AP-25, Allocation Priorities for more details on how the methods of distribution for each Consolidated Plan program will address priority needs.

Regarding obstacles to meeting underserved housing and community development needs, the primary obstacle in South Carolina is funding. Many local governments in this state have very limited local resources, making funding from other sources particularly important, and existing resources continue to shrink. Demand for assistance, on the other hand, is growing as the number of lower income individuals, families, and neighborhoods in need, coupled with the complexity of issues they face, is driving a steady increase in the scale and cost of needed assistance. The combination of these factors places substantial new burdens on an already strained housing and community development delivery system.

AP-35 Projects

Capacity and resource coordination are also significant obstacles. Infrastructure deficiencies are persistent impediments to the State's ability to address long-standing community needs. Insufficient expertise, funding, and planning plague a disproportionate number of South Carolina's rural areas. Capacity limitations as well as inadequate resource coordination are barriers to undertaking crucial quality of life improvements. Consequently, much needed new development or upgrades in housing, infrastructure, and community facilities are not made. Prolonged periods of disinvestment and decline have resulted in some economic and social decline in many communities across the state.

AP-38 Project Summary

AP-38 Project Summary

Project Summary Information

The five Consolidated Plan Programs - CDBG, HOME, NHTF, ESG and HOPWA, have each developed a plan for how they will distribute HUD funding for 2020. These plans are described more completely in the program and application documents available for download from each Program's website, as well as in AP-25 Allocation Priorities and AP-30 Method of Distribution. Because funds are generally distributed through programs of competitive funding, specific projects are not known in advance of completion of the program year, receipt of all applications for funding, and completion of all funding decisions.

AP-40 Section 108 Loan Guarantee

AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)

Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?

No

Available Grant Amounts

Not applicable.

Acceptance process of applications

Not applicable.

AP-45 Community Revitalization Strategies

AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)

Will the state allow units of general local government to carry out community revitalization strategies?

No

State’s Process and Criteria for approving local government revitalization strategies

The State does not use Community Development Strategy Areas within its CDBG Program.

AP-50 Geographic Distribution

AP-50 Geographic Distribution – 91.320(f)

Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed

The five HUD programs included in this Consolidated Plan generally do not allocate funding availability by region. Instead, CDBG, HOME, and NHTF allocate funding availability by program, with each year's programs designed to address the various objectives and priority needs described in this plan.

ESG makes funding available through one competition, with no regional targeting of funds but with a goal of distributing funds throughout the state. To that end, ESG's scoring process ranks applicants against others from the same Continuum of Care region.

HOME and NHTF funding will give preference to those counties in the state that have not received assistance in the last two funding cycles.

HOPWA serves all areas of the state except the three areas that are HOPWA entitlement communities (Columbia, Charleston and Greenville) and the counties that fall in North Carolina and Georgia HOPWA entitlement communities. The amount of HOPWA assistance is based on HIV prevalence rates.

Geographic Distribution

Target Area	Percentage of Funds

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

For non-statewide services, HOPWA funds are allocated to Project Sponsors by county based on HIV/AIDS prevalence rates.

Discussion

AP-55 Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction:

This section provides the State's estimate of the number of households that will receive affordable housing, based on the goals set forth in AP-20, Annual Goals and Objectives. HUD specifies that the number of households estimated in the tables below should not include those expected to benefit from emergency shelter, transitional shelter or social services. Also, the totals by household type (top table) and program or activity type (bottom table) must match. Related AP-20 goals include new affordable rental housing, preservation of existing housing (rehab), homeownership & rental assistance (including only TBRA rental assistance for non-special needs households for 2020), the special needs TBRA goal for people living with HIV/AIDs and other low income special needs (through partnership between HOME and the SC Department of Mental Health), and the HOME share of short-term rental assistance & HOPWA STRMU goal.

Note that NHTF Rehabilitation Standards have been included in this Plan, and if HUD approves this Plan, both HOME and NHTF funding will be available for rehab. Otherwise only HOME funds will be available.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	583
Special-Needs	<u>153</u>
Total (from total by activity, table below)	736

Table 10 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	571
Production of New Units	65
Rehab of Existing Units	100
Acquisition of Existing Units	<u>0</u>
Total	736

Table 11 - One Year Goals for Affordable Housing by Support Type

Discussion:

Goals shown on AP-20 were used to arrive at the totals above, according to HUD guidance, as follows:

Table 8 - Household Types to be Supported:

- Homeless - Per HUD, this estimate should be the annual goal for housing assistance for units reserved for homeless individuals and households. None are estimated, as none of the programs specifically reserve housing units for homeless individuals. Further, although ESG applicants may request funding for a variety of activities related to homeless shelter, outreach services, preventive

AP-55 Affordable Housing

services for those at risk of becoming homelessness, and transitional housing, according to HUD none of these activities should be included in the Table 8 homeless category.

- Non-Homeless - Per HUD, this estimate should be the total goal for all housing units NOT reserved for homeless individuals, and not specifically for special needs households. While HOME may assist special needs households through its regular rental assistance programs, only the TBRA in partnership with the SC Department of Mental Health is aimed specifically at assisting special needs households. This figure is there the total of the goals for other housing activities including new rental units, preservation of existing housing, rental assistance (HOME non-special needs TBRA), homeownership assistance and preservation of existing affordable housing.
- Special Needs - This should is the goal for assisting households that are not homeless but require specialized housing or supportive service, such as HOPWA TBRA and HOME TBRA through its partnership with the SC Department of Mental Health.

Table 9 - Households Supported through Activities:

- Rental Assistance – This is the total of the HOME rental assistance (non-special needs TBRA) goal, the special needs TBRA goal, and the HOME-funded share of the short-term rental assistance goal
- New units – The HOME new rental units goal
- Rehab of Existing Units – The HOME goal for preservation of existing affordable housing. (Accomplishments, although there is no specific goal, may include limited rehabilitation of existing affordable housing units in conjunction with CDBG neighborhood revitalization or public infrastructure projects.)
- Acquisition of Existing Units - No homeownership goal proposed for 2020

* Note that NHTF Rehabilitation Standards have been included in this Plan, and if approved, NHTF funding will be available for rehab. Otherwise, only HOME funding will be available for this activity.

AP-60 Public Housing

AP-60 Public Housing - 24 CFR 91.320(j)

Introduction:

SC Housing serves as the Local Housing Authority in the administration and delivery of rental assistance under HUD's Section 8 programs, does not operate, own, or manage any public housing units. Instead, community based Public Housing Authorities (PHAs) located in the states larger suburban and metropolitan areas own and manage public housing developments. SC Housing supports the local PHAs with financing and/or technical assistance and thereby helps the PHAs achieve the federal program objectives of encouraging homeownership, self-sufficiency, and youth development, but the state does not undertake public housing resident management or ownership initiatives.

During the development of the Consolidated Plan, the State reviewed the plans of public housing authorities in South Carolina. These plans indicate a general trend toward concepts of family self-sufficiency, individual development accounts, and homeownership programs.

To the State's knowledge, there are no outstanding court orders, consent decrees, or HUD sanctions that would either prevent or negatively impact the delivery of affordable housing to low income persons and families or impede implementation of the Consolidated Plan.

Actions planned during the next year to address the needs to public housing

Not applicable.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Not applicable.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.

Discussion:

AP-65 Homeless & Other Special Needs

AP-65 Homeless and Other Special Needs Activities – 91.320(h)

Introduction

The Emergency Solutions Grant Program is targeted at homeless activities, as described below.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

A) Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Emergency Solutions Grant Program has placed greater emphasis on Street Outreach over the last several years, and accomplishments to date in 2019 reflect this.

Street Outreach involves identifying places in the community where unsheltered homeless have been typically found, by law enforcement, community service workers or homeless count volunteers. Then a street outreach worker will physically go to those places, in an attempt to locate unsheltered homeless persons, engage them, identify needs and connect them with emergency shelter, housing or critical services, or provide them with urgent, non-facility based care. Since homeless individuals are often distrustful and uneasy sharing personal information, this process takes time and effort. Initial efforts focus on small engagements like providing hygiene kits, and providers use that initial interaction to build trust. This in turn allows greater efforts at identifying specific needs and connecting individuals with services that can benefit them. Street outreach activities can include case management, emergency health and mental health services, transportation and services for special populations.

B) Addressing the emergency shelter and transitional housing needs of homeless persons

The Emergency Solutions Grant Program addresses the need for emergency shelter and transitional housing by allocating up to 60% of total funding each year for Emergency Shelter operations and services. However, because of a HUD ruling, transitional housing is no longer an eligible cost.

C) Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The Emergency Solutions Grant Program provides funding for services that specifically address the needs identified above, to help homeless individuals and families transition to permanent housing and to prevent the recurrence of homelessness. The goal is to use housing relocation, stabilization services or short-term

AP-65 Homeless & Other Special Needs

rental assistance to “re-house” individuals and families living in shelters or unsheltered situations. This involves assistance to help move them, as quickly as possible, out of homelessness into a more stable housing situation and to set them up for future success. Providers can use ESG funds to assist with short-term rental assistance, rental arrears, rental application fees, security and utility deposits, utility payments, moving costs, and a range of services including housing search and placement, case management, tenant legal services, landlord-tenant mediation and credit repair.

D) Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The Emergency Solutions Grant Program has funds available for preventive services, to help eligible individuals and families avoid homelessness. Although the ESG Program has a prohibition against discharge planning that prevents the use of ESG funds to facilitate discharge, a person discharged from an institution can still benefit from the services ESG recipients can provide. Funds are available for housing relocation, stabilization services and short term rental assistance, as necessary to prevent the individual or family from moving to an emergency shelter, onto the streets or into other places not meant for human habitation. Recipients may use ESG to funding to assist with short-term rental assistance, rental arrears, rental application fees, security and utility deposits, utility payments, moving costs, and a range of services including housing search and placement, case management, tenant legal services, landlord-tenant mediation and credit repair. The goal is to prevent an individual or family from moving to an emergency shelter or into an unsheltered situation and to achieve housing stability.

Discussion

AP-70 HOPWA Goals

AP-70 HOPWA Goals – 91.320(k)(4)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	150
Tenant-based rental assistance	125
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	8
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	283

HOPWA Goals are also outlined in AP-90 Program Specific Requirements, HOPWA.

AP-75 Barriers to Affordable Housing

AP-75 Barriers to affordable housing – 91.320(i)

Introduction:

Affordable housing development can be impeded by a variety of factors including zoning and land use policy, administrative and processing procedures involved in review, permitting and approval of housing development, property taxes, exactions and fees, local building codes, transportation, development and infrastructure costs and neighborhood opposition to local affordable housing development, or an attitude known as NIMBY, or “Not In My Backyard.”

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

- For 2020, SC Housing will continue the SC Mortgage Tax Credit Program to help homebuyers make their mortgages more affordable. It is a Mortgage Credit Certificate Program administered by SC Housing which provides a federal income tax credit to qualified homebuyers for every year they occupy the home as their primary residence. This program was begun in 2012.
- SC Housing's Palmetto Heroes Program will continue to assist local “heroes” to become homeowners. Eligible homebuyer “heroes” include law enforcement officers, teachers, veterans, fire fighters, nurses, correctional workers and EMS personnel. The program provides a reduced mortgage interest rate and down payment assistance.
- SC Housing will hold Lender Partner and SC State Housing Authority Certified Real Estate Professional training classes at locations throughout the state. The Lender Partner training covers program requirements such as home price limits, income limits, and the SC Housing loan process. Certified Real Estate Professional training covers SC Housing programs availability and eligibility and requirements for SC Housing loans. Legal and Real Estate continuing education sessions were also included in the Palmetto Affordable Housing Forum. The overall purpose is to increase awareness of housing programs and resources to expand the supply of affordable housing and increase homeownership opportunities in the state.
- SC Housing will maintain its expanded social media presence as a means of communicating information to housing partners, homeowners and renters and others interested in housing in the state. The agency has continued its use of Twitter and Facebook. SC Housing’s use of these innovative electronic tools and technologies has allowed it to operate more efficiently and communicate in a more dynamic and timely way. In November of 2017, SC Housing launched a new website designed to, hopefully, make finding information easier for South Carolinians as well as create less “clicks.”
- SC Housing will award funds for construction or to facilitate construction of new affordable rental housing units. HOME, NHTF, and other SC Housing administered funds in these projects directly

AP-75 Barriers to Affordable Housing

lower the cost of the unit and thereby make rental units more affordable. SC Housing will provide other funds (not HOME) for down payment and closing cost assistance and below market interest rate financing to make homeownership more affordable and financing simpler and more available.

- Authority staff will spend time meeting with Senators and Representatives on an ongoing basis to educate them on the various affordable housing programs the Authority administers as well as to review several annual reports with them: Accountability Report, Affordable Housing Statewide Impact Report, Investment Report, and HTF Annual Report. This interaction enables the Senators and Representatives to understand the need for, as well as the impact of, affordable housing in their areas, and this in turn helps them discuss the positives of affordable housing when their constituents call with NIMBY issues and concerns.

Discussion:

AP-85 Other Actions

AP-85 Other Actions – 91.320(j)

Introduction:

The Consolidated Plan regulations require the State to address other actions to meet specific initiatives identified by HUD. These actions are summarized below.

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to meeting underserved housing and community development needs of the state is funding; and existing resources continue to shrink. Demand for assistance, on the other hand, is growing as a result of recent economic conditions and typically exceeds the supply of available resources. The number of lower income individuals, families, and neighborhoods in need, coupled with the complexity of issues they face is steadily increasing in both scale and cost. The combination of these factors places substantial new burdens on an already strained housing and community development delivery system.

Capacity and resource coordination are also significant obstacles. Infrastructure deficiencies are persistent impediments to the State's ability to address long-standing community needs. Insufficient expertise, funding, and planning plague a disproportionate number of South Carolina's rural areas. Capacity limitations as well as inadequate resource coordination are barriers to undertaking crucial quality of life improvements. Consequently, much needed new development or upgrades in housing, infrastructure, and community facilities are not made. Prolonged periods of disinvestment and decline have resulted in some economic and social decline in many communities across the state.

The State's strategy to overcome existing deficiencies in its housing and community development efforts is based on collaboration, education, outreach, and comprehensive planning. Consumers, providers, funders, policy makers, advocates and communities can benefit from increased communication, training and technical assistance to establish meaningful solutions to the housing and community development needs and improved quality of life among lower income populations.

A greater emphasis is being placed on collaboration among partners as the most effective means to reach community and economic development goals. South Carolina is poised to turn a corner in its economic structure, and utilizing our resources along with others will be the only way to make positive change. CDBG is making specific efforts to help make communities more economically competitive.

The CDBG program recognizes obstacles concerning funding and underserved needs. To address limited funding, the CDBG program requires that recipients generally provide a match for most types of projects and encourages leveraging of financial and other resources. This financial vested interest on the part of the recipient encourages the timely and successful completion of projects as well as the careful selection of projects that best meet the needs of the community.

AP-85 Other Actions

Actions planned to foster and maintain affordable housing

The primary resources for addressing affordable housing in South Carolina are administered by the SC Housing, which administers the HOME and NHTF Programs, along with the programs described below:

- South Carolina Housing Trust Fund - established in 1992 using funding from a dedicated portion of the deed stamp tax. Funding is available to eligible non-profit housing development sponsors in all 46 counties, are awarded on a quarterly basis and can be used to finance the development of affordable group homes for the disabled, emergency housing for battered women and their children, single room occupancy units for working homeless and disabled veterans, multifamily rental units low-income, individuals, families, the elderly, and etc., and owner-occupied rehabilitation for any homeowner that is at 50% or below the area median income for the county in which they live.
- Multifamily Tax Exempt Bond Program - provides permanent real estate financing for property being developed for multifamily rental use through the sale of tax-exempt revenue bonds. Financing is available to non-profit and for-profit sponsors, or developers, who agree to set aside: a) at least 20% of the units for households with annual gross incomes at or below 50% of the area median income, or b) 40% or more of the units for households whose annual gross income is at or below 60% of the area median.
- Low Income Housing Tax Credit Program - a federal program that provides an incentive to owners developing affordable multifamily rental housing. Allocations of credits are used to leverage public, private and other funds in order to keep rents affordable. Developments that may qualify for credits include new construction, acquisition with rehabilitation, and rehabilitation and adaptive re-use. Developers who are awarded tax credits must agree to keep apartments affordable and available to lower income tenants for at least 30 years. Annually, SC Housing establishes priorities and needs in its QAP, or Qualified Tax Credit Allocation Plan. Ten percent of the State's annual LIHTC allocation is reserved for the exclusive use of joint venture projects that involve the substantive participation of qualified non-profit organizations.
- Section 8 - State-administered and includes Housing Choice Vouchers, Moderate Rehabilitation, and Homeownership Vouchers. The Voucher Program provides rental assistance in the private rental market to very low income individuals and families in Cherokee, Clarendon, Colleton, Dillon, Dorchester, Fairfield, Kershaw, Lee, Lexington, Spartanburg and Williamsburg Counties.
- Neighborhood Stabilization Program (NSP) – NSP's purpose since 2008 has been to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within their communities. NSP provided grants to purchase foreclosed or abandoned properties and to rehabilitate, resell, or redevelop these properties in order to stabilize neighborhoods and stem the decline of house values of neighboring homes. NSP still has program income and open land banked activities, and for 2020 there will be \$3 million in NSP Program Income that will be set-aside under SC Housing's Small Rental Development Program. Priority will be given to NSP property owners to redevelop NSP land-banked parcels with affordable housing. NSP has its own planning

AP-85 Other Actions

and reporting system so like CDBG-DR, NSP funding and proposed accomplishments are not reflected in this 2020 Action Plan.

Actions planned to foster and maintain affordable housing are continued in "Discussion" section below.

Actions planned to reduce lead-based paint hazards

The following are strategies and possible resources available to the State to combat the danger that lead based paint hazards present to children. Typically, Federal programs are limited in scope and are targeted to only certain population or housing sectors. Moreover, they often do not fully address testing children for elevated blood levels or abating lead from all housing, schools or childcare facilities. Attention should be focused first on units posing the greatest hazard and on strategies designed to meet the special needs of those populations feared most at risk. South Carolina's resources to reduce the lead-based paint (LBP) hazard include:

- Lead hazard abatement is an eligible activity under the HOME, Neighborhood Stabilization Program (NSP), Neighborhood Initiative Program (NIP), NHTF and CDBG programs for projects involving repair, rehabilitation, or demolition of housing. All programs provide guidance regarding required steps to evaluate, address and/or abate lead, safe work practices, and notification procedures.
- Lead hazard requirements/guidelines consist of written notification via brochure notifying tenants and potential homebuyers of dangers of lead-based paint poisoning. All beneficiaries must read and sign the documentation prior to occupying the unit.
- SC Housing's Low Income Housing Tax Credit, Homeownership, Mortgage Assistance and Housing Trust Fund Programs require compliance, disclosure and/or testing in accordance with federal requirements.
- Recipients of HOME, NHTF and CDBG funds are encouraged to identify additional sources of funding to assist with lead hazard activities related to projects where rehabilitation is not funded. Examples include HUD Lead Safe Homes and other grant programs and private sector resources that may be available.

The SC Department of Health and Environmental participates in the Environmental Health Public Tracking System (EHPT) of the US Centers for Disease Control and Prevention. To facilitate its participation, DHEC had to streamline its own lead database so that it could provide required EHPT data and incorporate data from the Adult Blood Lead Epidemiology and Surveillance Program.

Note that South Carolina law requires physicians to report conditions, including suspected lead poisoning, on the DHEC List of Reportable Conditions to their local public health department, and laboratories are required to report all blood lead values in children less than six years of age. As a result, DHEC now provides several data resources for the number and percent of children tested for lead by age group and children tested for lead with Elevated Blood Lead Levels (EBLL).

AP-85 Other Actions

The state will also continue to take the following actions in addressing lead-based paint hazards in pre-1978 housing:

- Provide information and guidance related to lead-based paint hazard reduction to recipients of CDBG, HOME, NSP, NIP and NHTF, including training as necessary.
- Continue to require notification of residents and owners of all houses receiving CDBG, HOME, NSP, NIP and NHTF assistance regarding the hazards of lead-based paint.
- Incorporate lead hazard reduction strategies, in accordance with HUD requirements, in all HUD assisted housing rehabilitation and provide technical assistance on an as needed basis to ensure compliance with program policies and procedures and HUD notification requirements.

Actions planned to reduce the number of poverty-level families

Poverty in South Carolina a challenge, despite continuous efforts to combat it and despite improvement over in the last five years in South Carolina, the region and the nation. According to the Census Bureau's Small Area Income and Poverty Estimates (SAIPE), in 2018 South Carolina had 4.9 million people for whom poverty status could be determined, including 15.2% below poverty. This compares with 13.1% for the nation as a whole, 10.7% in Virginia, and rates of 13.7% to 14.5% in Florida, North Carolina and Georgia. South Carolina ranks 10th highest in the nation, after states like Mississippi (19.8%), New Mexico (18.8%), Louisiana (18.7%), West Virginia (17.4%), Alabama and Arkansas (16.8%), Kentucky (16.7%), DC (16.1%) and Oklahoma (15.5%). Ten other states have poverty rates higher than the nation and comparable to South Carolina, including neighboring states.

South Carolina and Neighboring States 2018 Small Area Income and Poverty Estimates

State	2014	2015	2016	2017	2018
SC	17.9	16.8	15.3	15.4	15.2
TN	18.2	16.7	15.8	15.0	15.2
GA	18.4	17.2	16.1	15.1	14.5
NC	17.2	16.4	15.4	14.7	14.1
FL	16.6	15.8	14.8	14.1	13.7
US	15.5	14.7	14.0	13.4	13.1

South Carolina is tenth highest in the nation at 15.2% poverty, but 31 of the state's 46 counties have rates higher than the state. Two counties – Allendale (37.3%) and Dillon (32.1%) – have rates more than twice that of the state, and fifteen counties have poverty rates higher than 20% or higher. These are shown below.

AP-85 Other Actions

South Carolina Counties 2018 Small Area Income and Poverty Estimates

County	2018 Poverty Rate
Allendale County	37.3
Dillon County	32.1
Marlboro County	30.0
Lee County	28.1
Bamberg County	26.7
Clarendon County	26.4
Williamsburg County	26.0
Orangeburg County	25.9
Hampton County	25.8
Marion County	25.5
Fairfield County	23.7
Darlington County	23.5
Barnwell County	22.4
Chesterfield County	20.9
Union County	20.4

Addressing this issue falls within the purview of numerous state agencies, including the Department of Social Services, the Department of Employment and Workforce, the Department of Health and Human Services, the Department of Education, the Commission on Minority Affairs and the Department of Commerce. Each of these agencies has a mission and undertakes planning activities (such as TANF plans) which encompass one or more of the factors shown to cause poverty: insufficient education, lack of economic opportunity, health and social problems and lack of self-sufficiency. The key means with which a state can combat poverty in the short-term is to create economic opportunity and provide opportunities for working age adults to improve skill levels and successfully compete for new and better paying jobs as these opportunities become available. Over the longer term, K-12 education and programs to combat health and social problems and address disparities in access to services and support are also important. The latter, however, are beyond the scope of the agencies involved in this Consolidated Plan.

What is within the scope of the Consolidated Plan is the expansion of economic opportunity, by addressing issues which are obstacles to economic opportunity. More than \$60 million has been appropriated for Rural Development, to focus on issues and funding in the state's most rural and distressed areas. This funding will be managed, along with CDBG, by the Department of Commerce. Program planning and development is underway and expected to continue to during the 2020 Program Year. CDBG funds for 2020 will continue to be used to help achieve the economic opportunity objective by making funding available for projects that will help address low workforce skills, absence or inadequacy of basic public infrastructure and services needed to support economic growth, and downtown and commercial centers that lack vitality and are not conducive to small local business growth, residential growth or a large and thriving employer base. For those areas which can support business and industrial growth, CDBG funds can also be used, where appropriate and feasible, to help facilitate job creation by new or existing expanding businesses. The CDBG

AP-85 Other Actions

Program Description describes programs of CDBG funding that can assist with expanding economic opportunity and business development or job creation/retention for the 2020 Program Year.

Actions planned to develop institutional structure

The State's strategy to enhance its housing and community development institutional structure centers around improved education, outreach, comprehensive planning and coordination. Consumers, providers, financiers, policy makers, advocates and communities benefit from increased cross-sector communication (dialogue) and education in understanding that economic factors are inextricably linked with meaningful solutions to housing needs and improved quality of life among lower income populations.

Both public and private sector agencies, organizations and institutions contribute to the State's delivery infrastructure for affordable housing and community development. These agencies and organizations are important development partners in South Carolina. Some have established histories as partners with the State; many more are new and emerging collaborators. All are tremendously vital resources in South Carolina's continuing challenge to address the affordable housing and improved community and economic development needs of lower income households.

In terms of housing development in particular, coordination is facilitated by combining the administration of HOME and most other federal and state programs for housing in one agency: SC Housing. Community and economic development is the mission of the SC Department of Commerce, which manages CDBG as well as other state resources that can be used for these two purposes, notably including Appalachian Regional Commission funding and the State Rural Infrastructure Fund. The Secretary of the SC Department of Commerce also heads the board of the State Rural Infrastructure Authority. Finally, the SC Department of Commerce and Rural Infrastructure Authority routinely meet with other sources of infrastructure funding, such as the SC Department of Health and Environmental Control and USDA, to discuss projects, needs and priorities in an effort to better coordinate the delivery system.

Together, agencies and organizations in the state contribute significant financial and technical resources to benefit low and moderate income individuals and families of the State. These contributions help capitalize outreach, education and development initiatives. Private and local funds are leveraged with Federal and State funds in order to implement affordable housing and community development initiatives Statewide. Each entity, public or private, pass-through or direct provider, offers services to low income persons and is considered a critical component of South Carolina's housing and community development delivery system.

Actions planned to enhance coordination between public and private housing and social service agencies

The SC State Finance and Development Authority does not own or operate any public housing. However, private developers that receive Authority funds are encouraged to communicate with other housing providers within a project's community as part of the project development process.

AP-85 Other Actions

Discussion:

- SFHDA also administers SC Help aimed at maintaining homeownership and making it more affordable and sustainable by providing direct assistance to homeowners potentially facing foreclosure. This program is also winding down.
- Mortgage Revenue Bond Program - the State's primary tool for expanding homeownership opportunities for low and moderate income families in South Carolina. The sale of tax exempt bonds to investors provides the bulk of the funding available to qualified, first-time homebuyers. Banks and mortgage companies originate mortgage loans on the agency's behalf and offer them at reduced interest rates. This below market rate financing provides the edge needed to make homeownership affordable for many of the State's lower income residents. Maximum purchase price and borrower income limits apply and typically vary by county.

AP 90 Program Specific Requirements

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

Introduction:

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.320(k)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	18,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	18,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

AP 90 Program Specific Requirements

HOME Investment Partnerships Reference 24 CFR 91.320(k)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

No other forms of investment are anticipated being used.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

There are no plans to finance homeownership activities.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

There are no plans to finance homeownership activities.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

There are no plans to refinance debt.

AP 90 Program Specific Requirements

Emergency Solutions Grant Program Reference 91.320(k)(3)

1. Include written standards for providing ESG assistance (may include as attachment)

In order to receive ESG assistance, an individual or family must fit one of the HUD definitions of homeless, chronically homeless or at risk of homelessness. These definitions are included at the bottom of this section.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

All four CoC's have established a basic CES system. Right now State ESG staff, as well as a HUD representative, participate in the policy and procedures standards committee. Currently, highest ranking of VI-SPADAT + location and other various attributes will get an individual served first in CES.

3. Identify the process for making sub-awards and describe how the ESG allocation is available to private nonprofit organizations (including community and faith-based organizations).

Awards will be made through an application and scoring process. Applications received from agencies in one Continuum of Care region will be compared to other applications from other agencies within their continuum as opposed to all applications from all areas of the State. This was new beginning in 2018, at which time State ESG staff also began consulting with each continuum to help identify specific needs in each continuum.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

Homeless participation is a requirement of the application. Failure to demonstrate this in an application means the application is incomplete and therefore not eligible.

5. Describe performance standards for evaluating ESG.

Subrecipients are evaluated based on planned expenditures vs actual expenditures. While this is the most important aspect, ESG staff also look at planned number of people served vs actual people served and take into account accurate and timely submission of all requested reports and information.

**AP 90 Program Specific Requirements
National Housing Trust Fund**

Reference 24 CFR 91.320(k)(5)

1. How will the grantee distribute its HTF funds? Select all that apply:

Applications submitted by eligible recipients

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".

N/A

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Eligible Recipient: An organization, agency, or other entity (including a public housing agency, a for profit or a nonprofit entity) that receives assistance as an owner or developer to carry out an affordable housing project. An eligible recipient must:

1. Make acceptable assurances to the Authority that it will comply with the requirements of all applicable federal and state housing programs during the entire period that begins upon selection of the recipient to receive funding, and ending upon the conclusion of all funded activities;
2. Demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity(ies);
3. Demonstrate its familiarity with the requirements of other federal, state, or local housing programs that may be used to ensure compliance with all applicable requirements and regulations of such programs; and
4. Have demonstrated experience and capacity to conduct an eligible activity(ies) as evidenced by its ability to own, construct, and manage and operate an affordable multifamily rental housing development.

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b. Describe the grantee’s application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Financial Criteria: Each Applicant must meet a minimum financial capacity standard based on the total number of rental units to be developed:

- a. 8 - 12 total units – Applicant must have a minimum net worth of \$1 million and a minimum of \$150,000 in unrestricted liquid assets.
- b. 13 - 16 total units – Applicant must have a minimum net worth of \$1.5 million and a minimum of \$200,000 in unrestricted liquid assets.

All potential recipients must provide audited financial statements. If individuals are required as financial guarantors, compiled financial statements will be accepted for those individuals. The Authority reserves the right to perform an independent verification of assets. A form will be provided by the Authority at a later date. Financial statements must include a balance sheet dated on or after September 30, 2016.

- 1. The Authority defines liquid assets as cash, cash equivalents, and investments held in the name of the entities and/or persons, including cash in bank accounts, money market funds, U.S. Treasury bills, and equities traded on the New York Stock Exchange or NASDAQ. Certain cash and investments will not be considered liquid assets, including, but not limited to: 1) stock held in the applicant’s own company or any closely held entity, 2) investments in retirement accounts, 3) cash or investments pledged as collateral for any liability, and 4) cash in property accounts including reserves.
- 2. All liquid assets must be identified in the submitted financial statement.
- 3. If no individual member of an applicant group meets the minimum financial requirements, then members may combine assets to meet the requirements by including a combining schedule in addition to their individual statements.
- 4. The Authority reserves the right to verify information in the financial statements and all financial capacity statements made by applicants, lenders, accountants, and others. If false statements are found to have been made at any point in time, all entities and/or persons associated with the application will be debarred from all Authority programs for three (3) years.

c. Describe the selection criteria that the grantee will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Selection criteria are described in detail in AP-30 Method of Distribution, National Housing Trust Fund Program.

d. Describe the grantee’s required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

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According to the 2016-2020 South Carolina State Consolidated Plan for Housing and Community Development, there are no specified geographic priorities or regional targeting of funds as it pertains to HUD programs, with the exception of the HOPWA program. As such, NHTF will be available statewide to the highest ranked applications until all NHTF funds are exhausted. There will be a preference given to those counties in which SC Housing has not awarded HOME or NHTF funds in the last two years.

e. Describe the grantee's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Eligible Applicants must have experience and demonstrate their experience in developing rental housing projects similar to the one(s) proposed. Previous development experience of Rental properties using at least one (1) governmental funding source: Owners (which include individual(s), corporation(s), nonprofit(s), for profit(s), Public Housing Authorities or units of local government) will receive points for the previous development of successful rental projects utilizing at least one governmental funding source. Previous development experience must be obtained through the successful completion of affordable housing utilizing CDBG, HOME, NHTF, SC HTF, FHLB, LIHTC, NSP Rental, etc. Experience gained as an owner of another entity may be included but not as an employee of another entity. Experience in successful rental projects means coordinating the development team from the planning, financing and construction of a project through receipt of Certificates of Occupancy (COs) and reaching stabilized occupancy. Applicant must have a current ownership interest in the previous projects. Applicants must complete the Applicant Experience Certification (Form M-34).

Previous development experience of Rental properties: Owners (which include individual(s), corporation(s), nonprofit(s), for-profit(s), Public Housing Authorities or units of local government) for the previous development of successful rental projects. Experience gained as an owner of another firm may be included but not as an employee of another firm. Experience in rental projects means coordinating the development team from the planning, financing and construction of a project through receipt of Certificates of Occupancy and reaching stabilized occupancy. Applicants must have ownership interest in the previous projects.

f. Describe the grantee's required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

This year, SC Housing is not including a preference for PBRA in those applications requesting NHTF, but is utilizing the SC HTF to assist in developing NHTF-assisted units so that there is no debt burden and projects

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can operate efficiency with sufficient cash flow and therefore, ensuring rents are affordable to extremely low-income families.

g. Describe the grantee's required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

This year, SC Housing is not asking Applicants to voluntarily take on a longer affordability period than the required 30-year period. SC Housing is actually trying to assist by ensuring all awarded applications are able to cash flow for the entire 30-year period which is a difficult task.

h. Describe the grantee's required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

South Carolina's priority housing needs as listed in the State's Consolidated plan are:

- Improve affordable housing opportunities statewide, particularly rental housing.
- Support of transitional and supportive housing facilities for people with disabilities, HIV/AIDS, and other special needs.
- Preservation of affordable housing.
- Identify additional sources for rental assistance.
- Homeless prevention and rapid re-housing.

Each application must address at least one of the above priority housing needs. For the prior Con Plan program years, South Carolina's NHTF program was available to new construction affordable rental housing units only. For 2020, rehabilitation standards are included as an attachment to this Action Plan. As such, all applications will meet the first listed priority; a. Improve affordable housing opportunities statewide, particularly rental housing. Depending on the variety of applications submitted, additional priority housing needs may also be addressed with the exception of item c. Preservation of affordable housing. It is anticipated that rehabilitation of affordable housing will be available through South Carolina's NHTF program next year and subsequent years.

i. Describe the grantee's required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

All applications for NHTF will also receive SC HTF, which is a non-federal funding source administered by SC

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Housing. Using non-federal funding sources is such a priority that it has been made mandatory since 2018.

4. Does the grantee’s application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select “N/A”.

Yes

5. Does the grantee’s application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select “N/A”.

Yes

6. Performance Goals and Benchmarks. The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress, consistent with the grantee’s goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

Yes

7. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds. Enter or attach the grantee’s maximum per-unit development subsidy limits for housing assisted with HTF funds.

The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME’s maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

SC Housing is adopting the HOME Investment Partnerships Program’s maximum per-unit subsidy limits for 2020 NHTF funding. The HOME per-unit subsidy limits are being elected for consistency as HOME funds are also used in the Authority’s Small Rental Development Program (SRDP). Currently there is only one published limit for SC. Based on our experience administering rental housing development there are no

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significant differences in costs that would require any geographic adjustment from the posted statewide limits. Adopting the existing HOME limits is allowed by HUD and cost data from 2019 SRDP applications as well as 2016, 2017 and 2018 HOME applications indicate the use of the HOME subsidy limits is appropriate for NHTF. The per-unit cap is not the only subsidy test SC Housing will use to allocate NHTF funds that are necessary for a project’s affordability and sustainability. Each application will be reviewed and analyzed for compliance with SC Housing’s underwriting criteria at initial submission and placed-in -service. Through the underwriting process SC Housing ensures that the level of subsidy provided by NHTF funds:

- Will not exceed the actual eligible development costs of the unit
- Are reasonable and necessary and in line with similar projects funded across the state
- Does not unduly enrich developers
- Does not exceed the amount necessary for the project to be successful for the duration of the affordability period.

NHTF per-unit subsidy limits will not exceed the HOME maximum per-unit subsidy limits listed below.

Bedrooms	Elevator-type Basic Limit*	HCP	HOME Maximum Per-Unit Subsidy Limit
0 BR	\$61,281	240%	\$147,074
1 BR	\$70,250	240%	\$168,600
2 BR	\$85,424	240%	\$205,018
3 BR	\$110,512	240%	\$265,229
4BR	\$121,307	240%	\$291,137

<https://www.hudexchange.info/resource/2315/home-per-unit-subsidy/>

8. Rehabilitation Standards. The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The grantee’s description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

Yes. Please see the attachments to this Action Plan for SC Housing’s proposed NHTF Rehabilitation Standards.

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9. Resale or Recapture Guidelines. Below, the grantee must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

N/A

10. HTF Affordable Homeownership Limits. If the grantee intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.

N/A

12. Refinancing of Existing Debt. Enter or attach the grantee's refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the grantee will not refinance existing debt, enter "N/A."

N/A

AP 90 Program Specific Requirements HOPWA

HOPWA project sponsors are selected through a competitive grants request for applications (RFGA) process. The RFGAs are advertised on the DHEC website and in the South Carolina Business Opportunities (SCBO) newsletter in the fall preceding the March 31st end of the contract period.

All providers known by DHEC to be serving people living with HIV/AIDS are contacted regarding the release of the RFGA. Grass-roots faith based organizations and other community-based organizations are eligible to apply.

HOPWA RFGA Award Notification is posted on the DHEC website. Emails with the link to the Award Notification are sent to all applicants. After the dispute period, grant agreements are made with the awarded entity. These contracts typically run for 3 years.

DHEC distributes the funds to regional Ryan White Part B Service Providers, eligible non-profit organizations and/or local health departments that assist persons with HIV/AIDS.

HOPWA Goals are specifically addressed on *AP-70 HOPWA Goals – 91.320(k)(4)*. They are also summarized below.

One year goals:

- Short-term rent, mortgage and utility assistance to prevent individual or family homelessness: 150
- Tenant-based rental assistance: 125
- Units provided in housing facilities that are being developed, leased or operated: 8

ATTACHMENT A: REHABILITATION GUIDELINES
National Housing Trust Fund, HOME Investment Partnerships Program, Multi-Family Tax Exempt Bond Program and SC Housing Trust Fund Awarded Developments

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Applicable Forms:

1. Fannie Mae Physical Needs Assessment Workbook
 - a. Tab 1: Terms of Reference
 - b. Tab 2: (All) Systems and Conditions
 - c. Tab 3: Immediate Physical Needs
 - d. Tab 4: Capital Replacement Reserve Study
 - e. Tab 5: Expected Useful Life Tables
2. 2020 SC Housing Rehabilitation Work Scope Form
3. Pre Site Visit Questionnaire Form 4099b
4. 2020 Resident Engagement for Occupied Rehabilitation Form
5. High Performance Building Report
6. Structural Risk Evaluation Questionnaire

1. Introduction

These Rehabilitation Guidelines are designed to outline the requirements for the rehabilitation of rental housing developments assisted with financing from SC Housing administered HOME Investment Partnership Program, National Housing Trust Fund Program, and the SC Housing Trust Fund Program. These guidelines apply to both single-family and multi-family developments. The goal of these Rehabilitation Guidelines is to standardize SC Housing's expectations for the longevity and marketability of completed rehabilitation of existing rental property. These guidelines are also intended to provide the owner/applicant with guidance and requirements for adhering to SC Housing's processes and procedures for the rehabilitation of affordable rental housing. The requirements mentioned in these guidelines meet the minimum NHTF requirements, as outlined in the HUD requirements for NHTF Rehabilitation standards, additional information can also be found in the appendices of this document.

In accordance with federal requirements established by 24 CFR 92.25 (HOME), and 24 CFR 91 and 93, the National Housing Trust Fund (NHTF), the South Carolina State Housing Finance and Development Authority (SC Housing) has established these Architectural Standards. All projects receiving SC Housing resources for the rehabilitation of existing rental housing, utilizing funding from the South Carolina Housing Trust Fund (SCHTF), HOME Program, Multi-Family Tax Exempt Bond Program and/or, the National Housing Trust Fund Program (NHTF), must meet these Architectural Standards. It is the responsibility of the applicant/owner to ensure compliance with 100% of the requirements as described in these guidelines and SC Housing's mandatory design criteria are met, unless a waiver has been approved by SC Housing in writing.

The Fannie Mae Expected Useful Life Tables are to be used as guide to determine the components and systems that need to be replaced in order to meet the duration of all awarded program obligations. The use of National Housing Trust Fund dollars requires that projects funded under this program meet applicable Federal, State, and local statutory and regulatory requirements for a period of thirty years. These architectural standards are not meant to replace Federal, State or local codes. These standards shall be in addition to the following that are applicable to all properties funded in the program.

Construction Rehabilitation must be in compliance with:

1. 2018 International Residential Code with South Carolina Building Code Council Modifications.
2. 2018 International Building Code with South Carolina Building Code Council Modifications.
3. 2018 International Mechanical Code with South Carolina Building Code Council Modifications.
4. 2018 International Plumbing Code with South Carolina Building Code Council Modifications.
5. 2018 International Fuel Gas Code with South Carolina Building Code Council Modifications.
6. 2018 International Electrical Code with South Carolina Building Code Council Modifications.
7. 2018 International Fire Code with South Carolina Building Code Council Modifications.
8. 2009 International Energy Conservation Code with South Carolina Building Code Council Modifications
9. Current Edition of the NFPA Codes and Standards.
10. 2012 NFPA 101 Life Safety Code.

11. ANSI 117.1 – 2017 Edition.
12. Americans with Disability Act.
13. Fair Housing Act.
14. Section 504
15. HUD Housing Quality Standards (HQS)
16. HUD Minimum Property Standards (MPS)
17. HUD Uniform Physical Condition Standards (UPCS).

Developments must meet all applicable federal, state and local accessibility standards as well as all SC Housing accessibility requirements. By some measures, SC Housing’s Development Design Criteria and accessibility requirements exceed the referenced state and federal requirements.

All new and rehabilitation construction work scopes must give consideration to the property marketability and residential quality of life which includes, but is not limited to, upgraded building exteriors and unit interiors, and improved site conditions and amenities. SC Housing may determine that projects which exceed customary and reasonable construction costs, even if they are within published per unit cost limits, represent a poor utilization of resources and may not meet threshold requirements.

The applicant/owner must notify SC Housing inspection staff of when the pre-construction conference will be scheduled. The pre-construction conference must be scheduled prior to the start of construction. Compliance requirements for all applicable federal and state requirements must be included on the meeting agenda.

An onsite OAC Meeting will be scheduled during the last week of each month. The SC Housing Construction Project Manager will be notified via email of monthly OAC meeting dates and times. SC Housing staff may not attend all onsite OAC meetings.

All work scopes must propose:

The length of the affordability or compliance period for HOME rehabilitation projects is 5, 10 or 15 years, depending on level of investment. The length of the affordability or compliance period for National Housing Trust Fund rehabilitation projects is 30 years. Projects that propose rehabilitation must present a scope of work that will position the property to meet the entire extent of its statutory obligations. The Fannie Mae Expected Useful Life Tables will be used as a guide to determine the components and systems that need to be replaced in order to meet the duration of all awarded program obligations. It is expected that all work scopes will propose:

- A. A minimum “dwelling unit” per unit hard cost budget of \$25,000.

Hard costs eligible for this requirement are limited only to improvements within the dwelling unit envelope (windows, entry doors, exterior siding, unit insulation and roofing improvements). No site improvements, common building systems, community building improvements, new construction for community buildings, maintenance facilities, other common use structures or interior and exterior amenities will count towards the per unit hard cost minimum calculation.

- B. A substantial gut rehabilitation (where applicable) where major systems are removed and replaced according to the Fannie Mae Expected Useful Life Table.
- C. The replacement of any component of the building or site with a Remaining Useful Life, according

to Fannie Mae Expected Useful Life Table, of less than 15 years.

- D. Corrective action replacements for all deficiencies noted in the Physical Needs Assessment.
- E. The replacement of existing exterior stairs, breezeways, and handrails that have no roof cover.
- F. Entire unit (all rooms and ceilings) including doors and trims must be repainted.
- G. Compliance with the South Carolina State Minimum Standard Codes and Life Safety Code regarding stairs, handrails, guardrails, smoke detectors, fire alarms, and unit fire separation (attic draft stops, fire separation, rated party walls and floor/ceiling components, and caulking of all penetrations in the fire assemblies).
- H. Substantially the same scope of work in all units.
- I. Compliance with SC Housing Development Design Criteria, all current South Carolina building codes, SC Housing accessibility requirements, and UPCS, subject to inspection, upon completion of work.

SC Housing will review the type of construction and associated hard construction costs. Applications for the rehabilitation of a substandard property will not be funded if, in the opinion of SC Housing, the rehabilitation will not result in improved, safe and decent long-term housing, the proposed rehabilitation does not meet SC Housing standards, or if new construction would be more appropriate.

SC Housing may determine the need to perform its own Physical Needs Assessment (PNA) or decline any application for rehabilitation if it is determined that the rehabilitation work scope:

- Is inadequate or excessive;
- Does not address the issues of the Physical Needs Assessment;
- Does not address major structural issues, building codes, health, safety, marketing or any other conditions observed on the site;
- Will not result in safe, decent housing.

SC Housing may grant waivers to the Development Design Criteria if there is an overriding public policy need based on the physical needs assessment, a certification from the architect and, where applicable, the appropriately-licensed engineer (civil, structural, mechanical, plumbing, electrical) documenting that the completed project will be viable and meet the SC Housing useful life requirements. All waiver requests must be submitted in writing and be accompanied by the SC Housing Rehabilitation Work Scope Form, Physical Needs Assessment and any other substantiating documentation.

SC Housing may require, as a condition of the waiver, full funding of the capital replacement reserve. The capital replacement reserve must clearly schedule all component/system replacements required according to the **Fannie Mae Expected Useful Life Table**.

Owners may request waivers for some following requirements, if it can be documented that compliance will be cost prohibitive. The burden of proof is on the owner/applicant.

- Architectural Standards
- Central HVAC in a multi-floor building where it can be demonstrated that the existing central system is the most efficient and economical system for conditioning the indoor spaces
- Flat roofs
- Room and unit size, closet and cabinet/counter requirements, number of bathrooms only if documentation of the marketability of existing conditions is provided
- One bedroom units where the bathroom is accessed through the bedroom
- The \$25,000 per unit minimum
- Threshold Section, Required Amenities: Additional Requirements and Amenities for senior projects that requires Fair Housing compliance on all units built BEFORE 1991 only if clear documentation of the burdensome cost to provide accessibility to all units is provided

SC Housing may deny a waiver if the completed rehabilitation will not result in safe and decent housing that is equal to comparable housing in the marketplace. In no case will SC Housing waive:

- Federal, state or local building or accessibility laws or codes;
- State energy conservation codes;
- Health and safety requirements;
- Room layouts that do not meet design criteria standards requirements for
 - Bathrooms that open from areas of food preparation, or
 - A sole passageway to a habitable room or hall unless egress is provided according to applicable fire codes.

The application for funding shall include a PNA and comprehensive SC Housing Rehabilitation Work Scope Form outlined below. Rehabilitation projects selected for funding must submit all pre-construction due diligence documentation outlined in the Architectural Submittals Instructions, including a complete set of plans and specifications produced by an architect licensed in South Carolina. The SC Housing Rehabilitation Work Scope Form submitted at application may not be changed between application submission and Final Allocation without SC Housing's consent. All proposed work approved during the application process must be completed.

2. Physical Needs Assessments

The PNA is required at time of application for all rehabilitation, adaptive reuse, and historic preservation properties applications. The PNA, including an on-site investigation, narrative report, and Fannie Mae forms, must be conducted by a Qualified Consultant, who meets the following experience requirements and qualifications:

- Independent from the Applicant/Owner/Developer and have the capacity to render a report in accordance with Rehabilitation Guidelines.
- Have no less than five (5) years of experience performing physical needs assessments for affordable rental housing projects.
- Not be presently debarred, suspended, proposed for debarment or suspension, declared ineligible or excluded from participation by any state or federal department, agency, or program.
- Agrees to comply with all applicable laws, including, but not, limited to federal, state and local laws, codes, regulations, ordinances, rules and orders, including all laws concerning fair housing and equal opportunity that protect individuals and groups familial status, or sex.
- Agree to comply with the SC Illegal Immigration Reform Act requirements of Title 8, Chapter 14

of the SC Code Annotated, and any other applicable state or federal immigration laws. Consultant must be registered with and using E-Verify.

- Consultant must comply with Drug Free Workplace requirements.

Developers must contact the qualified consultant directly and contract to provide the PNA services. The report must include a certification that the report was prepared by an individual who meets the above-listed experience requirements and qualifications to be considered a qualified consultant.

The PNA must be no more than six (6) months old at the time the Application is submitted. The report must include a signed statement from the consultant with the following language inserted in the consultant's signature block:

"The investigation has been completed in accordance with SC Housing requirements, is accurate, and can be relied upon by SC Housing as a true evaluation of the existing property conditions."

SC Housing may verify all information contained in the report with an on-site inspection of the property conducted during the application process.

The Consultant shall inspect 100% of the units in projects with 150 or fewer units. For projects that exceed 150 units the consultant shall inspect;

- All vacant and down units
- At least 60% of the occupied units.
- One unit in each building
- One of each type of the accessible units (where they exist);
- One of each unit configuration type; and
- All other community/common areas and maintenance spaces.

The report is not expected to identify regular maintenance items that are part of the property owner's operating responsibility such as occasional window glazing replacement and/or caulking, minor plumbing repairs, annual HVAC and appliance servicing. However, the consultant must comment on such items if they do not appear to be routinely addressed or in need of immediate repair, as well as report any observed or documented building code violations.

The PNA must include descriptions of the condition of the following items and identification of the Remaining Useful Life in the Fannie Mae forms format of the following items:

SITE SYSTEMS AND CONDITIONS

- Landscaping
- Irrigation
- Grading/storm water drainage
- Lighting - building mounted
- Lighting - pole mounted
- Parking
- Pedestrian paving (sidewalks)
- Utilities (piping & equipment such as pumps etc.)
 - Water

- Fire
- Gas
- Electrical
- Sanitary
- Storm water drainage structures & piping
- Cable/Phone/Communications
- Mailboxes
- Property sign
- Traffic signage
- Retaining walls
- Fencing
- Exterior stairs
- Exterior railings
- Site amenities

COMMON AREAS/COMMUNITY BUILDING

- Common area amenities
- Common area doors
 - Interior
 - Exterior
- Common area floors
- Common area ceilings
- Common area walls
- Common area kitchens
 - Countertop
 - Cabinets
 - Sink
 - Appliances
- Common area HVAC
 - Ductwork
 - Equipment
- Common area/public bathrooms
 - Fixtures
 - Hot water heating
 - Water piping
 - Waste/vent piping
 - Bathroom accessories
- Sprinklers
- Electrical
 - Light fixtures
 - Outlets/switches
 - Wiring
 - Equipment (panels/breakers)
- Life safety
 - Smoke alarms
 - Fire alarms

BUILDING ARCHITECTURE

- Foundations
- Crawl Spaces/Basements
- Framing
 - Wall
 - Floor
 - Ceiling/roof
- Exterior wall sheathing
- Exterior cladding
- Roof sheathing
- Roofing
- Gutters & downspouts
- Soffits
- Windows
- Insulation
 - Wall
 - Floor
 - Attic

DWELLING UNITS

- Cabinets
- Countertops
- Interior doors
- Exterior doors
- Floor underlayment
- Floor finishes
- Interior wall sheathing (gypsum wall board)
- Wall finishes
- Ceilings
- Bathroom vanities
- Bathtubs/showers
- Tub/shower surrounds
- HVAC
 - Ductwork
 - Equipment
 - Bath fans & ventilation
- Plumbing
 - Fixtures (faucets, shower valves, toilets, sinks)
 - hot water heating
 - water piping
 - waste/vent piping
 - Wall
 - Under slab
- Appliances
- Elevators
- Sprinklers

- Electrical
 - Light fixtures
 - Outlets/switches
 - Wiring
 - Equipment (panels/breakers)
- Life safety
 - Smoke alarms
 - Fire alarm system
 - Attic draft stop/fire walls

The PNA must also include a discussion of known building code violations and health/life safety violations

The PNA consultant is not expected to assume liability for compliance with accessibility regulations during design of post-rehabilitation. The consultant will identify any potentially costly barriers to the required property accessibility, i.e., changes in grade for accessible routes or parking and unit framing changes for required clearances. The PNA must identify major violations of The Americans with Disabilities Act, The Fair Housing Act, and The Uniform Federal Accessibility Standards (UFAS).

The Capital Replacement Reserve study shall extend for 20 years with no capital replacements within the first five years (apart from regular maintenance and turnkey operations that are part of operation and management). The Capital Replacement Reserve shall reflect the condition of the property “As Improved” by the entire SC Housing Rehabilitation Work Scope proposed by the Owner, not just the needs identified by the Physical Needs consultant.

Any item that is determined to have an Effective Remaining Life of less than 15 years must be replaced as part of the work scope. Applicants may request a waiver where major systems (roofing, HVAC equipment, windows, doors, etc.) have been replaced within the last 5 years. SC Housing may allow for replacement in the 15-year term if the cost is clearly documented in the Capital Replacement Reserve study. Replacement Reserves must exceed the SC Housing’s minimum contributions and the project underwriting shall propose full funding of the Reserve.

The applicant must provide adequate documentation substantiating any differences between the Effective Remaining Life as a calculated difference between Effective Useful Life and Age and the Evaluator’s opinion of the remaining useful life. The report should emphasize all systems/components with no Effective Remaining Life and those with Effective Remaining Life less than SC Housing requirements, all deferred maintenance, and repairs or replacements involving significant expense or outside contracting.

The consultant must note any suspected environmental hazards. Confirmation of suspected environment-related hazards, such as mold, lead-based paint, or asbestos containing materials, must be addressed in a separate environmental engineer’s report. It is recognized that the Expected Useful Life Tables represents one judgment of the expected life of the various components. The Tables provide a useful and consistent standard for all evaluators to use. The Tables avoid debate on what the appropriate expected life is and permit focus on the evaluator’s judgment of the effective remaining life of the actual component.

3. SC Housing Rehabilitation Work Scope Form

The SC Housing Rehabilitation Work Scope form must address future property marketability, durability, and energy efficiency which will add to the residential quality of life.

The SC Housing Rehabilitation Work Scope Form must be compiled by the Applicant/Owner, Architect/Engineer, and Construction Contractor in SC Housing's required format to include materials, quantities and unit costs.

The SC Housing Rehabilitation Work Scope Form shall be based on:

- Requirements for the replacement of components with an Effective Remaining Useful Life of less than 15 years, building code and health/safety violations, and immediate needs from the PNA;
- Requirements for the replacement of components in order to comply with SC Housing's Design Criteria Standards and Specific Systems Replacement Guidance;
- All applicable Threshold and Scoring upgrades as indicated in the SC Housing Application including amenities construction;
- All costs that will be incurred in bringing the property into compliance with federal, state, local, and SC Housing accessibility regulations;
- Remediation of all issues identified in the Phase I and II environmental reports and NEPA reviews.

SC Housing must be able to determine that all major issues identified in the PNA and Environmental Reports are addressed in the SC Housing Rehabilitation Work Scope form.

4. Specific Systems Replacement Guidance

Site Utilities

The SC Housing Rehabilitation Work Scope Form must contain a budget line item to investigate (including with remote imaging) and repair or replace all main utility lines on the property, regardless of age. If more than 50% identifies as failed, the entire line must be replaced. Owners must submit a copy of the sewer investigation to SC Housing with the final inspection documentation.

Site Utilities - Special Considerations: Polybutylene Piping

The consultant must investigate any polybutylene piping and provide an opinion on whether it should be repaired or replaced. In all cases the last 3'-0" of polybutylene hot water lines must be replaced with copper piping.

Landscaping/Storm Water Drainage/Erosion

All areas of washout, exposed dirt, dead trees and overgrown landscaping must be corrected. SC Housing may require, as a condition of funding, that a civil engineer be engaged to address the issue.

Site Improvements

Broken or un-useable amenities equipment, non-compliant site stairs and handrails, failed/deteriorated sidewalks, paving, and retaining walls must be corrected. Sidewalks and paving must meet the minimum UPCS and accessibility standards

Foundations

All cracking or settling of concrete foundations and masonry must be addressed. SC Housing may require, as a condition of funding, that a structural engineer be engaged to address the issue.

Crawlspaces

All crawlspaces must be investigated and assessed for the presence of mold, plumbing leaks, and deteriorating structures. All crawl spaces must meet minimum energy and fire code requirements.

Rough Carpentry

Deteriorated subfloor, wall sheathing, roof sheathing, and structural framing must be addressed and allowances for the quantity of this work must be substantiated.

EIFS & Stucco

EIFS (synthetic stucco) may not be repaired but must be replaced by a SC Housing approved material. Hard-coat stucco (cement stucco) must be replaced if more than 25% of the existing material has failed. SC Housing must approve any repair or replacement of hard-coat stucco.

Acoustical Isolation

The work must meet the Design Criteria Standards for acoustical isolation wherever party and exterior wall structures and ceiling and floor construction are exposed during the course of construction.

Drywall

The Work Scope must indicate the approximate percentage of drywall to be removed and replaced. Allowances must be substantiated.

HVAC

Heating, ventilating, and air conditioning systems must be replaced if they do not meet the applicable building codes, do not meet Threshold Section Building Sustainability, or do not have the required Effective Remaining Life. The duct system must be replaced if necessary to meet applicable codes and SC Housing required life expectancy. If ductwork is not replaced, it must be cleaned and sealed in accordance with the South Carolina State Minimum Standard Energy Code.

Plumbing

Plumbing components must be replaced if they do not meet the requirements of applicable building codes, do not meet Threshold Section Building Sustainability, do not have the required Effective Remaining Life, 50% of the plumbing system needs replacement, or if lead in water testing results from the Phase I Environmental Site Assessment exceeds regulated levels.

Electrical

The existing electrical system must be upgraded to meet all applicable codes. If 50% of the system needs replacement, the entire system must be replaced, including all wiring.

Building Sustainability

Rehabilitation projects will meet the sustainability requirements outlined in the 2020 Small Rental Development Program Application Manual, regardless of local code enforcement.

Accessibility

All Work Scopes must meet applicable federal, state, local, and SC Housing requirements. SC Housing requires 5% of the units to be fully accessible, 40% of mobility units to have roll-in showers, and an additional 2% equipped for the hearing and sight impaired. SC Housing maintains the same accessibility standard for new construction and rehabilitation.

Fire and Life Safety

Through strict code compliance, the property design shall provide a safe environment for all tenants. Compliance with the Life Safety Code for new construction is required for the following regardless of local building authority enforcement: stairs, handrails, guardrails, smoke detectors, carbon monoxide detectors, fire alarms, and unit fire separation (attic draft stops, fire/smoke separations, rated party walls and floor/ceiling components, and caulking of all penetrations in the fire assemblies). Life Safety items that do not meet current codes will not be 'grandfathered' in. Adherence to the most recently adopted editions of the South Carolina State Codes is required. This includes but is not limited to:

- Smoke detectors must be hard-wired and located per code for all construction, either rehabilitation or new. DCA will not waive this requirement for rehabilitation proposals. Carbon Monoxide Detectors shall be in accordance with NFPA 101 Life Safety Code and NFPA 720.
- Fire alarms and sprinklers must meet fire department, state and local code requirements.
- Attics must be constructed or rebuilt to meet all current fire and life safety codes, regardless of the requirements of the local building authority. These include draft stop walls, and rated ceiling, floor, and wall assemblies.
- All through-penetrations of smoke walls, draft stops, and rated assemblies must meet current fire codes.
- Existing exterior wooden stair systems may not be repaired. Instead they must be replaced in their entirety with new galvanized steel (field painted) and or concrete stair systems.
- Projects shall comply with all disaster mitigation-related requirements of the latest editions of the applicable mandatory State Minimum Standards as adopted and amended by South Carolina, and with all local ordinances regarding disaster mitigation.

Life Safety items that do not meet current codes will not be 'grandfathered' in. SC Housing may allow an outcome at a standard lower than new construction requirements based on documentation from the authorized local code enforcement official(s).

5. Specific Square Footage Requirements

Developments that have units, by bedroom size, smaller than the following square footages are considered to be obsolete developments and are not eligible for funding:

<u>Bedrooms per Unit</u>	<u>Minimum Heated Sq. Ft. per Unit</u>
Studio	400
One	500
Two	700
Three	850
Four	1,000

6. Historic Rehabilitation

Applicants must follow the *Secretary of the Interior's Standards for Rehabilitation* (36 CFR Part 68) to rehabilitate the property's interior and exterior features and complete SC Housing's environmental

requirements, including the testing and abatement of lead and asbestos. These exterior and interior guidelines can be found at <http://www.nps.gov/tps/standards/rehabilitation.htm>.

Summary

If a Preservation Professional, as defined in the Environmental Manual, determines that the proposed project has an adverse effect or is a contributing structure which is either listed in the National Register or is eligible for listing in the National Register (or a lot within such a listed or eligible district) and South Carolina State Historic Preservation Office (SHPO) has cleared the proposed activities to proceed, the general rehabilitation standards may not apply. However, SC Housing still requires that the completed rehabilitation results in housing that will meet the duration of all awarded program obligations.

The Applicant must submit to SC Housing a detailed scope of work that sets forth the proposed rehabilitation or new construction activity in accordance with recommended practices as set forth in *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*

Review the Historical Significance of the Property

Applicants must review documentation on file with the National Register of Historic Places or local preservation commissions and supplemented with a physical investigation to identify which character defining features and spaces must be protected.

Reconstruction (demolition and replacement) of Historic Properties

Applicants must consult with a Preservation Professional to develop a set of historically compatible model replacement building plans and construction drawings (including elevations) in advance of any planned reconstruction activities, which must then be approved by the SHPO before beginning construction.

Any modifications of the historic rehabilitation work scope must be approved in writing by SC Housing in advance of the project start-up.

Exhibit I

Fannie Mae Physical Needs Assessment Guidelines

Below is a reproduction of the directions for completing the Fannie Mae forms. SC Housing may have detailed specific guidance above which overrides these boiler-plate directions.

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The standard format forms are to help the consultant conduct a comprehensive and accurate assessment. However, the forms should not constrain the consultant from fully addressing other findings and may be supplemented as necessary to create a thorough record of the property's physical needs. The forms may be altered to serve the consultants' needs if the basic format is maintained and the same information is presented.

SPECIFIC GUIDANCE TO THE PROPERTY EVALUATOR

Purpose

The purpose of the Physical Needs Assessment is to identify and provide cost estimates for the following key items:

Immediate Physical Needs - repairs, replacements and significant maintenance items which should be done immediately.

Physical Needs Over the Term - repairs, replacements and significant maintenance items which will be needed over the term of the mortgage and two years beyond. As part of the process, instances of deferred maintenance are also identified. The assessment is based on the evaluator's judgment of the actual condition of the improvements and the expected useful life of those improvements. It is understood that the conclusions presented are based upon the evaluator's professional judgment and that the actual performance of individual components may vary from a reasonably expected standard and will be affected by circumstances which occur after the date of the evaluation.

This package explains how to use the set of forms provided by Fannie Mae. It is important to recognize that the forms are intended to help the evaluator conduct a comprehensive and accurate assessment. They also present the results of that assessment in a relatively standard format which will be useful in making underwriting decisions.

The forms however, should not constrain the evaluator from fully presenting concerns and findings. The forms should be used and supplemented in ways which facilitate the preparation and presentation of information useful regarding the physical needs of the property.

The Systems and Conditions forms may be altered and/or computerized to serve the evaluators' needs so long as information is provided on the condition and Effective Remaining Life of all components and the Effective Remaining Life is compared to the standard Expected Useful Life (EUL). The Summary forms may also be extended or computerized so long as the basic format is maintained.

Terms of Reference Form

The Applicant /Owner must provide this form for the evaluator as part of the needs assessment form. It serves as a reference point for the assessment and provides the evaluator with basic information about the property and the expected term of the loan(s). Four additional topics are covered:

1. **Sampling Expectations** - Expectations about the number and/or percentage of dwelling units, buildings and specialized systems to evaluate may be stated. If there is no stated expectation, the evaluator should inspect sufficient units, buildings, and numbers of specialized systems to state with confidence the present and probable future condition of each system at the property. The evaluator should provide a separate statement indicating the sampling systems used to ensure a determination of conditions and costs with acceptable accuracy.

If a Sampling Expectation is provided by the applicant/owner is not adequate to achieve the requisite level of confidence, the evaluator should so advise the owner/applicant. Considerations in determining an adequate sample size are age and number of buildings (especially if the property was developed in phases), total number of units, and variations in size, type and occupancy of units.

Effective sampling is based on observing a sufficient number of each significant category. Using the above criteria, categories could include buildings by age of each building (e.g. inspect buildings in the 8-year-old phase and in the 11-year-old phase), buildings by type (e.g. row house, L-shaped row house, walkup, elevator) and/or buildings by construction materials (e.g. inspect the garden/flat roof/brick walls section and the garden/pitched roof/clapboard walls section).

Dwelling units are separate categories from buildings. At a minimum, sampling is by unit size (0/1/2/3/4 bedrooms). There may be further categories if units are differently configured or equipped, or have different occupants (especially family or elderly). Systems which are not unit specific, such as boilers, compactors, elevators and roofs, will often have a 100% sample.

The objective is to see enough of each unit type and system to determine the present and probably future condition.

2. **Market Issues** - In certain instances, market conditions may necessitate action on certain systems. Examples are early appliance replacement or re-carpeting, new entry paving, special plantings, and redecorated lobbies. If the owner or lender has identified such an action, the evaluator should include cost estimation for such action and indicate what, if any, other costs would be eliminated by such action.
3. **Work in Progress** - In some instances, work may be underway (which can be observed) or under contract. When known by the lender, this will be noted. For purposes of the report, such work should be assumed to be complete, unless observed to be unacceptable in quality or scope.
4. **Management-Reported Replacements** - In some instances, the property ownership or management will provide the lender with information about prior repairs or replacements which have been completed in recent years. The applicant/owner may provide this information to the evaluator to assist in the assessment of these components. The evaluator should include enough units, buildings, or systems in the sample to reasonably verify the reported repairs or replacements.

Systems and Conditions Forms

It is the responsibility of the evaluator to assess the condition of every system which is present at a property. All conditions, except as noted below, requiring action during the life of the loan must be addressed regardless of whether the action anticipated is a capital or operating expense.

To assist evaluators in reviewing all systems at a property, four Systems and Conditions Forms are provided. Each lists a group of systems typically related by trade and/or location. The four forms are Site, Architectural, Mechanical and Electrical, and Dwelling Units. While the forms have several columns in which information may be recorded, in many instances only the first three columns will be completed. If the condition of a system is acceptable, the Effective Remaining Life exceeds the term of the mortgage by two years, and no action is required, no other columns need to be completed.

The report is not expected to identify minor, inexpensive repairs or other maintenance items which are clearly part of the property owner's current operating pattern and budget so long as these items appear to be taken care of on a regular basis. Examples of such minor operating items are occasional window glazing replacement and/or caulking, modest plumbing repairs, and annual boiler servicing, however, the evaluator should comment on such items in the report if they do not appear to be routinely addressed or are in need of immediate repair.

The report is expected to address infrequently occurring "big ticket" maintenance items, such as exterior painting, all deferred maintenance of any kind, and repairs or replacements which normally involve significant expense or outside contracting. While the evaluator should note any environmental hazards seen in the course of the inspection, environment-related actions, such as removal of lead-based paint, will be addressed in a separate report prepared by an environmental consultant.

USING THE SYSTEMS AND CONDITIONS FORMS

Purpose

The forms can be used both to record actual observations at a specific location and for an overall summary. For example, the Architectural form can be used for a specific building (or group or identical buildings) as well as for summarizing all information for buildings at a property. The same is true for the Dwelling Unit form. An unlabeled form is included which can be used as a second page for any of the Systems and Conditions Forms.

In some instances, the evaluator will note components which, while they may continue to be functional, may reduce marketability of the property. For example, single-door refrigerators or appliances in outdated colors may have such an impact in some properties. The evaluator should note these items, discuss them with the lender, and provide separate estimates of the cost to replace such items if requested.

Each of the four forms has a number of frequently-occurring systems and components listed. This list represents only the most frequently observed and is not meant to be all inclusive. Every system present at the property must be observed and recorded. Any system not listed on the form may be included in the spaces labeled "Other".

Note that the assessment includes the systems and components in both residential and non-residential structures. Thus, garages, community buildings, management and maintenance offices, cabanas, pools, commercial space, and other non-residential buildings and areas are included.

Items (EUL)

The Expected Useful Life (EUL) figure which appears in parentheses after the Item is taken from the Expected Useful Life Table provided. This table provides standard useful lives of many components typically found in apartment complexes. Where the parentheses do not contain a number, it is because there are various types of similar components with differing economic lives.

The evaluator should turn to the Expected Useful Life Table and select, and insert, the appropriate Expected Useful Life (EUL) number. If the Expected Useful Life (EUL) will, without question, far exceed the term of the mortgage plus two years, the Expected Useful Life (EUL) number need not be inserted.

The Expected Useful Life Tables represents only one possible judgment of the expected life of the various components. If we receive substantial material to the effect that one or more of the estimates are inappropriate, we will make adjustments. Until such changes are made, the Tables provide a useful and consistent standard for all evaluators to use. They avoid debate on what the appropriate expected life is and permit focus on the evaluator's judgment of the effective remaining life of the actual component in place, as discussed below.

Age

The evaluator should insert the actual Age of the component or may insert "OR" for original. If the actual age is unknown, an estimate is acceptable. If there is a range in Age (for example, components replaced over time), the evaluator may note the range (i.e., 5-7 years) or may use several lines for the same system, putting a different Age of that system on each line.

Condition

This space is provided to indicate the Condition of the component, generally excellent, good, fair, or poor, or a similar and consistent qualitative evaluation.

Effective Remaining Life

This space is provided for the evaluator to indicate the remaining life of the component as is. For standard components with standard maintenance, the Expected Useful Life Table provided by the Lender could be used to determine Effective Remaining Life by deducting the Age from Expected Useful Life (EUL). However, this should not be done automatically. A component with unusually good original quality or exceptional maintenance could have a longer life.

On the other hand, if the component has been poorly maintained or was of below standard original quality, the useful life could be shorter than expected. The evaluator applies professional judgment in making a determination of the Effective Remaining Life. If the Effective Remaining Life is longer than the term of the loan plus two years, no deferred maintenance exists, and no action needs to be taken during the life of the loan, no other columns need to be filled out.

The only exception may be Diff? (Difference), as discussed below. This should be noted when the evaluator's estimate of the Effective Remaining Life varies by more than two years from the standard estimate.

(Difference)

The Age of the component should be deducted from the Expected Useful Life (EUL) in parentheses

and the answer compared to the Effective Remaining Life estimated by the evaluator. Where there is a difference of over two years, the evaluator should insert a footnote number in the Diff? (Difference) column and supply in an attached list of footnotes a brief statement of why, in the evaluator's judgment, the Effective Remaining Life of the component varies from the standard estimate. This approach provides consistency among evaluators while making best of the evaluators' professional judgment.

Action

If any Action is required - immediately, over the life of the loan, or within two years thereafter the Action should be recorded as repair, replace, or maintain. Repair is used when only a part of an item requires action, such as the hydraulics and/or controls of a compactor.

Replace is used when the entire item is replaced. Maintain is used where special, non-routine maintenance is required, such as the sandblasting of a swimming pool. In cases where a repair or maintenance may be needed now, and replacement or further maintenance may be needed later, separate lines may be used to identify the separate actions and timing.

Now?

If the item involves a threat to the immediate health and safety of the residents, clearly affects curb appeal, will result in more serious problems if not corrected, or should otherwise be accomplished as part of an immediate repair, maintenance or replacement program, this space should be checked. Replacements which may be needed in year one, but do not require immediate attention, need not be checked.

DM (Deferred Maintenance)

The DM (Deferred Maintenance) space is marked in any instances where current management practice is clearly inadequate and the owner's attention should be called to the item, even if no major expenditure or significant labor may be required.

Quantity

For items requiring action, the evaluator should note the Quantity of the system, with the applicable unit of measure entered (each, unit, square feet, square yards, linear feet, lump sum, etc.).

Field Notes

This space, as well as attachments may be used to record the type of component (16cf, frost. free, Hotpoint), the problem (valves leaking) or other information (consider replacement for marketing purposes, replace 30% per year, work in progress, etc.) that the evaluator will need to complete the Evaluator's Summary.

Sample Form

The following example from the Dwelling Unit Systems and Conditions form illustrates how this form is properly used. The example presumes an 11 story building containing 1 and 2 bedroom units. There are 100 units. The age of the building is 9 years. The term of the proposed loan is 7 years.

Countertop/sinks are 9 years old. (The entry could also be "OR"). Condition is excellent, with an Effective Remaining Life of 10 years. This is significantly different from the anticipated Effective Remaining Life of 1 (a EUL of 10 years minus an Age of 9 years). Therefore, there is a footnote entry "1" in the "Diff?" column. The footnote will indicate that this item is made of an exceptionally durable material, along

with a top quality stainless steel sink.

The evaluator's estimate of an Effective Remaining Life of 10 years + is beyond the term of +2. No capital need would be reported.

Refrigerators are also original, reported as Hotpoint 16 cf frost free. Replacement is expected around the Effective Remaining Life, noted as 20% annually and beginning in the 5th year of the loan when the refrigerators are 14 years old. Disposals range from new to original (Age = 0-9). 20% per year replacements will be needed starting in year 1. The evaluator notes that disposals appear to be replaced as part of the project's normal operations.

Bath fixtures are original, and in good condition. No replacement is expected to be required during the term +2 years. The note indicates that they are "dated looking," which may prompt a market consideration for replacement.

Ceiling is a special entry. The "04" stack of units has experienced water damage to ceilings from a major plumbing leak. This is noted for repair NOW. As this apparently occurs in all 10 units in this stack, and therefore is likely to have more than a modest cost, this action would be reported on the Immediate Physical Needs summary form.

Evaluator's Summary Forms

Two separate forms are used to summarize the evaluator's conclusions from the Systems and Conditions Forms. One summarizes Immediate Physical Needs and the other summarizes the Physical Needs over the Term +2 years.

Evaluator's Summary: Immediate Physical Needs

All of the items for which Now? are checked are transferred to this form. This form provides for the listing of Items, Quantity, Unit Cost and Total Cost of each. The Item and Quantity are transferred directly from the Systems and Conditions Form.

Unit Cost: This is the cost per unit (sf, ea, lf, etc.) in current dollars to implement the required action. The source of the cost estimate should be listed in a separate attachment. The sources may include a third-party estimation service (e.g., R.S. Means: Repair and Remodeling Cost Data), actual bid or contract prices for the property, estimates from contractors or vendors, the evaluator's own cost files, or published supplier sources.

Total Cost: This is the result of multiplying the quantity times the unit cost. It is expressed in current year dollars.

DM (Deferred Maintenance): If the item evidences deferred maintenance, this column is checked.

Comments: the comments column, or an attachment, should clearly provide information on the location and the nature of problem being addressed for each item. The information should be adequate for the owner to begin to implement the action.

Evaluator's Summary: Physical Needs Over the Term

Those items not listed on the Immediate Physical Needs form, but for which action is anticipated during the term of the loan plus two years, are listed on the form. The item and Quantity are transferred

directly from the Systems and Conditions Form. The Unit Cost is calculated in the same manner as on the Immediate Physical Needs Form.

An attachment should be provided which gives any necessary information on the location of action items and the problem being addressed for each item. The information should be adequate for the owner to begin to implement the action.

Cost by Year: the result of multiplying the quantity times the unit cost, in current dollars, is inserted in the column for the year in which the action is expected to take place. Generally, the Effective Remaining Life estimate provided by the evaluator on the Systems and Conditions will indicate the action year. For example, if the evaluator has indicated that the Effective Remaining Life of the parking lot paving is 4 years, the cost, in current dollars, is inserted in Year 4.

If the items are likely to be done over a number of years, the costs, in current dollars should be spread over the appropriate period. For example, if the Effective Remaining Life of the Refrigerators is estimated to be 4 years, or 3-5 years, one third of the cost of replacing the refrigerators may appear in each of Years 3, 4, and 5.

Total Un-inflated: After inserting all of the appropriate action items, the evaluator should total the items for each year.

Total Inflated: The evaluator should multiply the Total Un-inflated times the factor provided to produce the Total Inflated.

Total Inflated All Pages: On the last sheet, the evaluator should include the Total Inflated Dollars for that page and all prior pages.

Cumulative Total All Pages: On the last sheet, the evaluator should insert the Total Inflated Dollars of that year and all prior years.

Special Repair and Replacement Requirements

While performing a property inspection, the evaluator must be aware that certain building materials and construction practices may cause properties to experience (or to develop in a short time period) problems that can be corrected only with major repairs or replacements.

The following identifies some specific construction related problems; however, the evaluator must be aware that other construction related problems may be found in any property and should be identified. If any of the following requirements are not met or if the evaluator determines that the following conditions or others are present, the evaluator must contact the lender immediately to discuss the timing as well as the cost of the repairs or replacements. The evaluator should ensure that any of these conditions are thoroughly addressed in the Physical Needs Assessment.

- A. Minimum Electrical Capacity:** Each apartment unit must have sufficient electrical capacity (amperage) to handle the number of electrical circuits and their use within an apartment. Therefore, the evaluator must determine, based on referencing the National Electric Code as well as local building codes, what is the minimum electrical service needed. In any event, that service must not be less than **100 amperes** **(This specific requirement is a SC Housing amendment to this section of the Fannie Mae Guidelines).**

B. Electrical Circuit Overload Protection - All apartment unit circuits, as well as electrical circuits elsewhere in an apartment complex, must have circuit breakers as opposed to fuses as circuit overload protection.

C. Aluminum Branch Wiring

All PCA Reports must indicate the type of branch wiring at the property as observed (i.e., visually verified and photographed) by the PCA Consultant. If the PCA Consultant identifies aluminum wiring at the Property, the PCA Report must also indicate whether a retrofit, such as the installation of CO/ALR devices, is already in place. The primary concern with aluminum branch wiring is that, as a result of current flow, heated aluminum expands approximately 40% faster than copper. The unequal expansion rates between the aluminum wire and the copper, steel or brass switch or outlet connection point subjects the heated aluminum wire to a rapidly rising compressive stress (compressed wire expands). When the current is turned off, the termination cools causing the wire to contract, which in turn causes the connection to become loose. A loose electrical connection will accelerate the heating of the wire due to the restricted current flow (because the connection point is not snug); subsequently, the wire will heat up like a burner on a stove. An overheated connection could potentially lead to a fire. Appropriate recommendations regarding retrofit procedures should be noted.

Recommended Remediation: The CPSC's Publication 516, July 2011 (Repairing Aluminum Wiring), recommends a permanent repair using one of the following three methods:

- Complete rewiring of the building;
- Copper pig-tailing at the receptacles using COPALUM crimp connectors; or
- Copper pig-tailing at the receptacles using AlumiConn connectors.

D. Federal Pacific Stab Lok Breakers.

NOTE: The following only applies to Federal Pacific Stab-Lok panels. Federal Pacific panels that are not Stab-Lok models are not problematic. The words "Stab-Lok" will generally be stamped on the face of the panel behind the door, or on the door itself. Field and lab testing on Federal Pacific Electric (FPE) "Stab-Lok" panels established that the panels and breakers have a significant failure rate. Failure to trip properly with overload and short-circuiting are the basic safety defects of this type of panel. In over one-third of the panels tested, breakers would not trip when overloaded. Historical performance that breakers never trip cannot be relied upon in the future. If the breaker does not operate or trip properly, the potential of fire increases. Stab-Lok panels may also have interconnection problems that can lead to a higher risk of overheating.

Remediation; Replacement of electrical panel.

E. ABS Sanitary Lines

There are five manufacturers who produced ABS pipe from 1984 to 1990 that may crack circumferentially at the joint. The manufacturers are Apache, Polaris, Centaur, Phoenix, and Gable. These manufacturers apparently used non-virgin materials that may eventually crack at the location where it comes in contact with the plumbers glue – typically circumferentially at the joints. If ABS piping is identified as being installed as the primary sanitary piping within the buildings (i.e., the material is not limited to the stub out from the wall to the fixture), the current condition and manufacturer must be verified.

Remediation: If the Property contains ABS pipe manufactured by one of the five problematic manufacturers, a plumbing survey performed by a qualified plumbing expert must be performed in order to ascertain the current condition and potential short and long-term repair or replacement costs.

Recommended Remediation: Complete re plumb of the building.

F. Polybutylene Water Distribution Lines

Polybutylene ("PB") is a form of plastic resin that was used extensively in the manufacture of water supply piping from 1979 until about 1995. Due to the low cost of the material and ease of installation, PB piping was used as a substitute for traditional copper piping. It is believed that oxidants in public water supplies (such as chlorine) react with the PB piping and fittings, causing it to scale and flake and become brittle. Micro-fractures of the piping result, and the basic structural integrity of the pipe is reduced. The pipe becomes weak, and is susceptible to sudden failure. Other factors may also contribute to the failure of PB systems, such as improper installation. Most problematic installation situations involve the use of PB fittings (connections between sections of piping such as elbows). The crimping process utilized during installation, if not done correctly, can compromise the performance of the piping at that connection. PB piping which has been installed with copper fittings has historically performed better with regard to fittings installation, but this has no bearing on the pipe's ability to withstand chemical breakdown. Historical and current conditions must be noted, potential issues with content of local water supply noted.

Remediation: A plumbing survey must be performed to determine actual piping condition in order to fully evaluate this issue.

Recommended Remediation: Complete re plumb of the building.

G. Galvanized Steel Water Distribution Lines

Galvanized pipe is defined as a steel pipe or wrought-iron pipe of standard dimensions, which has been galvanized by coating it with a thin layer of zinc. Galvanized piping has been utilized as a water supply system throughout the country, and is not limited to certain dates of construction. Galvanized piping systems typically exhibit corrosion more quickly than other plumbing systems, which can ultimately require the complete replacement of the piping system. Corrosion is a chemical or electrochemical process in which the metals commonly used in plumbing systems deteriorate and ultimately fail. Rates of corrosion produced by different waters vary widely, depending upon a number of factors (including acidity, electrical conductivity, temperature, oxygen concentration and the presence of sulfate and chlorides). Current and historical condition and any management reported replacements should be noted. Cost estimates of the replacement of a galvanized steel water distribution system should be carefully evaluated, as costs can vary significantly. Vertical water lines are generally more expensive to replace than the horizontal lines, as the vertical water lines are typically less accessible.

Remediation: A plumbing survey must be performed to determine actual piping condition in order to fully evaluate this issue.

Recommended Remediation: Complete re plumb of the building.

H. Omega Brand Fire Sprinkler Heads

All Omega sprinklers contain one, two or three small circular discs at the base of the sprinkler. The discs are very flat and thin and are spaced closely together. They may be white, chrome, or brass depending upon the finish of the sprinkler. If the sprinklers at the Property do not contain these discs, they are not Omegas. If they do have these discs, they may be Omegas. All Omega sprinklers contain the word "Central" or "CSC" somewhere on the daisy-like device. Approximately 8.4 million Omega brand sprinkler heads are part of a nationwide recall program. All Omega sprinkler models are being recalled, including those Omegas manufactured after May 1, 1996. In a release dated October 14, 1998, the CPSC alleges that, on average, between 30 and 40 percent of Omegas removed from various locations around the country for testing, failed to activate as they should.

Recommended Remediation: All Omega brand sprinkler heads should be evaluated to determine whether the sprinkler head is included in the recall and should be replaced if recalled.

I. Central Brand Fire Sprinkler Heads

Central manufactured 33 million "wet" sprinklers with O-rings from 1989 until 2000 that are covered by a recall program. Central also manufactured 2 million "dry" sprinklers with O-rings from the mid-1970's to June 2001 that are covered by this program. The program also covers 167,000 sprinklers with O-rings manufactured by Gem Sprinkler Co. and Star Sprinkler Inc. from 1995 to 2001. A listing of all the models covered under this voluntary replacement program is available on-line at the CPSC website. Central initiated this recall because it discovered the performance of these O-ring sprinklers can degrade over time. These sprinkler heads can corrode or minerals, salts and other contaminants in water can affect the rubber O-ring seals. These factors could cause the sprinkler heads not to activate in a fire. The fire sprinkler heads have the words "CENTRAL" or "STAR", the letters "CSC", the letter "G" in triangle, or a star-shaped symbol stamped on either the metal sprinkler frame or on the deflector. The model designation and date may also be stamped on the frame or deflector. The deflector is the flower, or gear-shaped metal piece at one end of the sprinkler head.

Recommended Remediation: All Central Brand sprinkler heads should be evaluated to determine whether the sprinkler head is included in the recall and should be replaced if recalled.

J. Cadet Brand Electric In-wall Heaters

Cadet Manufacturing produced in-wall electric heaters under the brand names Cadet and Encore that were sold and installed in single- family and multi- family residential projects from 1982 through 1999. The units were primarily distributed in Oregon, Washington, California, Idaho, Montana, and Wyoming. The heater models that were recalled are as follows: FW, FX, LX, TK, ZA, Z, RA, RK, RLX, RX and ZC. The CPSC alleges that these particular models of heater are defective, and can overheat or catch fire. Flames, sparks or molten particles can spew through the front grill cover of the heater into the living area, putting residents at risk from fires. The heaters can also become energized creating a risk of electric shock.

Recommended Remediation: Any Cadet brand heater on the recall list should be replaced immediately. Repairs to these units, such as limit switch replacement, are no longer considered an acceptable remediation method by the CPSC. Cadet models not listed above have not been

recalled and do not need replacing. Information on how to identify the recalled models and a cross reference chart showing the correct replacement heater assembly may be obtained at: <http://cadetheat.com/support/install-help#replace-heater>.

K. Appliance and Equipment

Any appliances or equipment identified by the CPSC as subject to recall must be identified. The PCA Consultant should be aware of recalled appliances and equipment, and make recommendations for replacement or repair consistent with the CPSC guidelines. Any costs for the necessary repair or replacement of recalled equipment should be included in the Cost Estimate Schedules.

- L. Fire Retardant Treated Plywood:** While performing the roof inspection, the evaluator should investigate whether there is any indication that fire-retardant treated plywood was used in the construction of the roof (primarily roof sheathing). This inspection should focus on sections of the roof that are subjected to the greatest amount of heat (e.g., areas that are not shaded or that are poorly ventilated) and, if possible, to inspect the attic for signs of deteriorating fire-retardant treated plywood or plywood that is stamped with a fire rating.

M. Compressed Wood or Composite Board Siding

Composite siding is a man-made board that is manufactured from various combinations of wood fibers, fillers, binders and glue, to form exterior siding commonly referred to as T1-11 siding. An embossed layer is often added to simulate the look of natural wood. The products take the form of either lap siding or panel siding. The primary concern related to this product is its tendency to absorb water at locations where the “compressed wood” is exposed. This includes areas where nails have been over-driven, unfinished joints, or improperly sealed penetrations through the material. Evidence of deterioration includes edge swell, delamination of the finish, warping, and fungus growth.

Recommended Remediation: Current condition, quality of installation, and replacement recommendations should be considered by the PCA Consultant, where appropriate.

Recommended Remediation: Complete re plumb of the building

N. Exterior Insulation Finish Systems (EIFS)

Exterior insulation finish systems (EIFS) are a multi-layered exterior wall system consisting of a finish coat, a base coat, reinforcing mesh, adhesive and insulation board all of which are secured to some form of substrate. EIFS systems are also referred to as synthetic stucco or Dryvit. EIFS systems are designed to be “barrier” systems, meaning that they prevent water penetration from the outside. However, this also means that these systems do not “breathe” the way a traditional stucco system would. The problems associated with EIFS stemmed from water leaking behind the EIFS cladding and becoming trapped inside the walls, producing mildew and rot in the sheathing and framing. The most common areas for this type of damage have been at penetrations such as windows, doors, and roof penetrations (chimneys, vents, and drainage components). The problem has resulted from the areas around the penetrations not being properly flashed or sealed thereby allowing water intrusion, rather than from the exterior system itself allowing water infiltration.

Recommended Remediation: The PCA Consultant should consider a full exterior façade inspection if concerns regarding the installation or current condition of the exterior insulation finish systems (EIFS) are noted.

Recommended Remediation: Complete removal and replacement.

O. Problem Drywall (aka “Chinese Drywall”)

Problem drywall refers to a specific drywall in which initial studies found a strong association between the presence of problem drywall and corrosion of metal in residential housing with potential health safety issues. The problem drywall was primarily used from approximately 2001 to 2007, however problem drywall has also been found in properties of all ages. Problem drywall contains extraneous metals and minerals, such as sulfur, strontium and iron. Under certain environmental conditions (typically warm, humid climates), the drywall will emit sulfur gasses. These gases create a noxious odor and corrode copper and other metal surfaces, which can damage HVAC Systems, electrical wiring, copper plumbing, appliances and electronics. Problem drywall can also cause adverse health effects, which are primarily irritant and temporary in nature. Long term health effects are unknown. Problem drywall may also be referred to as “Chinese Drywall” and is often found in properties with untainted drywall as well, which is why owners should not assume that the property is free of problem drywall based on the year built or if they know the source of the drywall. In some cases, U.S. drywall was manufactured in China and rebranded in the US, identifying problem drywall as U.S. drywall.

Recommended Remediation: If problem drywall is suspected, according to the Consumer Products Safety Commission (CPSC) Identification Guidance for Problem Drywall dated March 18, 2011, a “threshold inspection” should be performed (i) for blackening of copper electrical wiring or air conditioning evaporator coils, and (ii) to determine if the installation of the drywall occurred between 2001 and 2009. If BOTH criteria are affirmed, then “corroborating evidence” must be obtained through the use of professional evaluation and analytical sampling, including at least two of these additional symptoms:

- Elemental sulfur levels of drywall core samples;
- Use of test strips to identify copper sulfide which indicates corrosive conditions;
- Confirmed marking of Chinese origin by stamping on panels;
- Elevated levels of hydrogen sulfide, carbonyl sulfide and/or carbon disulfide emitted from drywall samples when tested via ASTM D5504-08; or
- Corrosion of copper metal to form copper sulfide when copper is placed in test chambers with drywall samples taken from the home.

If the corroborating evidence for the presence of problem drywall is affirmed through an analyses performed by a qualified laboratory, a general contractor should be hired to ascertain (i) the scope of remediation in accordance with the CPSC Guidance, and (ii) all associated costs of remediation. The contractor cost estimates should be provided for review and included in the Immediate Repair Cost Estimate Schedules in the PCA Report as a “Critical Item”.

The CPSC Remediation Guidance for Homes from Problem Drywall dated March 15, 2013, calls for the replacement of all:

1. Possible problem drywall (as identified in the CPSC and HUD Identification Guidance);
2. Smoke alarms and carbon monoxide alarms;
3. Electrical distribution components (including receptacles, switches, and circuit breakers, but not necessarily wiring); and
4. Fusible-type fire sprinkler heads.

Exhibit II

Resident Engagement for Occupied Rehabilitation Guide

The engagement may be conducted by a third party. The third party could include a non-profit, civic/community design lab, advocacy group, graduate student group (such as urban/city planning or social work), relocation specialist or Local Government. The individuals must have prior experience in face-to-face community engagement among the proposed tenancy.

Specific questions include, but are not limited to:

1. Current Development:
What do you think of the following?
 - a. Physical property?
 - For example, the quality, design (interior and external, such as common areas, landscaping, sidewalks), and internal layout of your home and building.
 - b. Amenities?
 - For example, *(list current amenities)*.
 - Do you use these amenities?
 - Why or why not?
2. Management and maintenance?
 - a. For example, how long does it take for repairs after you've notified managements?
 - b. Do you feel welcome and heard by management?
3. Services?
 - a. For example, *(list any services)*.
 - Do you use these services?
 - Why or why not?
4. Ideal Development:
What would you like to see?
How would you change the following?
 - a. Physical property?
 - b. Amenities?
 - c. Are there amenities that you would like to have?
 - d. Management and maintenance?
 - e. Services?
 - f. Are there services you would like to have?
 - g. Are there services or activities you could help provide?

Engagement Tools and Guides

- [Community Planning Toolkit](#): Guide for designing and planning community engagement
- [Community Engagement Techniques](#): Additional summaries of methods
- [Analyzing Community Problems and Designing and Adapting Community Interventions](#): Toolkit and theory
- [Assessing Community Needs and Resources](#): Toolkit
- Enterprise's [Community Engagement Toolkit](#): Contains a variety of resources and tools
- [Community Needs Assessment and Organizing Scenarios](#) (pg.25-301): Method for leveraging resident energy and small group problem-solving

Post-Engagement Update

In order to manage resident expectations, residents should be kept informed of the project's progress. At a minimum, information about the project should be posted in public areas around the development. The Resident Engagement for Occupied Rehabilitation Form is to be provided to SC Housing with the submission of the final plans and specifications and also with any requests for waivers.

Exhibit III

DEVELOPMENT DESIGN CRITERIA

The terms of these mandatory design criteria are the minimum requirements for any project awarded an allocation of HOME Investment Partnerships Program, National Housing Trust Fund Program, Multi-Family Tax Exempt Bond Program, Low-Income Housing Tax Credits Program, or SC Housing Trust Fund Program awards. Required documents must be prepared by engineers and architects licensed to do business in South Carolina.

Once final plans and specifications have been completed, owners must submit them to the Authority (24" x 36" hard copy and electronic version via the application system) and receive approval before commencing site work or construction. At all times after award, the owner is responsible for promptly informing the Authority of any changes or alterations which deviate from the final plans and specifications approved by the Authority. The owners must not take action on any material change, the site layout, floor plan, elevations or amenities without a completed change order approved by the Authority. This includes changes required by local governments to receive building permits.

I. DESIGN DOCUMENT STANDARDS

A. Code Compliance

Construction must be in compliance with:

18. 2015 International Residential Code with South Carolina Building Code Council Modifications.
19. 2015 International Building Code with South Carolina Building Code Council Modifications.
20. 2015 International Mechanical Code with South Carolina Building Code Council Modifications.
21. 2015 International Plumbing Code with South Carolina Building Code Council Modifications.
22. 2015 International Fuel Gas Code with South Carolina Building Code Council Modifications.
23. 2014 International Electrical Code with South Carolina Building Code Council Modifications.
24. 2015 International Fire Code with South Carolina Building Code Council Modifications.
25. 2009 International Energy Conservation Code with South Carolina Building Code Council Modifications
26. Current Edition of the NFPA Codes and Standards.
27. 2012 NFPA 101 Life Safety Code.
28. ANSI 117.1 – 2017 Edition.
29. Americans with Disability Act.
30. Fair Housing Act.
31. Section 504

These code standards are not meant to replace Federal, State or local codes.

B. Application Plan Requirements

1. Plans must be submitted in electronic via the application system.

2. All new construction developments must submit a complete site specific soils report and boring site plan, not more than six months old at the time of application.
 - a. The soils report and boring site plan must reflect the results of laboratory tests conducted on a minimum of:
 - i. One soil borings per every 3,000 square feet of planned building ('s) footprint.
 - ii. One soil borings per every 300 linear foot of road way.
 - iii. One soil boring for every 3,000 square foot of at the planned paved parking areas of the development.
 - b. A registered professional engineer or a certified testing agency with a current license to practice in the State of South Carolina must prepare the report.
 - c. Rehabilitation projects adding any new building foundations must also submit a foundation specific soils report and boring site plan as stated above.
 - d. All geotechnical recommendations must be incorporated into plans and cost estimates.
3. Site & Civil plans using a scale of 1" = 30' or 40' with a north arrow that include:
 - a. Phased site plan.
 - b. Vicinity map.
 - c. Street name(s) where site access is made.
 - d. Site acreage with Tax map #'s.
 - e. Adjacent properties with descriptions Tax map #'s
 - f. Flood plains and wetlands.
 - g. Site zoning restriction including setback, right of ways and boundary lines.
 - h. Existing elevations and proposed elevations.
 - i. Location of existing and any proposed changes to existing structures, buildings, roadways and parking areas.
 - j. Finished floor elevations for all buildings.
 - k. Building(s) layout with locations of proposed specialty units including but not limited to handicapped and sensory impaired locations.
 - l. Site features such as community building, playground, picnic shelter, gazebo, walking trails, refuse collection area, postal facilities and site entrance signage.
 - m. Planed roads and parking areas with parking spaces clearly depicted.
 - n. Development site lighting plan.
 - o. Retaining walls.
 - p. Planed landscaping.
 - q. Underground utilities.
 - r. Detention pond.
 - s. Fencing.
4. Proposed Landscaping plans must follow any applicable landscape municipal ordinance and include:
 - a. Marking of existing trees and shrubs.
 - b. Existing plantings
 - c. Proposed plantings
 - d. Use of native drought resistance plants.
 - e. Provide list of all plants to be added include both the common and botanical name of the plant.
 - f. Prescriptive to preserve and protect existing trees during construction
 - g. There must be 20' minimum of sod extending out from each exterior building wall. A lesser amount will be permitted if sod extends from building wall to property line or road.

- h. An Irrigation/sprinkler system serving all landscaped areas.
 - i. All disturbed areas not sodded must be seeded.
5. Architectural plans that include:
- a. Front, rear and side elevations of all building types and identify all materials to be used on building (s) exterior using a scale of $1/8'' = 1'$.
 - b. Building plans using a scale of $1/8''$ or $1/4'' = 1'$
 - c. Building plans to include total square footage and heated total square footage.
 - d. Dimensioned floor plans for all unit types using a scale of $1/4'' = 1'$ that include heated square footage, total square footage and individual bedroom square footage.
 - e. For projects involving renovation and/or demolition of existing structures, proposed changes to building components and design and also describe removal and new construction methods.
 - f. For projects involving removal of asbestos and/or lead based paint removal, general notes identifying location and procedures for removal.

C. Final Plan and Specification Requirements

No later than ten (10) months after the Reservation Date, all awarded projects must submit a full set of completed Plans, Specifications and Geotechnical Soil Reports that include all application plan requirements and any changes from the application plan submittal.

All of the following requirements must be followed:

1. Title Sheet
2. Geotechnical Soil Report (s) must be bound with in the project specifications.
3. Site, Civil, Architectural and Structural.
 - a. Must incorporate all Geotechnical recommendations included in the soil report(s).
 - b. Complete sections and details.
 - c. Window and Door Schedules must be complete.
 - d. Details and Sections pages for all site features and amenities.
4. Mechanicals (HVAC, Plumbing and Electrical) and Fire Sprinkler.
 - a. Plumbing drawings must include waste and domestic water riser diagrams.
 - b. All electrical, plumbing and HVAC fixture schedules must be complete.
 - c. HVAC, manuals J, S & D must be included in the plans.
 - d. Natural air calculations.
 - e. Outside air calculations.
5. Updated landscaping plans (see (B)(4) above)
6. Development Site Lighting plans with representative photometrics shown on plan.
7. Plans and Specs must include all Mandatory and Optional Design Criteria.
8. Site and Civil plans using a scale of $1'' = 30'$ or $40'$.
9. Building plans using a scale of $1/8''$ or $1/4'' = 1'$
10. Floor Plans using a scale of $1/4'' = 1'$ scale.
11. Elevations and Sections using a scale of $1/8'$ or $1/4'' = 1'$.

II. MANDATORY DESIGN CRITERIA

A. ACCESSIBILITY

Developments must meet all federal, state and local accessibility standards, as well as all Authority accessibility requirements.

All owners must contract with a third party Qualified Accessibility Consultant to conduct the following:

1. A pre-construction plan and specification review to determine that the proposed property will meet all required accessibility requirements, including initial comments from the consultant and all documents related to resolution of identified accessibility issues. The Consultant report must be included with the initial construction documents submitted to the Authority.
2. Provide at least two training sessions to the Architect, General Contractor, Job Superintendent, and a representative of every subcontractor group that will affect accessibility (grading, concrete, framing, electrical, plumbing, sheetrock, and cabinetry) regarding accessibility requirements. One training session must be on site. Maintain a written description of the training sessions and documentation of the events.
3. An inspection of the construction site after framing. The Authority must receive a copy of the consultant's report and documentation that all issues have been resolved.
4. A final inspection of the property after construction completion to determine that the property was constructed in accordance with all accessibility requirements. The Authority must receive a copy of the consultant's report and documentation that all issues were resolved prior to cost certification submission. Developers must contact the qualified accessibility consultant directly, and contract to provide the accessibility compliance services.

NOTE: The above outlines the minimum Accessibility Consultant work scope requirements. The project team should further discuss the scope of the specific project with the Accessibility Consultant to determine the actual number of site visits/reviews the project will require in order to ensure compliance with all federal, state, and local accessibility standards.

The Accessibility Consultant must complete an Accessibility Consultant Qualifications Statement. The consultant must:

1. possess the required knowledge to inspect multifamily properties for compliance with all federal, state and agency accessibility requirements and meets the following experience requirements and qualifications;
2. not be a member or have an identity of interest with any member of the Owner/Applicant/Development Team;
3. have no less than five (5) years of experience performing accessibility compliance assessments for affordable rental housing projects; and
4. carry the minimum insurance coverage as required by current industry standards.

The Qualified Consultant must arrange enough inspection visits with the to observe all areas of accessibility and to verify completion of recommended corrections.

Modification Requirements:

1. The Authority requires that all accessibility modifications be in place upon completion of new construction and/or completion of substantial rehabilitation, including kitchen and closet shelving, grab bars, and appliances. The ability of the applicant to adapt a unit to the required standard upon request is generally not sufficient to meet this requirement. However, removable or adaptable base cabinets are permitted under kitchen and bathroom sinks and under kitchen work surfaces if written instructions for their removal and adaptation is on file in the leasing office

2. In addition, the following equipment may be stored onsite for installation at the tenant's request:
 - a. Under-sink pipe guards.
 - b. Visual/hearing impaired equipment.
 - c. Tub seats.

Refer to Uniform Federal Accessibility Standards (UFAS) 4.34 for additional unit design standards and consumer information that must be available to the tenant in an accessible unit.

Required Accessibility Unit Standards:

1. **Mobility Disabled Units:** Type A, at least 5% of the total units (but no less than one unit) must be equipped for the mobility disabled, including for wheelchair restricted residents. Roll-in showers must be incorporated into all of the Type A mobility equipped units. Mobility units with more than one bathroom must have at least one bathroom with a roll-in shower.
2. **Hearing and Sight-Impaired Units:** Type B, at least an additional 2% of the total units (but no less than one unit) must be equipped for hearing and sight-impaired residents. To provide hearing and sight-impaired accessibility, HUD recommends compliance with ICC/ANSI A117.1 Section 1006, which includes audio and visual notification on fire alarms and at the primary unit entrance.
3. **5% and 2% requirement:** The same unit(s) cannot be used to satisfy the 5% and 2% requirement.

Older Persons 55+ Developments:

1. **Elevators:** There must be an ADA complaint elevator to all units above the ground floor.
2. **Furnished Gathering Areas:** Buildings with multi-story construction must have interior conditioned and furnished gathering areas located throughout the complex, including but not limited to areas near elevators.
3. **Accessible and Adaptable:** 100% of the units must be accessible and adaptable (Type B), as defined by the Fair Housing Amendments Act of 1988.

Emergency Alert System:

1. All Mobility and Hearing and Sight-Impaired Units must have a wireless or hard-wired emergency alert system installed, including a pull cord located in every bedroom and bathroom that either triggers an audible and visual notification outside of the dwelling unit or notifies the staff and 911 during work hours, and 911 after work hours.
2. If a building fire alarm system is required, the hearing and sight-impaired units are undesignated, and the required equipment is not installed, then all units must be wired into the building fire alarm system.

B. UNIT SIZE & BASE REQUIREMENTS

1. All residential units must meet minimum unit size requirements. The square footage measurements below are for heated square feet only, measured interior wall to interior wall, and do not include exterior wall square footage. The area occupied by the stair case may only be counted once. Unheated areas such as patios, decks, porches, stoops, or storage rooms cannot be included.

Studio	500 square feet
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1 Bedroom	750 square feet
2 Bedroom	850 square feet
3 Bedroom	1,100 square feet
4 Bedroom	1,250 square feet

For supportive housing units, the minimum square footage for studio and 1 bedroom units is 350 square feet. The requirements in section (B)(2) below are applicable.

No more than 20% of the total number of residential units may be Studio units.

2. Units must also meet the following requirements:
 - a. Studio Apartment: the bedroom, living area and full kitchen may be contained in the same room; must have one full bathroom and laundry room.
 - b. One Bedroom Apartment: at least six rooms including a living room, dining room, full kitchen, one bedroom, one full bathroom and laundry room.
 - c. Two Bedroom Apartment: at least seven rooms including a living room, dining room, full kitchen, two bedrooms, one full bathroom and laundry room.
 - d. Three Bedroom Apartment: at least nine rooms including a living room, dining room, full kitchen, three bedrooms, two full bathrooms and laundry room.
 - e. Four Bedroom Apartment: at least ten rooms including a living room, dining room, full kitchen, four bedrooms, two full bathrooms and laundry room.

3. **Bedroom Size:** The primary bedroom in each unit must be at least 170 square feet. All other bedrooms must be a minimum 120 square feet. The minimum bedroom square footage excludes the closet space.

4. **Living Room Size:** The living room must be at least 150 square feet with a minimum dimension of 11'6".

5. **Bathroom Requirements**
 - a. Full Bathroom: must contain a toilet, vanity with sink and a 32" x 60" one piece fiberglass tub/shower combination.
 - b. Half Bathroom: must contain a toilet and a vanity with sink.
 - c. ADA/ SECTION 504 UNITS: Type A, Any unit that is required to meet ADA/ Section 504 accessibility requirements shall have the accessible bedroom and bathroom with one roll-in shower located on the accessible floor.
 - d. Town Homes without a bed and bath on the main floor will be required to have a half bathroom located on the main floor.
 - e. Whirlpool tubs are prohibited.

6. All units must have a balcony, sunroom, or patio.
 - a. Patios and balconies must be 65 square feet minimum
 - b. Sunroom must be 70 square feet minimum and:
 - i. Contain a minimum of three operable window units.
 - ii. Have distinct architectural separation from the living room.
 - iii. Front porches are not considered patios.
 - c. Applicants may request a wavier for this requirement before the submission deadline if building zoning or design restrictions prohibit.

7. Hallways, interior:
 - a. 40" minimum width in all family units.
 - b. 42" minimum width in all older persons units.
8. Breezeways: 48" minimum path of travel is required through building breezeways.
9. Moisture resistant gypsum board must be installed on all ceilings and walls of bathrooms, on all walls of laundry rooms, mechanical closets and exterior storage closets, and behind kitchen sink base and dishwasher.
10. Water-resistant gypsum board or equivalent shall be provided behind any tub/shower unit located on an exterior wall.
11. Signage for designated common areas and all units must be in Braille and meet ANSI A117.1, Section 703 standards.
12. Fireplaces are prohibited in residential units.
13. Swimming pools are prohibited.

C. COMMUNITY ROOM(S), SITE AMENITIES & FACILITIES

Community room(s) and amenities must be consistent with the design and appearance of the residential buildings. Development lighting is required for all amenities. Amenities should be usable beyond leasing office hours and on weekends.

A Phased Development with a previously funded phase will not share amenities with a previous phase without the Authority's prior written consent.

1. Community room(s) and site amenities may be incorporated into the resident/ unit buildings therefore eliminating the need for a community building. If a community building is provided, it must be at least 1,200 square feet and include the community multi-purpose room and ADA compliant handicapped toilet facilities. The community building may include a leasing office of 200 square feet minimum, laundry rooms, and storage/ maintenance rooms. Screened porch(es), sunroom(s), and covered patio(s) may be incorporated into the community building, but their square footage will not be included as part of the 1,200 square foot minimum for the community building. All primary entrance doors in the community building and site amenities must be either half lite or full view glass, unless otherwise noted, to allow residents a view of the outside/inside. This does not include the maintenance or storage room doors. Blinds are prohibited on these doors.
2. **Family developments must include the following amenities:**
 - a. Community multi-purpose room must be adequately furnished and equipped with folding tables and chairs. Must contain a minimum of 8 square feet for each unit, rounded up, never being less than 250 square feet regardless of developments total units.
 - b. Kitchenette with a minimum of 6 linear feet of counter top that is equipped with refrigerator, microwave, sink and a 5lb. fire extinguisher.
 - c. An exercise room equipped with a minimum of three low impact cardio machines.

- d. Tenant computer room equipped with two new current and updated computer systems that include scanners and printers for each. Computers must be connected to a high speed internet service. All equipment must be kept current for the entire compliance period. All expenses associated with supplies, updates, internet service and replacement of the computer equipment is the responsibility of the development.
- e. Playground.
 - i. Equipment must be of commercial design and quality.
 - ii. All playgrounds must each contain at least four play stations/activities.
 - iii. Playground must be located away from areas of frequent automobile traffic and situated such that the play area is visible from the office and maximum number of residential units.
 - iv. Playground must be accessible to persons with mobility impairments
 - v. A bench that is weather resistant, metal or composite, have a back, and be anchored permanently.
 - vi. Surface conditions and materials must meet the following guidelines and standards:
 - ASTM F1951 (Specification for Determination of Accessibility of Surface Systems)
 - ASTM F1292 (Specification for Impact Determination)
 - ASTM F1487 (Standard Consumer Safety Performance Specification)
 - ASTM F2020 (Standard Specification for Engineered Wood Fiber.
 - ASTM F2479 (Specification Guide for Products and Installation of Poured-In-Place Surfaces)
 - vii. A letter from the playground floor material provider stating the material meets or exceeds the above ASTM requirements is required. A certificate from a third-party firm licensed to perform playground surface testing stating the installation of approved floor coverings was installed per manufacturer's requirements and that the finished floor surface(s) meet the above ASTM standards is also required.

3. Older Person 55+ developments are to include the following amenities:

- a. Community multi-purpose room must be adequately furnished and equipped with folding tables and chairs. Must contain a minimum of 6 square feet for each unit, rounded up, never being less than 250 square feet regardless of developments total units.
- b. Kitchenette with a minimum of 6 linear feet of counter top that is equipped with refrigerator, microwave, sink and a 5lb. fire extinguisher.
- c. An exercise room equipped with a minimum of three low impact cardio machines.
- d. Tenant computer room equipped with two new current and updated computer systems that include scanners and printers for each. Computers must be connected to a high speed internet service. All equipment must be kept current for the entire compliance period. All expenses associated with supplies, updates, internet service and replacement of the computer equipment is the responsibility of the development.
- e. For a single building high rise development a covered drive thru at building main entry with 13' vehicle headroom clearance minimum.

4. Laundry Facilities:

- a. Laundry facilities are required for all developments not providing washers and dryers in all rental units
- b. Entry into the laundry facility must be available at all times and days.
- c. The number of commercial grade washers and dryers required per development is based upon the total units in the development as follows:

Up to 60 units	6 Washers and Dryers
61-100 units	8 Washers and Dryers
101-150 units	10 Washers and Dryers
151-250 units	12 Washers and Dryers
250+ units	15 Washers and Dryers
- d. The entrance must have a minimum roof covering of 20 square feet and have adequate lighting functioning from dusk to dawn.
- e. The primary entrance door to the laundry facilities must be full view/ full length glass to allow residents a view of the outside/inside. Blinds are prohibited.
- f. Contain adequate seating
- g. A working surface for folding cloths must be installed.
 - i. 24" x 48", 8 square feet minimum
 - ii. Must provide working space of 8 square feet per every twelve washer/dryers provided.
- h. One of every twelve washer/dryers provided must be ADA complaint and accessible with one working surface also being ADA complaint and accessible.

5. Postal Facilities:

If not located within the building, the postal facility must:

- a. have a roof covering which offers residents ample protection from the rain while gathering mail;
- b. be located adjacent to available parking and sited such that tenants will not obstruct traffic while collecting mail; and
- c. have adequate lighting functioning from dusk to dawn.

6. Office and Maintenance Room:

- a. Development must have an office on site of 200 square feet minimum.
- b. Development must have a maintenance room of 200 square feet minimum.
- c. The office must contain ADA complaint toilet facilities.
- d. Office must be clearly marked and visible with exterior signage on or close to building

7. Parking, Roads, Sidewalks & Development Sign:

Nothing in this section shall be construed to modify or eliminate any legally imposed requirement, including those governing accessibility issues.

- a. Parking and side walk lighting must be provided.
- b. All roads and parking areas are to be asphalt or concrete paved.
- c. Curbing is required for all roads and parking areas throughout the development site.
- d. Parking areas must be located on the development site.
- e. All sidewalks and walkways shall be a minimum of 48" in width, must be made of concrete, and must comply with the following requirements:
 - i. Provide access to all parking spaces, front entryway doors, amenities, driveways and leasing office.

- ii. Sidewalks may not exceed a 2% cross slope regardless of where located. Provide a non-skid finish to all walkways.
- iii. Switchbacks are not permitted from handicap parking spaces or access aisles to building entrance in new construction projects.
- iv. Be ADA accessible and compliant as required within the development with clearly marked ramps, crosswalks, signage, etc. in accordance with ADA regulations.
- v. The developments sidewalks must join the local existing sidewalks if they exist.

The Authority requires that developments provide adequate parking spaces as outlined below. If local guidelines mandate parking less than the Authority requirement, the development must receive Authority approval prior to application submittal. If local guidelines mandate more parking than the Authority, the development must follow those mandates:

- a. All developments require a minimum number of parking spaces per unit size as follows:
 - i. One bedroom units are 1.0 parking spaces per unit.
 - ii. Two bedroom units are 1.5 parking spaces per unit.
 - iii. Three and four bedroom units are 2.0 parking spaces per unit.
- b. There must be at least one handicap parking space for each designated accessible unit that must be the nearest available parking space to the unit.
 - i. All handicap parking spaces and associated aisles must be concrete.
 - ii. Handicap ramps may not protrude into parking lot.
 - iii. Access aisles cannot be installed through vehicular paths of travel.
- c. All non-handicap parking spaces must be an asphalt or concrete solid surface with a minimum dimension of 8 feet wide and 18 feet deep. Compact parking spaces may be included in addition to those required to meet Agency requirements but will not count towards the minimum required in (a.) (i.) (ii.) (iii.) above.
- d. If tenants are required to pay for parking, those charges must be included in the rental fees and are subject to allowable rent limitations.
- e. Existing properties being submitted for acquisition or rehabilitation are not required to increase existing parking as stated in (a.) (i.) (ii.) (iii.) above.
- f. Development sign at all property entrances designed with brick or stone columns with lighting and be consistent with the design and appearance of the residential buildings. affixed with a Fair Housing logo

8. Refuse Collection Area (s) & Recycling

- a. Collection area(s) should not be placed at the entrance or exits of the development unless the collection area provides the following:
 - i. A pull off from the main road consisting of a cul-de-sac / turn around.
 - ii. Dumpster drop off or pick up that does not stop or impede the flow of traffic.
 - iii. Tenant use that does not stop or impede the flow of traffic.
- b. Provide an easily-accessible area that serves the entire development for the refuse collection area and recycling area. These can be combined into one area.
- c. Dumpsters / trash compactors and recycling area must be ADA accessible and located on an ADA accessible route with ADA parking near the collection area(s).
- d. Provide a collection and storage area of non-hazardous material for recycling, to include paper, corrugated cardboard, glass, plastics, and metals.
 - i. Property management is responsible for prominently displaying a sign stating exactly which materials are and are not accepted for recycling.

- ii. Property management is responsible for ensuring that these recyclables are actually recycled.
- e. The pad and approach pad to the dumpster must be concrete. The approach pad must be 12" thick minimum. At a minimum, the dumpster pad must include two painted pipe bollards installed behind each dumpster.
- f. Pedestrian paths of accessible travel must be marked/identified (painted in yellow or white) on dumpster pad surfaces.
- g. The dumpster/ trash compactor and recycling pad/ area must be enclosed on at least three sides with materials that will be consistent with the design and appearance of the residential buildings. An enclosure combining masonry, cementitious products or composite products are acceptable enclosures or these products can be used independently. PVC or vinyl fencing is acceptable. Chain link and wood fencing are not acceptable.

D. SITE AND SITE LIGHTING

1. Utilities (gas/electric, cable and phone) are required to be underground throughout the development site.
2. Lots must be graded so as to drain surface water away from foundation walls. The final grade away from foundation walls must fall a minimum of ≥ 0.5 inches per foot away from building for ≥ 10 ft. See National Water Management System Requirements under Energy Star Multifamily New Construction.
3. Provide positive drainage at all driveways, parking areas, ramps, walkways and dumpster pads to prevent standing water.
 - a. Utilize yard drains if needed, piped to storm water system or to daylight.
 - b. No corrugated pipe.
4. All water from roof and gutter system must be discharged no less than 6 feet from building foundation. See gutter requirements.
5. All retention and/or detention ponds must be fenced. The storm water retention/detention basin design, maintenance and management shall be the sole responsibility of the owner/developer and shall be in strict accordance with all applicable federal, state, local and environmental regulations governing storm water retention/detention basins.
6. Site lighting is required for all parking, sidewalks, buildings and site amenities and should be directed down to diminish nuisance light in residential units. Lighting plans to be completed using photometrics software.
7. No part of the disturbed site may be left uncovered or un-stabilized once construction is complete.
8. Burying construction waste on-site is prohibited.

E. BUILDING FOUNDATIONS, SLABS AND RADON

1. All new construction developments must submit a complete site specific soils report and boring site plan, not more than one year old at the time of submission of final plans and specifications, bound within the project specifications. See Section I(B) for specific requirements.
2. Sites located in a Radon Zone-1 (highest level) will require Radon Resistant New Construction Practices. Rehabilitation projects must meet the Radon Mitigation Standards as required by the Environmental Protection Agency. Check applicable federal, state, and local building codes to see if more stringent codes apply.

3. All units and community buildings must be elevated 24" minimum above the base flood elevation. Base Flood Elevation - The elevation of an area in relation to the mean sea level expected to be reached during a flood. Based on historic data, these figures indicate which areas are most likely to be flooded. This includes all flood years (100, 500, and 1000 year) and both FEMA maps and Local flood hazard areas.
4. Slab constructed buildings/ structures. Slab to be elevated a minimum of 8" above finished grade on all elevations.
5. Slab foundations will consist of a brick or stone veneer at a minimum height of 16" above finished floor elevation on all elevations.
6. Crawl space constructed home/structures will have a minimum of 30" clearance from the bottom of the lowest structural floor system framing member to grade.
7. Crawl space foundations will consist of brick or stone veneer installed up to the finished floor elevation at a minimum on all elevations.

F. BUILDING EXTERIOR

The building exteriors should create a residential image appropriate to the market area. Building design must use different roof planes and contours to break up roof lines. Wide window and door trim should be used to accent siding. If horizontal banding is used between floor levels, use separate color tones for upper and lower levels. If possible, use horizontal and vertical siding applications to add detail to dormers, gables, and extended front facade areas.

All materials must be installed using standard construction methods and means, and result in the issuance of written manufacturer's warranty and guarantees. No exterior wood finishes may be used.

Exterior wall finishes

1. Exterior wall faces must have an excess of 30% brick or natural or manufactured stone on each of the exterior wall surfaces, including the front wall face, each side's wall face and the rear wall face of the buildings(not to the interior wall faces of open breezeways). On all exterior walls the brick/stone must extend to all areas of grass, landscaping and other areas of soil or mulch.
2. High quality durable low maintenance materials are required for exterior building coverings on all elevations including all exterior trims, fascia, soffits, ceilings and vents and can consist of:
 - a. **Brick** must be installed per manufacturer's requirements to achieve at least a 30 year warranty.
 - b. **Portland Cement Stucco** (No EIFS) must be installed per manufacturer's requirements to achieve at least a 30 year warranty.
 - c. **Stone**- natural or manufactured must be installed per manufacturer's requirements to achieve at least a 30 year warranty.
 - d. **Fiber Cement Siding & Trims** must be 5/16" thickness or greater and be installed per manufacturer's requirements to achieve at least a 30 year warranty.
 - e. **Vinyl Siding** must have a .044" thickness or greater and be installed per manufacturer's requirements to achieve at least a 30 year warranty.
 - f. **Vinyl Soffit** must have a .046" thickness or greater and be installed per manufacturer's requirements to achieve at least a 30 year warranty.
 - g. **PVC or Vinyl Composite Trim Boards** must be installed per manufacturer's requirements to achieve at least a 30 year warranty.

- h. **PVC Coated Trim Coil** must have a .024" thickness or greater for fascia and freeze boards only- must be installed per manufacturer's requirements to achieve at least a 30 year warranty.

Developments must provide the Authority a written manufacturer warranty confirming a 30 year minimum warranty for all of the above items with the placed in service application.

- 3. Where exterior brick does not extend to an eave line, aluminum flashing shall be installed that extends a minimum of 5" under/behind the above exterior wall surface material and over the outer edge of the brick to prevent water penetration.
- 4. Weep holes must be below finished slab elevation and not covered by finished grade or landscaping.
- 5. Siding applications require all exterior penetrations to be installed in plastic J-boxes.
- 6. Metal z-flashings must be installed behind on top of and below all band boards and be of appropriate size for materials being flashed.
- 7. Metal flashings must be installed behind on top of and below all veneer material changes.
- 8. Metal flashing or 20 mil polyethylene when used in conjunction with a self-adhering polyethylene laminate flashing, must be installed above all exterior door and window units.

Exterior Stairs, Railings, Columns & Signage

- 1. Columns must be sized and loaded properly and consist of fiberglass, polyurethane or aluminum. Must be installed with stand offs, bases, caps and vents per manufacturer's recommendations. 4X4, 4X6, 6X6 etc. treated wood post wrapped with coil stock are prohibited. Steel post and treated post may be utilized if built up with cement trims.
- 2. Exterior steps at porches and patios and porches will be constructed of brick/stone foundation veneers with concrete deck/slab.
- 3. Multi story second, third, or fourth floor elevated porch or patio may be constructed utilizing concrete slabs or 5/4" composite materials for the deck. Be constructed in such a manner that no wood is exposed. Concealment of wood shall be with composite materials such as PVC coated coil stock, vinyl 1x's composite 1x's, and fiber cement trims.
- 4. Hand rails and/or guard rail systems used at steps, porches, and patios shall be code compliant systems made of composite materials such as vinyl, fiberglass, galvanized steel (field painted) or aluminum.
- 5. Public use stairway components, such as stringers, treads, and risers must be constructed from galvanized steel (field painted) and/or concrete. Handrails and pickets must be constructed from galvanized steel (field painted) or aluminum, and be completely under roof cover.
- 6. Buildings and units must be identified using clearly visible signage and numbers. Building and unit identification signage must be well lit from dusk till dawn and meet ANSI A117.1, Section 703 standards.
- 7. For Type A units,
 - a. ADA Handicap ramp components must be constructed from one of the following:
 - i. galvanized steel (field painted) and/or concrete
 - ii. concrete slab with brick ribbon and sidewalls
 - iii. aluminum ramp system.
 - b. Handrails and pickets must be constructed from galvanized steel (field painted) or aluminum.

G. ROOFING AND GUTTERS

All roofing to be installed in accordance with the current IBC/ IRC Chapter 9 and the Authority standards listed below. Developments are required to provide the Authority a written manufacturer warranty confirming a 30 year minimum warranty has been acquired for the installed roof system. This can be submitted with the placed in service application.

Asphalt Shingles

1. Roof pitch to be a minimum of 4/12.
2. Architectural (dimensional) anti-fungal shingles must be used and:
 - a. Must be high quality and durable.
 - b. Must be installed per manufacturer's requirements to achieve at least a 30 year warranty.
 - c. The following shingle manufactures products must be used underlayment, leak barriers, starter strip shingles and hip & ridge cap shingles. No exceptions.
3. Synthetic underlayment is required and must be of the same brand as the shingle.
4. Leak barriers must be of the same brand as the shingles being installed and be the mineral surfaced type.
 - a. Leak barriers must be installed a minimum of 5" up all side walls.
 - b. Leak barrier must be installed a minimum of 24" around all roof penetration on the roof deck.
 - c. Ice barriers to be installed per IBC/IRC R905.1.2.
5. All flashing are to be installed per manufacturer's recommendations to obtain a minimum 30 year warranty and:
 - a. Step flashing to be 5"x5"x7" minimum
 - b. Be a minimum of 0.019" (0.5 mm) in thickness
 - c. Be factory painted
 - d. Each shingle is to be step flashed. Continuous flashings are not acceptable.
 - e. Drip edge to be installed on all eaves and rakes per IBC/IRC R905.2.8.5 at a minimum.

Metal Roofing

1. Roof pitch to be a minimum of 4/12
2. Standing Seam panels must be used and:
 - a. Be 24 gauge or thicker.
 - b. Have 1 ½" seam height minimum.
 - c. Have striations or stiffing ribs.
 - d. Have a galvalume coating.
 - e. Must have a 30 year minimum paint warranty.
 - f. Be installed per manufacturer's recommendations.
 - g. Must be installed by certified installers.
3. Synthetic underlayment is required on roof deck.

Low Slope Roofing (Flat roofing is prohibited)

1. All low slope roofing products are to be installed per manufacturer's recommendations to achieve at least a 30 year warranty.
2. Products must be installed by certified installers.
3. Acceptable products are
 - a. Metal panels with a 3" seam height minimum.
 - b. Single- Ply membranes
 - i. PVC or,

- ii. TPO or,
 - iii. EPDM
 - c. Modified Bitumen must:
 - i. Be a 2 ply system.
 - ii. Be Torch down.
 - iii. Have a ceramic surface.
4. All low slope roof products to be installed with heavy duty walkway pads:
- a. Walkway must be a different color.
 - b. Must be from same manufacture as roofing material or approved by manufacture for use.

Gutters

Seamless 6" minimum gutter and downspout systems complete with leaf guard systems to be installed on all buildings.

1. Downspouts must be installed so as not to drain across pedestrian paths of travel
2. All water from roof and gutter system must be discharged no less than 6 feet from building foundation by:
 - a. Concrete splash blocks with positive sloped drainage away from foundation; or
 - b. Be piped underground to an appropriate location.
3. No screen wire leaf guard systems allowed.

H. BUILDING ENVELOPE, INSULATION & SOUND PROOFING

1. All buildings must be wrapped with an exterior air and water infiltration barrier. All wall penetrations are to be taped for moisture protection.
2. Seal all penetrations to prevent moisture and air leakage.
3. All attics to be vented.
4. Framing must provide/ allow for complete building insulation.
5. Framing of roof and ceiling systems to allow the full depth of ceiling insulation to extend over the top plate of the exterior wall.
6. Exterior walls R-13 insulation.
7. Attics R-38 insulation.
8. Crawl Space floors R-19 insulation.
9. Unit party walls and floor assemblies require sound proofing (sound batt insulation) to achieve a rating of STC 54.

I. WINDOWS AND DOORS

All windows and exterior doors must be Energy Star rated for zone south central be of high quality, durability and must be installed per manufacturer's requirements to achieve at least a 20 year warranty. Developments are required to provide the Authority a written manufacturer warranty confirming a 20 year minimum warranty has been acquired for the windows and exterior doors. This can be submitted with the placed in service application. An accessible automatic door opener is required for the primary entrance into and out of older person's congregate buildings.

1. All interior doors must:
 - a. Be side hinged
 - b. Be paneled hardboard or paneled solid wood doors.
 - c. Bedroom doors must be 3-0.

- d. Bath doors minimum of 2-8.
 - e. Closet doors minimum of 2-6.
 - f. Pantry doors minimum 2-0.
 - g. Hollow core, flat-panel doors are prohibited.
 - h. ADA accessible doors at common areas and Type A units must:
 - i. Have ADA lever hardware.
 - ii. Be 3-0 minimum.
 - i. Have a 3/4" minimum air space at bottom of door measured from finished floor for air circulation.
 - j. Louvered doors at HVAC closet for air handler return are acceptable.
2. All exterior doors must be Energy Star metal-clad or fiberglass doors and must:
- a. Metal clad steel edge doors and frames are acceptable for use in firewalls only.
 - b. Provided door manufacturers data sheet (s) with plans.
 - c. Be side hinged.
 - d. Be a minimum of 3-0 in width (34" clear width).
 - e. Be paneled.
 - f. Have a rot proof jamb.
 - g. Include a peephole on main entry door.
 - h. Have a thumb latch/ lever style deadbolt lock.
 - i. ADA accessible doors at common areas and Type A units must:
 - i. Have a maximum threshold height of 1/2"
 - ii. Have ADA lever hardware.
 - iii. Include a peephole a maximum of 48" AFF at primary unit entry door only.
 - iv. Have spring hinges at the unit's primary unit entry door only.
 - j. Primary unit entry doors must have a minimum roof covering of 3'w x 5'd with corresponding porch/pad or be located in the breezeway.
 - k. Exterior full glass doors must:
 - i. Have blinds between the glass provided by the door manufacture.
 - l. Exterior half lite doors must:
 - i. Have blinds between the glass provided by the door manufacture.
 - m. High quality vinyl sliding glass doors are acceptable for use at the back door to the patio or deck and must:
 - i. Have multi point locking hardware keyed alike.
 - ii. Include costal hardware.
 - iii. Have blinds between the glass provided by the door manufacture.
3. Windows must be Energy Star rated for zone south central and must:
- a. Have blinds for each window installed.
 - b. Metal blinds are prohibited.
 - c. Provide window manufacturers data sheet (s) with plans.
 - d. Be single hung, double hung, casement or awning. Sliding windows are prohibited.
 - e. Be vinyl.
 - f. Have appropriate design for exterior finishes.
 - i. Windows installed in brick or stucco veneer should not have a J-channel.
 - ii. Windows installed in siding veneers should have the correct J-channel width.
 - iii. Windows installed with 1x perimeter trim should have no J-channel.
 - g. Not be installed over bath tub/shower.

- h. Be continuously caulked behind the flange and taped per the manufactures recommendations.
- i. Be installed per window manufactures recommendations.
- j. In ADA Type A units, all windows must meet or exceed all State and Federal accessibility requirements.

J. KITCHENS

1. All kitchen cabinets shall be constructed with solid wood or plywood stiles, rails, doors and drawer fronts. All cabinets will conform to the performance and fabrication requirements of ANSI/KCMA A161.1-2000 and bear the KCMA Certification Seal.
 - a. Drawers must have dual slide tracks.
 - b. Accessible cabinets with removable fronts must be manufactured to be removable with only a screwdriver.
 - c. Site built cabinets are prohibited.
2. Each kitchen must have at the least the following minimum linear footage of clear countertop that are at or below 36 inches in height above finished floor, excluding the sink and range space:

Studio	5.0 linear feet minimum
1 Bedroom	8.0 linear feet minimum.
2 Bedroom	10.0 linear feet minimum.
3 Bedroom	12.0 linear feet minimum.
4 Bedroom	13.0 linear feet minimum.

 - a. Counter tops may be manufactured post form, granite or solid surface.
 - b. Site built tops countertops must be constructed of 3/4" AC plywood. No particle board, press board or fiber board will be allowed.
3. All units must have an 18 cubic foot minimum Energy Star rated frost free refrigerator freezer with ice maker and:
 - a. Doors must open beyond 90 degrees to allow bin removal.
 - b. Ice maker box (cold water supply) with shut off must be installed behind the refrigerator.
 - c. In Type A units, the refrigerator must also be ADA certified.
4. All units must have an Energy Star rated dishwasher and be installed beside the kitchen sink.
5. All units must have a double bowl kitchen sink 8" deep minimum with the exception of ADA units.
6. All units must have over the range microwave. With exception of ADA units, see (J)(13)(g) below.
7. All units must have a slide in range that is at least 30 inches wide or a cooktop and wall oven.
 - a. A backsplash panel must be installed behind the cooktop and cover the entire wall behind the cooktop.
 - b. Anti-tip devices must be installed on all kitchen ranges and be securely fastened to the floor.
 - c. In Type A units, the range must be ADA certified.
8. All units must have a Fire Stop or comparable extinguishing system over the stove. Alternatively, the range must have SmartBurner elements installed in the range.
9. Each unit must be equipped with a 5 lb. ABC rated dry chemical fire extinguisher readily accessible in the kitchen and mounted to accommodate handicapped accessible height in

- accessible units. If contained in the cabinet/pantry area must have proper signage identifying the location.
10. A 24" wide pantry cabinet, same manufacture as kitchen cabinets, or a pantry closet with a 24" interior door and a minimum of 24' deep must be provided in the kitchen.
 11. Fluorescent lighting or LED lighting is required in the kitchen.
 12. The aisle width between cabinets and/or appliances is 42" minimum.
 13. For Type A units:
 - a. The refrigerator must be ADA certified.
 - b. Kitchen sinks must be ADA certified and:
 - i. Be 6 ½" deep maximum.
 - ii. Be rear-draining.
 - iii. Sink bottoms insulated if bottom of sink is at or below 29 inches above finished floor.
 - c. Pull-out worktops are prohibited
 - d. Workstations must be installed beside the range with no wall to the left or right of the workstation.
 - e. The wall cabinet mounted over the work station must be 48 inches maximum above finished floor to the top of the bottom shelf.
 - f. Provide cabinet microwave shelf with microwave or counter top microwave.
 - g. Unit must have a 30" range hood.
 - h. The range hood fan and light must have separate remote switches.
 - i. Kitchen ranges with cooktop can be no higher than 34" above floor.
 - j. Provide ADA complaint cabinet handles/pulls on cabinet doors and drawers. Knobs are prohibited.

K. BATHROOMS

1. All bathroom vanities/cabinets shall be constructed with solid wood or plywood stiles, rails, doors and drawer fronts. All cabinets will conform to the performance and fabrication requirements of ANSI/KCMA A161.1-2000 and bear the KCMA Certification Seal and:
 - a. Drawers must have dual slide tracks.
 - b. Accessible cabinets with removable fronts must be manufactured to be removable with only a screwdriver.
 - c. Site built cabinets are prohibited.
2. Vanities cabinets shall be provide in all units and must be 36" minimum.
3. All full bathrooms must have:
 - a. Ceiling light and exhaust fan on the same switch and must provide adequate lighting to the tub/shower
 - b. Vanity light must be provided and be on a separate switch.
4. All half bathrooms must have:
 - a. Ceiling light and or vanity light, must provide adequate lighting
 - b. Exhaust fan.
 - c. These can be switch together or separately.
5. Mirror length must extend from the top of vanity backsplash to 6' minimum above finish floor.
 - a. Framed decorative mirrors are excepted if they meet the above requirements.
6. Tub/shower units must be 32" x 60" minimum one piece fiberglass based units with slip resistant floors.
 - a. Shower head to be mounted 80" above finished floor.

7. Water closets must be centered, at a minimum, 18 inches from sidewalls, vanity/lavatories and bath tubs and be clearly marked on the plans.
8. Type A units:
 - a. Must contain a roll in shower and:
 - i. Be one piece fiberglass based unit with slip resistant floor.
 - ii. Be certified ADA complaint from manufacture.
 - iii. Have factory installed grab bars.
 - iv. Have a 36" x 60" minimum useable floor space.
 - v. Have a collapsible water dam or beveled threshold that meets code
 - vi. Approaches to roll-in showers must be level, not sloped
 - vii. Have adjustable shower rod and weighted curtain installed before occupancy
 - viii. Shower floor may not be used for code required 67" clear floor space in bathrooms.
 - ix. The shower head with wand must be installed on a sliding bar and within code required reach ranges by the seat.
 - x. An additional diverter must be installed to provide water to a shower head on the short shower wall in front of the seat, mounted 80" above finished floor.
 - b. Accessible cabinets with removable fronts must be manufactured to be removable with only a screwdriver.
 - c. All cabinets in designated handicap accessible units must be installed at ADA mounting heights.
 - d. Provide ADA complaint cabinet handles/pulls on cabinet doors and drawers. Knobs are prohibited
 - e. All tub/showers in designated handicap accessible units must come complete with "factory- installed grab bars".
 - f. Provide solid blocking at all toilets and tub/shower units for grab bar installation.
 - g. If providing a wall hung sink in an ADA unit it must have solid blocking behind the fixture and a recessed medicine cabinet or a storage cabinet must be provided.
 - h. A wireless or hard-wired call for aid station is required in all bathrooms

L. BEDROOMS, CLOSETS AND STORAGE CLOSETS

1. The primary bedroom must have at least 170 square feet, excluding the closet(s).
2. Secondary bedrooms must have at least 120 square feet, excluding the closet(s).
3. Every bedroom must have a closet at a minimum of 24" deep and contain a 5' long minimum wire shelf and closet rod.
4. All interior and exterior mechanical and storage closets must have finished floor coverings.
 - a. Interior closets must have carpet or resilient flooring.
 - b. Interior mechanical closet must be resilient flooring
 - c. Exterior storage or mechanical closets may have sealed and or painted concrete floors.
5. Newly constructed residential units must have an exterior storage closet attached to each individual unit (interior common area only for congregate) with:
 - a. A minimum of 16 unobstructed square feet.
 - b. The square footage utilized by a water heater or HVAC air handler in the exterior storage closet may not be included in the 16 square foot calculation.
 - c. Storage closets may not have any dimension smaller than 36 inches in width or depth.

M. LAUNDRY ROOM

1. All developments must have a washer and dryer hookup in each unit and:
 - a. Have a minimum depth of 36" measured from the back of the door.

- b. Must accommodate a full sized 30" washer and dryer adjacent to each other.
- 2. Stacked washer/dryers are prohibited.
- 3. Washer water shutoff valves must be installed right side up with the hose connection below the shutoff handle.
- 4. Dryer vent connection box must be galvanized metal and be 2 inches maximum above finished floor.
- 5. In Type A and Type B units,
 - a. Each clothes washer and dryer must be centered for a side approach only.
 - b. The washer and dryer clear floor space areas may overlap.
 - c. All electrical, plumbing, and venting rough-ins must be centered behind each washer and dryer to allow them to be centered for side approach.

N. FLOOR COVERINGS

All materials must be installed to manufacturer's specifications using standard methods and resulting in the issuance of a manufacturer's guarantee / warranty. Manufacturer's written warranties must be provided to the Authority with the placed in service application.

- 1. Living Areas must have Luxury Vinyl Tile (LVT), Ceramic Tile, Laminate Flooring or Hardwoods.
- 2. Bedrooms may have carpet.
- 3. Kitchens, Bathrooms, Laundry room, Mechanical closets, Dining areas, and Foyer/ entrance area must have resilient flooring LVT, Sheet Vinyl, VCT or Ceramic Tile. Shoe molding must be installed in all resilient flooring areas.
- 4. LVT must have a 12mil wear layer and provide a minimum 15-year residential warranty. LVT installed in kitchens, bathrooms, laundry areas and mechanical closets must be 100% waterproof.
- 5. Sheet vinyl must be a minimum 0.095 thickness and provide a minimum 20-year residential warranty.
- 6. VCT must be at minimum 0.080 thickness.
- 7. Ceramic floor tile shall be minimum 12" x 12" and installed over poured concrete slab or cementitious backing material.
- 8. Carpeting shall comply with FHA -HUD Use of Materials Bulletin No. 44d.
- 9. Carpet pad must be installed under all carpeting and shall comply with FHA -HUD Use of Materials Bulletin No. 72a.
- 10. Carpets used in Type A units bedrooms must be glue-down type without padding.

O. MECHANICALS

- 1. Non-Unit, "development", spaces must have separate HVAC systems. AKA "House System"
 - a. Must have a 15 SEER Energy Star rated HVAC system.
 - b. All refrigeration lines must be insulated.
 - c. Must be located within the developments building space.
- 2. All units must have individual central heat and air, HVAC
 - a. Manuals J, S & D must be utilized for design requirements.
 - b. All units must have a 15 SEER Energy Star rated HVAC system.
 - c. All refrigeration lines must be insulated.
 - d. Traditional air handler, heat pump and ducted HVAC system are acceptable.
 - e. Mini split ducted or ductless systems are acceptable.
- 3. All HVAC air handlers must be contained within the unit.

4. Bottom of returns must be 12" minimum above FFE.
5. All openings in duct work at registers and grilles must be covered after installation to keep out debris during construction.
6. The use of duct board is prohibited.
7. Connections in duct system must be taped and sealed with mastic and fiberglass mesh.
8. Ductwork located in unconditioned spaces must be insulated with R-8 minimum.
9. Galvanized metal or aluminum must be used for plenums and mixing boxes.
10. Electric mechanical condensate pumps are not allowed.
11. All hub drains serving HVAC condensate lines must be piped to the outside. Piping to the sanitary sewer is not allowed unless a primed p-trap is installed.
12. All bedroom closets, interior storage rooms, coat closets, and laundry rooms/closets must have a 4 inch tall by 8 inch wide minimum pass-thru grille above doors for air circulation in those areas that do not get conditioned.
13. There must be a minimum of ¾ inch air space under all interior doors measured from finished floor for air circulation.
14. All bath exhaust fans shall be rated at 70 CFM minimum vented to the exterior of the building using hard ductwork along the shortest run possible.
 - a. Venting through the roof is prohibited.
15. Dryer vents must be vented to the exterior of the building using hard ductwork along with the shortest run possible: maximum run is 35' including deductions for elbows.
 - a. Vent connection must be centered behind the dryer.
 - b. Venting thru the roof is prohibited.

P. PLUMBING

1. Sanitary sewer main lines cannot be located under the slab of a building/ structure. The main line must run on the front, side or back of the building/ structure and tie ins made by unit modules.
2. Water meters are required for each unit.
3. Unit water cut offs are to be placed in an easily accessible area and clearly marked with signage.
4. All domestic water line cut off valves must have metal handles, not plastic.
5. Domestic water lines are not allowed in unconditioned spaces.
6. Offset toilet flanges are prohibited.
7. All shower valves to be anti-scald.
8. Water sense fixtures must be used:
 - a. Toilets 1.28 GPM or less.
 - b. Showerheads, Kitchen faucets and Bath faucets 1.5 GPM or less.
9. Washer/dryer hookups in all units.
10. Toilets to be ADA height in all units.
11. Toilets must be centered, at a minimum, 18 inches from sidewalls, vanity/lavatories and bath tubs and be clearly marked on the plans.
12. Water heater for each unit:
 - a. Electric water heaters to have 0.93 UEF minimum, without blanket.
 - b. Gas water heaters to have 0.68 UEF minimum, without blanket.
 - c. 40 gallon for one and two bedroom units.
 - d. 50 gallon for three and four bedroom units.
 - e. Prohibited to be mounted above equipment or appliances.
 - f. Located in the units insulated envelope.

- g. Placed in drain pans with drain piping plumbed to disposal point as per the latest approved addition of the International Plumbing Code.
 - h. Pipe all Water Heater Temperature & Pressure (T&P) relief valve discharges to disposal point as per the latest approved edition of the International Plumbing Code.
 - i. Elevated if necessary for proper pan drainage
 - j. Use of gas tankless water heaters is allowed with above requirements.
 - k. Use of electric tank less water heaters is allowed with the above requirements and the electrical panel must be rated at 200 amps or greater.
13. All hub drains serving HVAC condensate lines and water heater lines must be piped to the outside. Piping to the sanitary sewer is not allowed unless a primed p-trap is installed.
 14. Frost-proof exterior faucets must be provided on every building with in a high rise development on the "House" water supply. Locations should be maintenance based.
 15. All single family, Townhouse, Duplex and single story development must supply a frost-proof faucet at the front and rear of each unit on the unit's water supply.

Q. ELECTRICAL

1. Units must have separate electrical systems.
2. Non-residential, "development", spaces must have separate electrical systems. AKA "House"
3. Hardwired interconnected Smoke Detectors and Carbon monoxide detectors are to be installed as required by all applicable codes and regulations local, state and federal.
4. All switches and thermostats to be mounted no more than 48" above the FFE.
5. All receptacles, telephone jacks, and cable jacks to be mounted 15" minimum above FFE.
6. All lighting fixtures to be Energy Star rated.
7. All bulbs to be Energy Star rated.
8. All units must have an Energy Star rated ceiling fan and light fixture located in the living room and all bedrooms with the light and fan being wall switched separately.
9. Overhead lighting is required in all bedrooms, bathrooms, laundry rooms, closets, and storage rooms and to be wall switched.
10. Exterior lighting is required at each unit entry door and to be wall switched by door unit. Buildings with conditioned interior corridors with access doors at each end with 24/7 "House" lighting are exempt from this requirement at the unit main entry door only.
11. All units pre-wired for high speed Internet hook-up with:
 - a. One centrally located connection port with connection ports in each bedroom,
 - b. Or one centrally located port with wireless internet network provided, per unit.
 - c. All internet lines must be toned and tagged properly to each unit.
 - d. Each building must have an internet termination and demarcation box for internet vendor connection
12. All units pre-wired for telephone with jacks installed in the living room and one per bedroom.
 - a. All telephone lines must be toned and tagged properly to each unit.
 - b. Each building must have a telephone termination and demarcation box for telephone vendor connection.
13. All units pre-wired for cable television with jacks installed in the living room and one per bedroom.
 - a. All cable lines must be toned and tagged properly to each unit.
 - b. Each building must have a cable termination and demarcation box for cable vendor connection.
14. Development Lighting

- a. Serviced by the “House” electrical panel.
 - b. Must be located in all common areas, breezeways, corridors, and stairwells.
 - c. Open areas must be activated by a photo cell placed on the east or north side of the building.
 - d. Conditioned or closed common areas require 24/7 lighting.
15. All call for aid devices must be installed beside or below ceiling light switches in bedrooms and bathrooms.

R. ENERGY STAR

- 1. New Construction Multi Family Developments will:
 - a. Be built to meet and receive the Multi Family New Construction Energy Star Certification. This includes all mandatory measures; MFNC Rater Design Review Checklist, MFNC Rater Filed Checklist, MFNC HVAC Functional Testing Checklist, MFNC Water Management System Requirements.
 - b. All reports must be provided to the Authority with final inspection request.
 - c. Developments will use the Energy Star Portfolio Manager and must allow The Authority full access to this data for a minimum of five years. To share a property with The Authority, users should send a connection request to development@SCHousing.com.
- 2. New Construction Single Family, Townhouses and Duplex Developments will:
 - a. Be built to meet and receive the Version 3.0 Energy Star Certification. This includes all mandatory measures; National Rater Design Review Checklist, National Rater Checklist, National HVAC Design Report, National HVAC Commissioning Checklist, National Water Management System Builder Requirements.
 - b. All reports must be provided to the Authority with final inspection request.
- 3. If the development fails to meet the requirements outlined in this section, the Authority may adjust the allowable costs for construction and may reduce the allocation.

S. SINGLE FAMILY, TOWNHOUSE AND DUPLEX DEVELOPMENTS

- 1. All detached single family homes must contain a minimum of two (2) bedrooms.
- 2. Duplexes may have one bedroom if mixed development two (2) bedrooms if not mixed.
- 3. Townhouses must contain:
 - a. a minimum of two (2) bedrooms
 - b. Town Homes without a bed and bath on the main floor will be required to have a half bathroom located on the main floor.
- 4. Must have concrete driveways, curbing at street and front entry walkways. Curbing at street will be waived for scattered site developments.
- 5. May use “Herbie Curbie” container if the locality provides such and:
 - a. Must provide enclosed storage at each unit for the “Herbie Curbie”.
 - b. Must have one for each unit.
 - c. Must provide letter stating this service is available.

T. OLDER PERSONS UNITS

- 1. All units must be Type B units
- 2. All older persons (55+ years) and elderly developments will be one-story structures, or if greater than one story, all stories will be accessible by an ADA complaint elevator (s).
- 3. Hallways must have a minimum width of 42 inches.
- 4. Corridors in any common areas must have a continuous suitable handrail on both sides mounted 34 to 38 inches above finished floor, and be 1 ¼ inches in diameter.

5. Provide a minimum 18 inch grab bar in all tub/shower units. The grab bar must be installed centered vertically at 48 inches A.F.F. on the wall opposite the controls.
6. Provide solid blocking at all toilets and tub/shower units for grab bar installation.

U. SIGHT AND HEARING IMPAIRED UNITS.

1. The unit(s) must be roughed in to allow for smoke alarms with strobe lights in every bedroom, bathroom, and living area.
2. The units must have a receptacle next to telephone jacks in units for future installation of TTY devices.
3. Each overhead light fixture and receptacle must be wired to accommodate a 150 watt load.
4. A lighted doorbell button connected to an audible and strobe alarm installed in each bathroom, bedroom, and common area is required for each sight and hearing-impaired unit.
5. Unit must be Type B.

**FANNIE MAE PHYSICAL NEEDS ASSESSMENT WORKBOOK
TERMS OF REFERENCE**

Project: _____

Address(es): _____

Contact: _____ Telephone: _____

Title: _____ Family: Elderly:

Age of Property	Nbr of Buildings: by Type	Elevator	Garden	Stacked Flat	Townhome	Other	Total
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Term of Loan	Nbr of Units:	0 BR	1 BR	2 BR	3 BR	4 BR	Total
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Site Configuration

Sampling Expectation

MARKET ISSUES

Absolute:	Item	Timing
	<input type="text"/>	<input type="text"/>

Possible:	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

WORK IN PROGRESS

Item	Quantity	\$s	% Complete	Comments

MANAGEMENT REPORTED REPLACEMENTS

Item	Quantity	\$s	Date Replaced	Comments

**PHYSICAL NEEDS ASSESSMENT
REMAINING USEFUL LIFE (FANNIE MAE FORMS)**

Project:
Address(es):

Date:

ITEMS (EUL)	EXPECTED USEFUL LIFE (EUL)	ACTUAL AGE	CONDITION	EFFECTIVE REMAINING LIFE	DIFF	ACTION	NOW	DM	QUANTITY	FIELD NOTES
SITE SYSTEMS AND CONDITIONS										
Landscaping										
Irrigation										
Grading/storm water drainage										
Lighting - building mounted										
Lighting - pole mounted										
Parking										
Pedestrian paving (sidewalks)										
Utilities (piping & equipment such as pumps etc)										
Water										
Fire										
Gas										
Electrical										
Sanitary										
Storm water drainage structures & piping										
Cable/Phone/Communications										
Mailboxes										
Property sign										
Traffic signage										
Retaining walls										
Fencing										
Exterior stairs										
Exterior railings										
Site amenities										
Common Areas/Community Buildings										
Common area amenities										
Common area doors										
interior										
exterior										
Common area floors										
Common area ceilings										
Common area walls										
Common area kitchens										
countertop										
cabinets										
sink										
appliances										
Common area HVAC										
ductwork										
equipment										
Common area/public bathrooms										
bath fans & ventilation										
fixtures										
hot water heating										
water piping										
waste/vent piping										
bathroom accessories										
Sprinklers										
Electrical										
light fixtures										

**PHYSICAL NEEDS ASSESSMENT
REMAINING USEFUL LIFE (FANNIE MAE FORMS)**

Project:
Address(es):

Date:

ITEMS (EUL)	EXPECTED USEFUL LIFE (EUL)	ACTUAL AGE	CONDITION	EFFECTIVE REMAINING LIFE	DIFF	ACTION	NOW	DM	QUANTITY	FIELD NOTES
under slab										
Appliances										
Elevators										
Sprinklers										
Electrical										
light fixtures										
outlets/switches										
wiring										
equipment (panels/breakers)										
Life safety										
smoke alarms										
fire alarm system										
Attic draft stop/fire walls										
Accessibility										

EXPECTED USEFUL LIFE TABLE

SITE SYSTEMS 50+ = "long-lived" systems	FAMILY CONSTR.	ELDERLY CONSTR.	ACTION = REPLACE UNLESS NOTED
Basketball Courts	15	25	
Built Improvements (playgrounds/site furniture)	20	20	
Catch Basin	40	40	
Concrete Curb & Sidewalks	30	30	
Compactors	15	15	
DHW/Supply/Return	30	30	
Detention Ponds & Assoc. Structures	15	15	Remove Silt/ Repair
Dumpsters	10	10	
Dumpster Enclosures	10	10	Fence only
Earthwork	50+	50+	
Electrical Distribution Center	40	40	
Emergency Generator	15	15	
Fencing			
Vinyl	15	15	
Chain Link	40	40	
Wrought iron	50+	50+	
Stockade	12	12	
Post & Rail	25	25	
Incinerators	50+	50+	
Irrigation Systems	30	30	
Lift Station	50	50	
Lift Station - Pumps/Motors/Controllers	20	20	
Mail Boxes-Pedestal/Built-In	20	20	
Mail Facilities	10	10	
Landscaping	50+	50+	
Parking			
Asphalt	25	25	Resurface
Concrete	30	30	
Gravel	15	15	Pave with asphalt or concrete
Pedestrian Paving			
Bituminous	15	15	Resurface
Concrete	30	30	
Pavers	15	15	
Retaining Walls			
Concrete	20	20	Fill cracks/repoint
Masonry	15	15	Fill cracks/repoint
Wood	15	15	
Stone	15	15	Fill cracks/repoint
Modular Block	20	20	
Roadways			
Asphalt (sealing)	5	5	Seal
Asphalt	25	25	Resurface
Gravel	15	15	Pave with asphalt or concrete
Concrete	30	30	
Pavers	15	15	
Sanitary Treatment	40	40	
Signage			
Entry sign, Brick/Stone	20	20	
Entry sign, EIFS	15	15	
Traffic & info signs	15	15	
Site Electrical Main	40	40	
Site Gas Main	40	40	
Site Lighting	25	25	
Site Power Distribution	40	40	

EXPECTED USEFUL LIFE TABLE

Site Sanitary Lines	40	40	
Site Sewer Main	40	40	
Site Water Main	40	40	
Storm Drain Lines	40	40	
Swimming Pool			
Plastered Surface	10	10	Resurface
Deck	15	15	Resurface
Mech'l Equipment	10	10	
Tennis Courts	15	15	Resurface
Tennis Courts - Acrylic Coating	4	7	Resurface
Transformer	30	30	
Water Tower	50+	50+	
BUILDING ARCHITECTURE	FAMILY	ELDERLY	ACTION = REPLACE
50+ = "long-lived" systems	CONSTR.	CONSTR.	UNLESS NOTED
Appurtenant Structures			
Porches	50	50	Paint @ 5 years
Wood Decks	20	20	Paint @ 5 years
Storage Sheds	30	30	Paint @ 5 years
Greenhouses	50	50	
Carports	40	40	
Garages	50+	50+	
Basement Stairs	50+	50+	
Building Mtd. Exterior Lighting	10	10	
Building Mtd. HID Lighting	10	20	
Bulkheads	10	20	
Canopies			
Wood/Metal	40	40	
Concrete	20	20	Re-roof
Ceilings, exterior or open	5	5	Paint
Ceilings, exterior or open (Vinyl)	15	15	
Chimney	25	25	Paint
Exterior Doors (common area)			
Aluminum & Glass	30	30	Door Only
Solid Core (wood or metal)	25	25	Door Only
Insulated Metal	15	15	
Automatic	15	30	Door & Mechanism
Exterior Railings			
Wood	20	20	
Vinyl	20	20	
Metal	40	40	
Exterior Stairs			
Wood	10	20	
Filled metal pan	30	30	
Concrete	50+	50+	
Exterior Walls			
Cementitious (mfr) siding	20	20	Prep & Paint
Brick or block	40	40	Repoint
Stone veneer (brownstone)	20	20	Waterproof & Caulk
Glass Block	15	15	Recaulk
Granite block	40	40	Repoint
Metal/glass curtainwall	10	10	Recaulk
Precast Concrete panel	30	30	Recaulk
Vinyl siding	10	15	Replace
Wood siding/shingles	10	15	Prep & Paint/Stain
Plywood/stucco	5	10	Prep & Paint/Stain
Fire escapes	40	40	Resecure

EXPECTED USEFUL LIFE TABLE

Foundations	50+	50+	
Hatches/Skylights			
Access hatch	30	30	
Smoke hatch/skylight	50+	50+	
Insulation/Wall	50+	50+	
Insulation/Attic	30	30	
Parapet Wall	50+	50+	
Penthouse	25	25	New Door & Pointing
Roof Railings	10	10	Repaint
Roof Covering			
Wood shingles	20	20	
Asphalt shingles	20	20	
Asphalt Shingles (Architectural)	25	25	
Pipe Flashings	10	10	
Built up (BUR)	20	20	(Subject to Waiver)
Membrane	20	20	(Subject to Waiver)
Preformed metal	40	40	
Shingles (slate, tile, clay etc)	30	30	
Roof Drainage Exterior (gutter & fascia)	20	20	
Roof Drainage Interior (drain covers)	15	15	
Roof Structure	50+	50+	
Slab	50+	50+	
Service Doors	25	25	
Soffits			
Wood	5	5	Repair/Repaint
Aluminum or vinyl	10	15	
Stair Structure	50+	50+	
Storm/Screen Doors	7	15	
Storm/Screen Windows	10	20	
Waterproofing Foundation	50+	50+	
Window Security	15	25	
Windows (frames & glazing)	25	25	
Wood Floor Framing	30	30	
COMMON AREAS INTERIORS			
Common Area Doors, interior	50+	50+	
Common Area Floors			
Ceramic/Tile/ Terrazzo	50+	50+	
Wood (Strip/Parquet)	30	30	Replace/sand & finish
Resilient Floor (tile/sheet)	15	15	
Carpet	7	7	
Concrete	50+	50+	
Common Area Ceilings			
Concrete	50+	50+	Paint 5-8 years
Acoustic Tile/DW/Plaster	10	10	
Common Area Kitchens			
countertop/sink	20	20	
dishwasher	15	15	
disposal	5	5	
Refrigerator	10	15	
Common Area Walls	15	25	Paint 5-8yrs
Interior Lighting	15	25	
Interior Railings	15	20	
Kitchen Cabinets (wood)	15	20	
Local HVAC			
Electric fan coil	20	20	
Electric heat/AC	15	15	

EXPECTED USEFUL LIFE TABLE

Gas furnace/split DX AC	20	20	
Heat pump w/suppl.electric	15	15	
Heat pump water source	20	20	
Hydronic fan coil	30	30	
Hydronic heat/electric AC	20	20	
Public Bathroom Accessories	7	7	
Public Bathroom Fixtures	15	15	
Radiation			
Hydronic (basebd or freestand)	50	50	
Electric Baseboard	25	25	
Electric Panel	20	20	
Residential Glass Doors			
Sliding	10	15	
French	20	30	
DWELLING UNITS	FAMILY	ELDERLY	ACTION = REPLACE
50+ = "long-lived" systems	CONSTR.	CONSTR.	UNLESS NOTED
Exterior Unit Doors	10	15	
Appliances			
Dishwasher	11	15	
Disposal	5	8	
Range	15	20	
Rangehood	10	15	
Refrigerator	10	15	
Bath Accessories	10	15	
Bath Fixtures (sink, toilet, shower valve, faucet)	15	20	
Tub			
Steel	25	30	
Cast Iron	30	35	
Fiberglass	15	20	
Tub Surround			
Fiberglass	15	20	
Ceramic	25	25	
Cultured Marble	25	25	
Closet Doors	15	20	
Kitchen Countertop & Sink	15	20	
Electric Fixtures	15	20	
Hallway Door	15	30	Door only
Heat Detectors	20	20	
Interior Doors	15	30	Door only
Interior Stairs	30	30	
Kitchen Cabinets (wood)	20	25	
Living Area Ceilings			
Concrete	50+	50+	(Paint 5-8yr)
Acoustic Tile/DW/Plaster	10	20	
Living Area Floors			
Ceramic/Tile/Terrazzo	20	30	
Wood (strip/parquet)	15	20	Replace part/refinish
Resilient Flooring	10	15	
Carpet	7	10	
Concrete	50+	50+	
Living Area Walls	20	30	(Repair)/Replace (Paint 5-8yr)
Local HVAC			
Electric fan coil	20	20	
Electric heat/AC	15	15	
Evap. condensor (swamp cooler)	20	20	
Gas furnace, split DX AC	20	20	

EXPECTED USEFUL LIFE TABLE

Heat pump w/suppl. electric	15	15	
Heat pump, water source	20	20	
Hydronic fan coil	30	30	
Hydronic heat/electric AC	20	20	
Smoke/Fire Detectors	5	5	
Unit Air Conditioning	10	15	
Unit Electric Panel	50+	50+	
Unit Level Boiler	25	25	
Unit Buzzer/Intercom	20	30	
Unit Level DHW	10	10	
Unit Level Hot Air Furnace	25	25	
Unit Radiation			
Hydronic or steam (baseboard or freestanding)	30	30	
Electric Baseboard	25	25	
Unit Vent/Exhaust	15	15	
Unit Wiring	30	30	
Vanities (wood construction)	15	20	
Window covering	3 (20yr)	3 (20yr)	Material/user specific
MECHANICAL/ELECTRICAL 50+ = "long-lived" systems	FAMILY CONSTR.	ELDERLY CONSTR.	ACTION = REPLACE UNLESS NOTED
Central Unit Exhaust, roof mtd	10	10	
Chilled Water Distribution	50+	50+	
Chilling Plant	15	25	
Compressor	15	15	
Cooling Tower	25	25	
Electrical Switchgear	50+	50+	
Electrical Wiring	30	30	
Elevator, Controller, dispatcher	15	20	
Elevator, Cab	15	20	Rebuild interior
Elevator, Machinery	30	30	
Elevator, Shaftway Doors	20	30	Replace gibs & rollers
Elevator, Shaftways			
Hoist rails, cables, travelling	25	25	
Hydraulic piston & leveling	25	25	Resleeve piston
Emergency Alarm System			
Call Station	10	15	
Emergency Generator	35	35	
Emergency Lights	8	10	Battery operated
Evaporative Cooler	15	15	
Fire Pumps	20	20	Pump motor
Fire Suppression	50+	50+	Piping
Canisters	10	10	Replace
Gas Distribution	50+	50+	Piping
Heat Sensors	15	15	
Heating Risers & Distribution	50+	50+	
Heating Water Controller	15	15	
Hot & Cold Water Distribution	50	50	
Copper	30	30	
Pex	30	30	
Galvanized	20	20	
Cpvc	30	30	
HVAC			
Cooling only	15	15	
Heat only	15	15	

EXPECTED USEFUL LIFE TABLE

Heating & Cooling	10	15	
Master TV System	10	10	
Low Voltage Wiring	25	25	
Outdoor Temperature Sensor	5	10	
Sanitary Waste & Vent System	50+	50+	
Sewage Ejectors	50	50	
Buzzer/Intercom, central panel	10	15	
Smoke & Fire Detection System, central panel	15	15	
Sump Pump			
Residential	7	7	Replace
Commercial	15	15	Replace motor
Water Softening & Filtration	15	15	
Water Tower	50+	50+	
Boiler Room Equipment			
Blowdown & Water Treatment	25	25	
Boiler Room Pipe Insulation	w/boiler	w/boiler	
Boiler Room Piping	w/boiler	w/boiler	
Boiler Room Valves	15	15	Repack valves
Boiler Temperature Controls	w/boiler	w/boiler	
Boilers, Oil-fired, sectional	22	22	
Boilers, Gas/dual fuel, sectional	25	25	
Boilers, Oil/gas/dual fired, low MBH	30	30	
Boilers, Oil/gas/dual fired, high MBH	40	40	
Boilers, Gas fired atmospheric	25	25	
Boilers, Electric	20	20	
Building Heating Water Temperature Controls			
Residential	12	12	
Commercial	15	15	
Combustion Air			
Duct w/fixed louvers	30	30	Replace
Motor louver & duct	25	25	Replace motor
Make-up air	25	25	Replace fan/preheater
Compressors	15	15	
Condensate & Feedwater			
Feedwater only (hydronic)	10	10	
Condensate & feedwater (steam)	w/boiler	w/boiler	
DHW Circulating Pumps	by size	by size	
DHW Generation			
Tank only, dedicated fuel	10	10	
Exchanger in storage tank	15	15	
Exchanger in boiler	15	15	
External tankless	15	15	
Instantaneous	10	10	
DHW Storage Tanks			
Small (up to 150gals)	12	12	Replace
Large (over 150gals)	7	7	Point Tank Lining
Domestic Cold Water Pumps	15	15	
Fire Suppression	50+	50+	
Flue Exhaust	w/boiler	w/boiler	
Free Standing Chimney	50+	50+	
Fuel Oil Storage	25	25	
Fuel Transfer System	25	25	
Heat Exchanger	20	20	
Heating Water Circulating Pumps	by size	by size	
Line Dryers	15	15	

EXPECTED USEFUL LIFE TABLE

Motorized Valves	12	12	
Outdoor Temp Sensor	10	10	
Pneumatic lines & Controls	30	30	
Purchased Steam Supply Station	50+	50+	
Solar Hot Water	20	20	Replace panels

2020 SC HOUSING REHABILITATION WORK SCOPE

PROJECT NAME:					YEAR BUILT:			Dwelling Unit Per Unit Cost	
PROJECT LOCATION:					UNIT COUNT:			#DIV/0!	
OWNER:					GROSS SQUARE FOOTAGE:			MINIMUM \$25,000 PER UNIT	
CSI DIVISION					Percentage of total existing to be demoed or replaced	QUANTITY	UNIT (sf, lf, ea, cy, sy, etc.)	UNIT COST	TOTAL (quantity * unit cost)
New Format	Old Format	TRADE ITEM		Describe scope: materials, performance specifications					
ACCESSIBILITY - DWELLING UNITS									
		convert existing units to UFAS-complaint units							\$0
		retrofit existing units for Fair Housing compliance							\$0
Subtotal (Accessibility - Dwelling Units)									\$0
ACCESSIBILITY - SITE / COMMON STRUCTURES									
		retrofit existing clubhouse to meet UFAS, Fair Housing, & ADA							\$0
		retrofit existing site to meet Fair Housing, ADA							\$0
Subtotal (Accessibility - Site / Common Structures)									\$0
LAND IMPROVEMENTS									
2	2	Demolition							\$0
		site							\$0
		bldg interiors: ceilings, walls, floor, plumbing, HVAC, elec							\$0
		bldg exteriors: siding, roofing, patios, decks, stairs, breezeways							\$0
2	2	Unusual site conditions (such as lead, asbestos, mold abatement)							\$0
		lead abatement							\$0
		asbestos abatement							\$0
		mold abatement							\$0
31	2	Earth Work							\$0
		regrade for drainage control							\$0
		regrade for elimination of erosion situations							\$0
31	2	Landscaping & irrigation							\$0
		sodding/seeding							\$0
		trees, shrubs, and annuals							\$0
		irrigation							\$0
		tree pruning, root removal							\$0
31	2	Retaining walls							\$0
31	2	Site Improvements							\$0
		fencing							\$0
32	2	Roads (paving)							\$0
		asphalt paving							\$0
32	2	Site concrete (curbs, gutters, & sidewalks)							\$0
		curb & gutter							\$0
		sidewalks							\$0
		Video utilities							\$0
33	2	Site Utilities							\$0
		water service							\$0
		fire service							\$0
		storm water piping							\$0
		sewer service							\$0
		electrical service							\$0
		gas service							\$0
	2	Exterior Amenities Construction							\$0
		exterior gathering area							\$0
		fenced community garden							\$0
		equipped walking path with exercise stations or sitting areas							\$0
		equipped playground							\$0
		covered pavillion w/ picnic/barbecue facilities							\$0
Subtotal (Land Improvements)									\$0

2020 SC HOUSING REHABILITATION WORK SCOPE

PROJECT NAME:					YEAR BUILT:			Dwelling Unit Per Unit Cost
PROJECT LOCATION					UNIT COUNT:			#DIV/0!
OWNER:					GROSS SQUARE FOOTAGE:			MINIMUM \$25,000 PER UNIT
CSI DIVISION		TRADE ITEM	Describe scope: materials, performance specifications	Percentage of total existing to be demoed or replaced	QUANTITY	UNIT (sf, lf, ea, cy, sy, etc.)	UNIT COST	TOTAL (quantity * unit cost)
New Format	Old Format							
RESIDENTIAL DWELLING UNITS								
3	3	Concrete (building pads & gypcrete)						\$0
4	4	Masonry						\$0
5	5	Metals (stair stringers, metal decking, handrails, structural steel)						\$0
		stair pans/stringers						\$0
		corrugated metal decking						\$0
		handrails						\$0
		structural steel						\$0
6	6	Rough carpentry (framing, sheathing, decking)						\$0
		framing						\$0
		ext wall sheathing						\$0
		floor decking						\$0
		attic draft stops						\$0
		exterior wood decks/patios and rails						\$0
6	6	Finish Carpentry (window sills, wood base, wood paneling, exterior wood trim, shutters, etc)						\$0
		exterior trim including shutters						\$0
		interior trim including wood base						\$0
7	7	Waterproofing						\$0
7	7	Insulation						\$0
		wall insulation						\$0
		roof insulation						\$0
		sound insulation						\$0
7	7	Roofing						\$0
		shingles (or other roofing material)						\$0
		gutters & downspouts						\$0
7	7	Siding/stucco						\$0
8	8	Doors & hardware						\$0
		interior doors						\$0
		exterior doors						\$0
		hardware						\$0
8	8	Windows/glass						\$0
		Windows						\$0
		mirrors						\$0
9	9	Drywall						\$0
		repair and replacement-walls						\$0
		repair and placement-ceiling						\$0
9	9	Tile work						\$0
		tub surrounds						\$0
		ceramic floors						\$0
9	9	Resilient/wood flooring						\$0
		VCT						\$0
		sheet goods						\$0
		wood flooring						\$0
9	9	Painting						\$0
		exterior walls						\$0
		interior walls						\$0
		ceilings						\$0
		doors & trim						\$0
		steel: handrails, stairs, etc						\$0
		additional prep work (sandblasting)						\$0

2020 SC HOUSING REHABILITATION WORK SCOPE

PROJECT NAME:					YEAR BUILT:			Dwelling Unit Per Unit Cost
PROJECT LOCATION					UNIT COUNT:			#DIV/0!
OWNER:					GROSS SQUARE FOOTAGE:			MINIMUM \$25,000 PER UNIT
CSI DIVISION		TRADE ITEM	Describe scope: materials, performance specifications	Percentage of total existing to be demoed or replaced	QUANTITY	UNIT (sf, lf, ea, cy, sy, etc.)	UNIT COST	TOTAL (quantity * unit cost)
New Format	Old Format							
10	10	Specialties						\$0
		signage						\$0
		toilet accessories including framed mirrors						\$0
		fire extinguishers						\$0
		shelving						\$0
		mailboxes						\$0
		stovetop fire suppression						\$0
11	11	Cabinets (incl. countertops)						\$0
		unit kitchens						\$0
		countertops						\$0
		bathroom vanities						\$0
11	11	Appliances						\$0
		refrigerators						\$0
		stove						\$0
		vent hood						\$0
		dishwasher						\$0
		microwave						\$0
		disposals						\$0
12	12	Blinds & Shades						\$0
12	12	Carpets						\$0
13	13	Special Construction (pools)						\$0
14	14	Elevators						\$0
21	15	Sprinklers						\$0
22	15	Plumbing						\$0
		bathtubs and/or pre-fab showers						\$0
		shower heads						\$0
		tub faucets						\$0
		bathroom sinks						\$0
		bathroom faucets						\$0
		kitchen sinks						\$0
		kitchen faucets						\$0
		toilets						\$0
		new water service--piping, valves, etc						\$0
		new waste/vent service--piping, valves, etc						\$0
		water heaters						\$0
		individual water metering						\$0
23	15	HVAC						\$0
		air conditioning equipment						\$0
		heating equipment						\$0
		ductwork cleaning						\$0
		ductwork						\$0
		duct insulation						\$0
		bathroom ventilation fans						\$0
		solar hot water heating						\$0
26	16	Electrical						\$0
		unit light fixtures						\$0
		common area/exterior building mounted light fixtures						\$0
		pole lights						\$0
		ceiling fans						\$0
		electrical wiring (within unit)						\$0
		outlets & light switches						\$0
		distribution--breaker boxes, breakers, meters						\$0
		solar panels						\$0

2020 SC HOUSING REHABILITATION WORK SCOPE

PROJECT NAME:					YEAR BUILT:			Dwelling Unit Per Unit Cost
PROJECT LOCATION					UNIT COUNT:			#DIV/0!
OWNER:					GROSS SQUARE FOOTAGE:			MINIMUM \$25,000 PER UNIT
CSI DIVISION		TRADE ITEM	Describe scope: materials, performance specifications	Percentage of total existing to be demoed or replaced	QUANTITY	UNIT (sf, lf, ea, cy, sy, etc.)	UNIT COST	TOTAL (quantity * unit cost)
New Format	Old Format							
27	16	Communications Systems (cable, phone, internet, etc)						\$0
		cable outlets						\$0
		cable wiring						\$0
		phone jacks						\$0
		phone wiring (per unit)						\$0
		internet system (wireless or hard wired?)						\$0
28	16	Safety systems						\$0
		smoke detectors						\$0
		fire alarm system						\$0
		security alarm system						\$0
		access control system						\$0
		camera system						\$0
Subtotal (Residential Dwelling Units)								\$0
COMMON/ACCESSORY STRUCTURES								
3	3	Concrete (building pads & gypcrete)						\$0
4	4	Masonry						\$0
5	5	Metals (stair stringers, metal decking, handrails, structural steel)						\$0
		stair pans/stringers						\$0
		corrugated metal decking						\$0
		handrails						\$0
		structural steel						\$0
6	6	Rough carpentry (framing, sheathing, decking)						\$0
		framing						\$0
		ext wall sheathing						\$0
		floor decking						\$0
		attic draft stops						\$0
		exterior wood decks/patios and rails						\$0
6	6	Finish Carpentry (window sills, wood base, wood paneling, exterior wood trim, shutters, etc)						\$0
		exterior trim including shutters						\$0
		interior trim including wood base						\$0
7	7	Waterproofing						\$0
7	7	Insulation						\$0
		wall insulation						\$0
		roof insulation						\$0
		sound insulation						\$0
7	7	Roofing						\$0
		shingles (or other roofing material)						\$0
		gutters & downspouts						\$0
7	7	Siding/stucco						\$0
8	8	Doors & hardware						\$0
		interior doors						\$0
		exterior doors						\$0
		hardware						\$0
8	8	Windows/glass						\$0
		Windows						\$0
		mirrors						\$0
9	9	Drywall						\$0
		repair and replacement-walls						\$0
		repair and placement-ceiling						\$0

2020 SC HOUSING REHABILITATION WORK SCOPE

PROJECT NAME:					YEAR BUILT:			Dwelling Unit Per Unit Cost
PROJECT LOCATION					UNIT COUNT:			#DIV/0!
OWNER:					GROSS SQUARE FOOTAGE:			MINIMUM \$25,000 PER UNIT
CSI DIVISION		TRADE ITEM	Describe scope: materials, performance specifications	Percentage of total existing to be demoed or replaced	QUANTITY	UNIT (sf, lf, ea, cy, sy, etc.)	UNIT COST	TOTAL (quantity * unit cost)
New Format	Old Format							
9	9	Tile work						\$0
		tub surrounds						\$0
		ceramic floors						\$0
9	9	Resilient/wood flooring						\$0
		VCT						\$0
		sheet goods						\$0
		wood flooring						\$0
9	9	Painting						\$0
		exterior walls						\$0
		interior walls						\$0
		ceilings						\$0
		doors & trim						\$0
		steel: handrails, stairs, etc						\$0
		additional prep work (sandblasting)						\$0
10	10	Specialties						\$0
		signage						\$0
		toilet accessories including framed mirrors						\$0
		fire extinguishers						\$0
		shelving						\$0
		mailboxes						\$0
		stovetop fire suppression						\$0
11	11	Cabinets (incl. countertops)						\$0
		unit kitchens						\$0
		countertops						\$0
		bathroom vanities						\$0
11	11	Appliances						\$0
		refrigerators						\$0
		stove						\$0
		vent hood						\$0
		dishwasher						\$0
		microwave						\$0
		disposals						\$0
12	12	Blinds & Shades						\$0
12	12	Carpets						\$0
13	13	Special Construction (pools)						\$0
14	14	Elevators						\$0
21	15	Sprinklers						\$0
22	15	Plumbing						\$0
		bathtubs and/or pre-fab showers						\$0
		shower heads						\$0
		tub faucets						\$0
		bathroom sinks						\$0
		bathroom faucets						\$0
		kitchen sinks						\$0
		kitchen faucets						\$0
		toilets						\$0
		new water service--piping, valves, etc						\$0
		new waste/vent service--piping, valves, etc						\$0
		water heaters						\$0
		individual water metering						\$0

2020 SC HOUSING REHABILITATION WORK SCOPE

PROJECT NAME:					YEAR BUILT:			Dwelling Unit Per Unit Cost
PROJECT LOCATION					UNIT COUNT:			#DIV/0!
OWNER:					GROSS SQUARE FOOTAGE:			MINIMUM \$25,000 PER UNIT
CSI DIVISION		TRADE ITEM	Describe scope: materials, performance specifications	Percentage of total existing to be demoed or replaced	QUANTITY	UNIT (sf, lf, ea, cy, sy, etc.)	UNIT COST	TOTAL (quantity * unit cost)
New Format	Old Format							
23	15	HVAC						\$0
		air conditioning equipment						\$0
		heating equipment						\$0
		ductwork cleaning						\$0
		ductwork						\$0
		duct insulation						\$0
		bathroom ventilation fans						\$0
		solar hot water heating						\$0
26	16	Electrical						\$0
		unit light fixtures						\$0
		common area/exterior building mounted light fixtures						\$0
		pole lights						\$0
		ceiling fans						\$0
		electrical wiring (within unit)						\$0
		outlets & light switches						\$0
		distribution--breaker boxes, breakers, meters						\$0
		solar panels						\$0
27	16	Communications Systems (cable, phone, internet, etc)						\$0
		cable outlets						\$0
		cable wiring						\$0
		phone jacks						\$0
		phone wiring (per unit)						\$0
		internet system (wireless or hard wired?)						\$0
28	16	Safety systems						\$0
		smoke detectors						\$0
		fire alarm system						\$0
		security alarm system						\$0
		access control system						\$0
		camera system						\$0
					Subtotal (Common/Accessory Structures)			\$0
					Total Hard Costs			\$0

**APPENDIX B
 (Version 2.0)**
**PRE-SITE VISIT QUESTIONNAIRE
 MULTIFAMILY PROPERTY CONDITION ASSESSMENT**

Property Owner / Owner's Representative: Please complete this questionnaire before the site visit by the PCA Consultant. For questions that are not applicable to the Property or unknown, please indicate "N/A" or "Unknown". This document must be signed on the last page by the Property Owner. If additional pages for any response are necessary, please attach them to this form.

GENERAL PROPERTY INFORMATION			
Property Name			
Property Address			
City	State	Zip	County
Property Owner/Owner's Representative, Title	Telephone		Fax
	Email address		
Property Manager/Site Contact	Telephone		Experience in Multifamily (Years/Months)
	Email address		Experience at subject property (Years/Months)
Maintenance Manager, Title	Telephone		Experience in Multifamily (Years/Months)
	Email address		Experience at subject property (Years/Months)
Total Land Area (square footage/acreage)			
Date(s) of Construction Completion / Major Renovation Dates			
Total Number of Apartment Buildings on the Property			

Is the Property or any portion of the Property in an area having a 10% or greater probability of the Peak Ground Acceleration (PGA) being exceeded by 0.15% or more in a 50 year period (as shown by the most recent United States Geological Service data for the area Peak Ground Acceleration)?

Yes No Unknown

Has the property had any Seismic reports completed in the past two years that yielded a SEL of 18% or greater?

Yes No Unknown

Has the Property been damaged by a catastrophic event or natural disaster in the past?
Unknown

Yes No

If yes, please attach detail including, but not limited to, type of event, extent of damage and date of event.

Has the Property been subject to or recommended for an Environmental Phase II investigation or are there any current environmental concerns at the Property?

Yes No

Unknown

If yes, attach detail (including previous Phase I and Phase II report, if applicable)

Number of Non-Residential Buildings on-site		Clubhouse (sq.ft.)	Leasing Office Building (sq.ft.)
Recreation (sq.ft.)	Maintenance Structure (sq.ft.)	Common Area Laundry Facility (sq.ft.)	Other (description & sq.ft.)
Number of On-Site Parking Spaces		Number of Covered Parking Spaces and/or Garage Spaces	
Total # of Rental Units		Total Model Units and Unit Type	
# of Studio Units	Avg. Square Footage	Current Units Occupied	Current Vacant and/or Down Units
# of 1-Bedroom Units	Avg. Square Footage	Current Units Occupied	Current Vacant and/or Down Units
# of 2-Bedroom Units	Avg. Square Footage	Current Units Occupied	Current Vacant and/or Down Units
# of 3-Bedroom Units	Avg. Square Footage	Current Units Occupied	Current Vacant and/or Down Units
# of 4 Bedroom Units	Avg. Square Footage	Current Units Occupied	Current Vacant and/or Down Units
# of Other Units	Avg. Square Footage	Current Units Occupied	Current Vacant and/or Down Units
Current Economic Occupancy (%) (attach rent roll)	Current Physical Occupancy (%)	Average Economic Occupancy (%) for the Last Calendar Year	Average Physical Occupancy (%) for the Last Calendar Year

List Commercial / Retail Tenants. Attach commercial lease abstracts for each commercial / retail tenant.

# of Commercial / Retail Units	Total Square Footage of Commercial / Retail Tenants	Current Economic Occupancy for Retail (%)	Current Physical Occupancy for Retail (%)
Include brief narrative on commercial uses			
Property or the residential tenants receive a government-provided utility subsidy payment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Property is rent-controlled/ rent stabilized? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Property complies with Jurisdictional regulations? If not in compliance, attach explanation (if not known, indicate such). Building Code <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Fire Code <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Zoning <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
As-built Property Construction Plans available for review during the site visit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Property has or is pursuing a green building certification? <input type="checkbox"/> Yes <input type="checkbox"/> No If green building certification is in place, identify certifying body and year of certification. If Property is the pursuing a green building certification, attach additional detail.			
Is O&M Plan in place for Lead Paint? If yes, attach copy. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is O&M in place for Asbestos Containing Materials? If yes, attach copy. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does Property have a Moisture Management Plan (MMP)? If yes, attach copy. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does Property have a Pest Management Program Plan? If yes, attach copy. <input type="checkbox"/> Yes <input type="checkbox"/> No			
UTILITY SUPPLIER			
Electricity			
Natural Gas			
Oil – Type #6, #4 or #2			
Other Fuel Types (i.e., propane)			
Water			
Sewer			
Refuse Disposal			
Telephone			
Cable TV/Internet			
Are Utilities Adequate for Property Uses? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does Property track energy and/or water consumption in ENERGYSTAR Portfolio Manager (www.energystar.gov)? <input type="checkbox"/> Yes <input type="checkbox"/> No If not ENERGY STAR, what benchmarking or tracking tool is used?			

If property is currently not benchmarking, please provide brief explanation why (i.e., lack of staff training, insufficient resources, unclear of the benefits to the property, not interested)?

SITE IMPROVEMENTS

Description of Landscaping (mature, new, minimal, native or not native plants)

Landscaping Contract? Yes No N/A

Landscaping Firm:

Landscaping Capital Budget:

Landscaping Annual Maintenance Budget

Landscape Irrigation is present?

Yes No N/A

If present, Manual Automated

Seasonal Year-round

Asphalt/Concrete Parking Pavement is Present?

Yes No N/A

Last Re-seal & Re-stripe Date

Last Overlay Date

Type of Sidewalk (Concrete or Pervious)

Sidewalks connect to neighborhood? Yes No

Pool/Sauna/Jacuzzi is Present?

Yes No N/A

Date of most recent pump/filter replacement

Date of most recent re-surface

Athletic Court(s) are Present? Basketball Volleyball Racquetball Tennis Other: _____

Improvements in Last 3 Years

Laundry Equipment	Common Laundry Facility <input type="checkbox"/> Yes <input type="checkbox"/> No	In-unit Laundry Hook-Ups <input type="checkbox"/> Yes <input type="checkbox"/> No	In-unit Laundry Equipment provided <input type="checkbox"/> Yes <input type="checkbox"/> No
	Third-Party Maintenance Contract <input type="checkbox"/> Yes <input type="checkbox"/> No	ENERGY STAR Laundry appliances: Common Laundry: <input type="checkbox"/> Yes <input type="checkbox"/> No In-Unit (assumes property supplied): <input type="checkbox"/> Yes <input type="checkbox"/> No	

Playground/Tot Lots are Present? Yes No

Age of Equipment

Description of Ground Cover

Other Site Improvements / Amenities

BUILDING MATERIALS/FINISHES	
Construction Framework Type	
Foundation Type	
Exterior Walls & Finishes Type: Improvements in the Last 3 Years	Type of Exterior Wall Insulation and Rating, if known
Exterior Doors Type: Improvements in the Last 3 Years	Exterior Doors utilize weather stripping and door sweeps? <input type="checkbox"/> Yes <input type="checkbox"/> No Maintenance Schedule
Balconies: Improvements in the Last 3 Years	
Windows Type: Improvements in the Last 3 Years	Windows Utilize Weather stripping <input type="checkbox"/> Yes <input type="checkbox"/> No Maintenance Schedule
Exterior Lighting: Improvements in the Last 3 Years	Exterior Lighting Utilize: <input type="checkbox"/> Photocell technology <input type="checkbox"/> Programmable/Timer <input type="checkbox"/> Other (please provide type): _____
Elevators/Escalators: Last Inspection Date (attach inspection certificate, if applicable)	
ROOFING SYSTEMS	
Type of Roof(s)	Age of Roof/Original Roof
Roof Warranty(ies) <input type="checkbox"/> Yes <input type="checkbox"/> No	Term of Roof Warranty _____
Known Leaks <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Roof Insulation and Rating, if known	Age of Roof Insulation
Description of energy efficient technologies such as roof top gardens or white roofs with a SRI rating, etc.	

ELECTRICAL	
Load (Volts/Phase/Wires)	
Total Amps	
Electrical Metering <input type="checkbox"/> Individually Metered Units <input type="checkbox"/> Master Metered	
Wiring (Copper/Aluminum)	

BUILDING MATERIALS/FINISHES		
Emergency Generator	<input type="checkbox"/> Yes <input type="checkbox"/> No	
MECHANICAL		
HVAC Units Description		
<input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Other (include description)	Total Number & Capacity (Tons)	
Average Age of HVAC Units or range of Ages (i.e. if there are multiple)		
Are HVAC Units ENERGY STAR Rated? <input type="checkbox"/> Yes <input type="checkbox"/> No		
PLUMBING		
Water/Sanitary Sewer Material Type: <input type="checkbox"/> Copper <input type="checkbox"/> PVC <input type="checkbox"/> Galvanized Metal <input type="checkbox"/> Cast Iron <input type="checkbox"/> Polybutylene <input type="checkbox"/> Other		
Water Heaters	<input type="checkbox"/> Individual Count _____ # Capacity _____ gallons	<input type="checkbox"/> Central Count _____ # Capacity _____ gallons
	<input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Other	ENERGY STAR-rated? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Avg. Age of Water Heaters	Are hot water lines insulated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Boiler Permit No.	Septic System (prior or current) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Domestic Water (Pressure/Drainage) Problems		
Sanitary Sewer Problems		
GAS SERVICE		
Gas Distribution Piping Material		
FIRE SUPPRESSION/LIFE SAFETY		
Sprinkler System: <input type="checkbox"/> Yes <input type="checkbox"/> No Type: <input type="checkbox"/> Wet <input type="checkbox"/> Dry		
Fire Extinguishers		
Maintenance Routine		
Last Inspection Date		
Smoke Detectors <input type="checkbox"/> Hard-Wired <input type="checkbox"/> Battery Operated		
Maintenance Routine		
Are CO Monitors Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	CO Monitors Installed? (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No	

BUILDING MATERIALS/FINISHES	
INTERIOR/COMMON AREAS	
Describe Common Area Interior Finishes	
Improvements in the Last 3 Years	
Common Area Restrooms	
Furniture, Fixtures and Equipment Maintenance and Replacement Schedules Attach Inventory of Furniture, Fixtures and Equipment including Age of Equipment.	
Apartment Unit Interior Finishes	
Floor Covering Annual Expenditures \$ _____	Cabinetry Annual Expenditures \$ _____
Appliances Annual Expenditures \$ _____	Appliances ENERGY STAR rated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Appliance Replacement Policy	
Curtains/Drapes/Blinds Annual Expenditures \$ _____	Other Apartment Unit Interior Expenditures \$ _____
Name top three properties in the market that compete with the subject property for tenants/residents (include distance from the subject).	

COMPLETED AND PLANNED CAPITAL IMPROVEMENTS

Please comment on completed and planned capital improvements in the last 3 years. Attach documentation if available.

Completed Capital Improvements, including:

Items and count of capital items improved.

Date of Improvement

Planned Capital Improvements, including:

Items and count of capital items to be improved.

Is capital improvement currently scheduled (i.e., bid or contract in place) or planned?

SIGNATURE OF OWNER OR AUTHORIZED OWNER REPRESENTATIVE

By: _____

Name: _____

Title: _____

Date: _____

2020 RESIDENT ENGAGEMENT FOR OCCUPIED REHABILITATION DOCUMENTATION

2020 Rehabilitation Requirement

Applicants must use at least two engagement methods (including but not limited to workshops, charrettes, poster sessions, site walks, surveys, and meetings) to source resident feedback on 1) the current building, amenities, operations, and services; and 2) what residents would change.

The engagement may be conducted by a third party but is not required. The third party could include a non-profit, civic/community design lab, advocacy group, graduate student group (such as urban/city planning or social work), relocation specialist or Local Government. The individuals must have prior experience in face-to-face community engagement among the proposed tenancy.

Applicants must submit resident engagement documents at time of the submission of final plans and specifications or written requests for waivers.

Forms

Experience Sheet: This serves as minimum documentation, providing evidence of Engagement Coordinator's experience. This tab is required for all Applicants and should be submitted with the application.

ENGAGEMENT COORDINATOR'S EXPERIENCE: Describe Engagement Coordinator's experience in face-to-face engagement with, and group facilitation of, the tenancy-type, community, and/or residents. Include methods used and past examples. If Coordinator is not directly sourcing feedback, include Coordinator's experience in training and overseeing others for that purpose. **OPTIONAL**: (1) Describe Coordinator's ethos and actions as an enabling, accessible facilitator who values residents' input and translates lingo; (2) Attach Experience documentation as PDF.

REOR Form: The REOR Form summarizes stakeholder responses to required questions and developer's reasoning for including or not. At least two different engagement methods must be used to ask the following required questions:

- (1) **CURRENT DEVELOPMENT**: What do you think of the following?
- (2) **IDEAL DEVELOPMENT**: What would you like to see? How would you change the following?

- Physical (units, building, site)
- Management and Maintenance
- Amenities
- Services
- Additional Comments or Suggestions

Systematically noting responses to these questions is required. This REOR Form (feedback summary) must be submitted with the submission of final plans and specifications and with any requests for waivers.

Please direct any questions, concerns, or suggestions to development@schousing.com.

Guidance

Mutual Learning Opportunity

- Leverages broad, local knowledge and preferences (beyond PNA)
- Positive financial impact (lower maintenance costs and turnover rates)
- Get out of it what you put in

Intentional Process Enhances Value

- Who? Enabling, accessible facilitators who value residents' input and translate lingo
 - Must be engagement experts; can rely on 3rd party
 - Who to engage? Diverse representation, can include site staff
- Select diverse methods; use a fun, active and collaborative space
 - Tools and Guides below
- When? Accommodate residents' varied schedules

2020 RESIDENT ENGAGEMENT FOR OCCUPIED REHABILITATION DOCUMENTATION

Clarify Expectations

- Developers incorporate (or propose to do so) input if it is reasonable and feasible
- Notify residents: At a minimum post the following update in public areas around the development. The REOR form after changes or proposed changes (PCC or waiver) have been accepted.
 - (1) Methods used and attendance/response rate
 - (2) Summary of resident feedback. Include how many residents said what and provide photo documentation.
 - (3) Whether resident feedback will be incorporated into the project plan, and if not then why.

Engagement Tools and Guides

[Community Planning Toolkit: Guide for designing and planning community engagement](#)

[Analyzing Community Problems and Designing and Adapting Community Interventions: Toolkit and theory](#)

[Assessing Community Needs and Resources: Toolkit](#)

[Enterprise's Community Engagement Toolkit: Contains a variety of resources and tools](#)

[Community Needs Assessment and Organizing Scenarios \(pg.25-301\): Method for leveraging resident energy and small group problem-solving](#)

[Example of low-income housing stakeholders identifying needs and implementing solutions](#)

The required questions can be expanded and explained. Here are examples:

CURRENT DEVELOPMENT: What do you think of the following?

- Physical property. For example, the quality, design (interior and external, such as common areas, landscaping, sidewalks), and internal layout of your home and building.
- Amenities. For example, (list current amenities). Do you use these amenities? Why or why not?
- Management and maintenance. For example, how long does it take for repairs after you've notified management? Do you feel welcome and heard by management?
- Services. For example, (list any services). Do you use these services? Why or why not?

IDEAL DEVELOPMENT: What would you like to see? How would you change the following?

- Physical property: How could your home, the building, or outdoor areas be better?
- Amenities: Are there amenities that you would like to have?
- Management and maintenance: What do you value in a property manager?
- Services: Are there services you would like to have? Are there services or activities you could help provide?

2019 RESIDENT ENGAGEMENT FOR OCCUPIED REHABILITATION - EXPERIENCE SHEET

1. APPLICANT & ENGAGEMENT COORDINATOR INFORMATION

Entity Name:			
Contact Person:		Phone:	
Email:			
Engagement Coordinator:		Phone:	
Coordinator's Email:			

2. PROJECT INFORMATION

Project Name:		DCA Proj #	
Street Address:			
City:			
# of Occupied Homes:			

3. ENGAGEMENT COORDINATOR'S EXPERIENCE

--	--	--	--

2020 RESIDENT ENGAGEMENT FOR OCCUPIED REHABILITATION FORM

1. DESCRIPTIONS OF ENGAGEMENT METHODS

Two engagement methods must be used to ask the questions listed in 2.A.. Methods include (but are not limited to) workshops, charrettes, poster sessions, site walks, surveys, and meetings (see Rehab Manual, Appendix II for tools and guides). Methods should be diverse and include at least one fun, active and collaborative space.

REQUIRED Methods Used:	Method 1						Method 2					
	(Provide detail here)						(Provide detail here)					
	<i>Event 1</i>	<i>Event 2</i>	<i>Event 3</i>	<i>Event 4</i>	<i>Event 5</i>	<i>Event 6</i>	<i>Event 1</i>	<i>Event 2</i>	<i>Event 3</i>	<i>Event 4</i>	<i>Event 5</i>	<i>Event 6</i>
# Residents attended?												
# Residents responded?												
Day of the Week:												
Start Time:												
	If any other other stakeholders responded, which and how many?											
Property Management												
Service Providers												
Advocates												
Residents' family												
Other (specify type here)												
ADDITIONAL Methods Used:	Method 3						Method 4					
	(Provide detail here)						(Provide detail here)					
	<i>Event 1</i>	<i>Event 2</i>	<i>Event 3</i>	<i>Event 4</i>	<i>Event 5</i>	<i>Event 6</i>	<i>Event 1</i>	<i>Event 2</i>	<i>Event 3</i>	<i>Event 4</i>	<i>Event 5</i>	<i>Event 6</i>
# Residents attended?												
# Residents responded?												
Day of the Week:												
Start Time:												
	If any other other stakeholders responded, which and how many?											
Property Management												
Service Providers												
Advocates												
Residents' family												
Other (specify type here)												

2020 RESIDENT ENGAGEMENT FOR OCCUPIED REHABILITATION FORM

2. FEEDBACK SUMMARY

A. These columns must reflect resident and other stakeholder responses to the questions below as accurately as possible. (1) CURRENT Development: What do you think of the following? (2) IDEAL Development: What would you like to see? How would you change the following? - Physical (eg. units, building, site) - Services - Management and Maintenance - Additional Comments or Suggestions - Amenities				B. These columns must be filled by the Applicant. (3) In plan? - YES if the feedback is or will be incorporated - PROPOSED if proposed w/ SC Housing waiver or PCC - NO if the feedback will not be incorporated. (4) If YES or PROPOSED, how? Describe the plan or adjustment. If NO, why not? Describe in detail how the proposal is unreasonable or infeasible.		
	(1) Feedback on CURRENT Development	# of Responses	(2) Feedback for IDEAL Development	# of Responses	(3) In plan?	(4) If YES or PROPOSED, how? If NO, why not?
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	

2020 RESIDENT ENGAGEMENT FOR OCCUPIED REHABILITATION FORM

	(1) Feedback on CURRENT Development	# of Responses	(2) Feedback for IDEAL Development	# of Responses	(3) In plan?	(4) If YES or PROPOSED, how? If NO, why not?
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	

2020 RESIDENT ENGAGEMENT FOR OCCUPIED REHABILITATION FORM

	(1) Feedback on CURRENT Development	# of Responses	(2) Feedback for IDEAL Development	# of Responses	(3) In plan?	(4) If YES or PROPOSED, how? If NO, why not?
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	

2020 RESIDENT ENGAGEMENT FOR OCCUPIED REHABILITATION FORM

	(1) Feedback on CURRENT Development	# of Responses	(2) Feedback for IDEAL Development	# of Responses	(3) In plan?	(4) If YES or PROPOSED, how? If NO, why not?
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	
<Select>					<Select>	

Form 4099.H – Analysis Tool for a High Performance Building Report September, 2019

CONTENTS

Lender Validation	Lender Validation tab: The Lender identifies an HPB Report Rating, notes the selected Energy and Water Efficiency Measures (EWEM), and verifies the Savings Underwriting.
Check Errors	QC tab: After the rest of the workbook has been completed, the Lender and HPB Consultant use this tab to review and address error alerts.
Input-Property	INPUT tabs: The HPB Consultant is responsible for entering complete and accurate project information in these tabs. The Water Calculator must be used for calculating and showing water efficiency measure savings.
Input-Utilities	
Input-Water Calc	
Input-Solar	
Input-EWEMs	
Report-Utilities	REPORT tabs: These tables will be automatically populated with data from the Input tabs. The HPB Consultant must paste the resulting tables into the HPB Report.
Report-EWEM Cost Savings	
Report-EWEM Cons Savings	
Reference-Measure List	REFERENCE tab: List of categories and names for Energy and Water Efficiency Measures.

HOW TO USE THIS FILE

HPB Consultant:

- 1) Enter required project information in the **Input tabs**. Use the Water Historical Consumption and Projected Savings Calculator in **Input-Water Calc** to calculate flow/flush fixture and appliance savings, and show other water efficiency measure savings.
- 2) In the **Check Errors** tab, review any QC alerts and address all issues in the space provided.
- 3) Review each table in the **Report tabs** and adjust formatting as needed. Copy and paste tables from Report tabs into the HPB Report according to instructions in Form 4099.

Lender:

- 1) Review all **Input tabs** for completeness. Any yellow fields indicate required information that must be filled out.
- 2) In the **Check Errors** tab, review any QC alerts and responses from the HPB Consultant.
- 3) Complete the **Lender Validation tab**. Indicate the Energy and Water Efficiency Measures selected for implementation, verify program eligibility, and score the report quality.
- 4) If the report or 4099.H requires corrections, work with the HPB Consultant to resolve issues.

Energy and Water Efficiency Measure (EWEM) Selection and Report Validation by Lender

Instructions to Lender:

- 1) Review entire workbook to verify that no yellow cells are incomplete, and HPB Consultant has satisfactorily responded to any QC alerts in Check Errors tab.
- 2) Indicate all Energy and Water Efficiency Measures selected for implementation by the Borrower. Verify that the selected Energy and Water Efficiency Measures result in at least 15% source energy savings AND the sum of energy and water savings equals at least 30%.
- 3) Score the HPB Report Quality: 1 - No further corrections; 2 - Minor corrections; 3 - Substantial issues. Enter your name and date of approval.
- 4) If HPB Report has scored 2 or 3 (requires corrections), return this workbook to the HPB Consultant until all issues are resolved.

HPB Report Rating

Submitted to (Lender)	<input style="width: 240px; height: 20px;" type="text"/>
Report Quality Score	<input style="width: 80px; height: 20px;" type="text"/>
Reviewer Name	<input style="width: 160px; height: 20px;" type="text"/>
Date Approved	<input style="width: 100px; height: 20px;" type="text"/>

Summary of Energy and Water Efficiency Measures Selected for Implementation

Source Energy Savings	0.0%
Water Savings	0.0%
Sum of Energy and Water Savings	0.0%
Total Installed Cost	\$ -

Allowable Underwritten Cost Savings

	Owner	Tenant
Projected Energy Cost Savings	\$ -	\$ -
% that may be underwritten	75%	25%
Allowable UW Energy Cost Savings	\$ -	\$ -
Projected Water Cost Savings	\$ -	\$ -
% that may be underwritten	75%	25%
Allowable UW Water Cost Savings	\$ -	\$ -

Subtotal	\$	-	\$	-
Total	\$			-

Actual Underwritten Cost Savings

Energy and Water Efficiency Measures Selected for Implementation

Selected for Implementation	EWEM No.	Description of Energy and Water Efficiency Measures	Qty	Installed Cost	Owner Annual Cost Savings			Tenant Annual Cost Savings		
					Energy	Water	Total	Energy	Water	Total
	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
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	14									
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	21									
	22									
	23									
	24									
	25									
	26									
	27									
	28									
	29									
	30									

0 EWEM Recommended	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0 EWEM Selected	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

0.0%	0.0%
0.0%	0.0%

Error Checking

Instructions: Check all required (yellow) fields throughout workbook have been completed. HPB Consultant must respond to any QC Alerts in column G.

General QC

Category	QC Item	QC Alert
Property	Unit breakdown and occupancy	
Utilities	Historical electricity cost and consumption	
Utilities	Historical fuel cost and consumption	
Utilities	Historical water and sewer cost and consumption	
Utilities	Tenant utility cost	
Utilities	Tenant utility data and in-unit utilities	
Utilities	Seasonal energy consumption breakdown	
Utilities	Energy Star report	
Water Calculator	Property water consumption model	
EWEMs	Total owner and tenant EWEM savings	

EWEM QC

EWEM No.	EWEM Description	QC Alert
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

16		
17		
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29		
30		

INPUT: Property Information

Instructions: Enter project details and basic property information. Yellow fields indicate required information. White fields are optional.

PROJECT INFORMATION

Property Name	<input type="text"/>
HPB Consultant Company	<input type="text"/>
Date Data Received from Owner	<input type="text"/>
Site Visit Date	<input type="text"/>
Initial Submission Date	<input type="text"/>
Revision 1 Date	<input type="text"/>
Revision 2 Date	<input type="text"/>
Revision 3 Date	<input type="text"/>
Revision 4 Date	<input type="text"/>

SITE DETAILS

Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Year Built	<input type="text"/>
Year of Last Substantial Rehab or Conversion to Multifamily	<input type="text"/>
Number of Buildings	<input type="text"/>
Gross Square Footage	<input type="text"/>
Rentable Square Footage	<input type="text"/>

UNIT BREAKDOWN & OCCUPANCY

Studio			
1-Bedroom			
2-Bedroom			
3-Bedroom		Full Baths	
4-Bedroom		Half Baths	
Total Number of Units	0	Total Baths	0
Total Number of Bedrooms	0		
Average Occupancy Rate (%)			
Total Number of Occupants	<i>Default</i>	<i>Custom</i>	
	0		
<i>If default values are not used, explain basis for assumptions:</i>			

INPUT: Historical Utilities Information

Instructions: Enter metering, payer, and historical cost and consumption data for the whole property. Yellow fields indicate required information. Enter information in white fields when applicable. If your project uses a utility type not listed or more than can be shown in the table, contact Fannie Mae for instructions to customize this form.

HISTORICAL UTILITIES COST AND CONSUMPTION

Utility Type	Owner-Paid Annual Utilities			Tenant-Paid Annual Utilities			Whole Property Annual Consumption	
	Cost	Consumption (units)	(units)	Cost	Consumption (units)	(units)	Consumption (units)	Source Energy (kBTU)
Electricity			kWh			kWh	- kWh	-
							-	
							-	
Water and Sewer							-	n/a
	\$ -			\$ -			Total Source Energy (kBTU): -	
								Total Water (kgal):

Existing Onsite Electricity Generation (if applicable)

Generation method	Meter served	System Size		Electricity Used Onsite		Total Electricity Generated	
			kW		kWh		kWh

TENANT DATA COLLECTION AND IN-UNIT UTILITIES

Utility Type	Tenant billing method	Tenant data source	Number of tenant accounts sampled	Name of Utility Provider(s)
Electricity				
0				
0				

Water and Sewer				
-----------------	--	--	--	--

In-Unit Utilities	Fuel Paid By	Primary Fuel	Secondary Fuel
In-Unit Heating			
In-Unit Water Heating			
In-Unit Electricity		Electricity	
In-Unit Cooling			

UTILITY END USE BREAKDOWN

Disaggregate the seasonal energy or water consumption from the nonseasonal baseload consumption. Enter results of modeling software used, or calculate the baseload from monthly bills by taking the average of the months during which seasonal consumption is not expected, and multiply the consumption across 12 months.

List any atypical end uses a significant portion of the utility is dedicated to. Usual electricity and water baseloads (i.e. electric plug loads, residential water usage) are assumed and do not need to be listed.

Utility Type	Seasonal Consumption			Baseload and Other Consumption			Units	List any atypical end uses at the property:
	Heating	Cooling	Irrigation	Domestic Hot Water	Lighting	Other		
Electricity			n/a				kWh	
0			n/a		n/a		0	
0			n/a		n/a		0	
Water and Sewer	n/a	n/a		n/a	n/a		0	
Site Energy Total	-	-	n/a	-	-	-	kBTU	

ENERGY STAR REPORT

Portfolio Manager Property ID	ENERGY STAR Score	Source EUI (kBTU/sf)	EPA Water Score	Water Use Intensity (gal/sf)	For Year Ending Date

ALERTS

ALERTS

--

ALERTS

ALERTS

ALERTS

INPUT: Water Historical Consumption and Projected Savings Calculator

Instructions: Water consumption and savings for water efficiency measures must be calculated using this calculator.
 All yellow fields must be completed (enter "0" or "n/a" as necessary).

ASSUMPTIONS

Equipment Replacement

Existing water consumption must be calculated using actual flow rates measured on site.

Fixture/Appliance	Qty.	% of Occupants Affected	Existing Water Use Rate	Proposed Water Use Rate
Kitchen Faucet	Replace		gpm	gpm
	Leave in place		gpm	gpm
Bathroom Faucet	Replace		gpm	gpm
	Leave in place		gpm	gpm
Showerhead	Replace		gpm	gpm
	Leave in place		gpm	gpm
Toilet	Replace		gpf	gpf
	Leave in place		gpf	gpf
In-Unit Washer	Replace		gal/load	gal/load
	Leave in place		gal/load	gal/load
Common Washer	Replace		gal/load	gal/load
	Leave in place		gal/load	gal/load
Dishwasher	Replace		gal/cycle	gal/cycle
	Leave in place		gal/cycle	gal/cycle

ALERTS

Occupant Usage

If prescribed assumptions are not used, auditor must provide detailed explanation for any deviations.

Fixture/Appliance	Daily Usage per Occupant		Explain basis for custom assumptions:
	Default	Custom	
Kitchen Faucet	4 min	min	
Bathroom Faucet	2 min	min	
Showerhead	8 min	min	
Toilet	5 uses	uses	
In-Unit Washer	0.4 loads	loads	
Common Washer	0.2 loads	loads	
Dishwasher	0.2 cycles	cycles	

Adoption rate for removable low-flow fixtures	Default	Custom	Explain basis for custom assumptions:
	75%		

ANNUAL WATER CONSUMPTION & SAVINGS

Enter additional water uses in optional rows to show other changes in end use consumption (e.g. cooling towers, boiler makeup water).

Water Use	Existing gal/year	Proposed gal/year	Savings gal/year	% Change in End Use	% Change of Total
Kitchen Faucet					
Bathroom Faucet					
Showerhead					
Toilet					
Laundry - In-Unit					
Laundry - Common Area					
Dishwashers					
Irrigation					
Difference from Bills (--%)				n/a	n/a
WHOLE PROPERTY		0			

ALERTS

INPUT: Solar PV Potential Assessment

Instructions: Solar PV potential must be calculated using this spreadsheet and the PV Watts calculator (<https://pvwatts.nrel.gov>). Additional assessment tools and resources may also be used to supplement PV Watts. All yellow fields must be completed (enter "0" or "n/a" as necessary).

SOLAR PV POTENTIAL

If solar PV installation has **not** been recommended as an Energy and Water Efficiency Measure, provide the primary reason(s):

- Amenities on rooftop Shading Zoning or permitting restrictions
 Mechanicals on rooftop Age of roof

Other:

Median age of roof years
Type of roof

Has the property obtained a technical solar PV assessment from a solar specialist?

If yes, please use the recommendations from the Solar PV Assessment in your EWEM recommendation, and include the Solar PV Assessment as Exhibit F to the HPB Report. If not, use PV Watts to estimate the anticipated annual system production.

PROPOSED SOLAR PV SYSTEM CHARACTERISTICS

Location
Anticipated System Size kW

INPUT: Recommended Energy and Water Efficiency Measures

RECOMMENDED ENERGY AND WATER EFFICIENCY MEASURES

Instructions: Enter all energy and water efficiency measures recommended at the property. Yellow fields indicate required information.

EWEM No.	Energy and Water Efficiency Measure Category	Type of Energy and Water Efficiency Measure	Description of the Energy and Water Efficiency Measure	Location Served	Qty	Number of Apts	% of Apts	Costs and Savings			
								Installed Cost	Annual Owner Cost Savings		
									Energy	Water	Total
							\$	\$	\$	\$	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
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17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
TOTAL								\$ -	\$ -	\$ -	\$ -

REPORT TABLE: Historical Energy and Water Consumption and Costs

Instructions: This table will populate from the preceding input tabs. Hide inapplicable rows (as indicated in column K) and adjust row heights as needed before copying table into report.

Historical Energy and Water Consumption and Costs

Utility Type	Energy / Water Uses	Utility Payer	Annual Cost		Annual Consumption			Units
			Owner	Tenant	Owner-Paid	Tenant-Paid	Whole Property	
Electricity	Includes lighting, appliances, and other plug loads	n/a	\$ -	\$ -	0	0	0	kWh
0	n/a	n/a	\$ -	\$ -	0	0	0	0
0	n/a	n/a	\$ -	\$ -	0	0	0	0
Water and Sewer	Includes toilets, showers, kitchen and bathroom faucets	n/a	\$ -	\$ -	0	0	0	0
Total Costs for Owner/Tenant			\$ -	\$ -	Property Source Energy Consumption		-	kBTU
Total Cost for Property			\$ -	-	Property Water Consumption			kGal

← Hide this row

← Hide this row

REPORT TABLE: EWEM Projected Cost Savings

Instructions: This table will populate with the Recommended Energy and Water Efficiency Measures from the preceding input tabs. Hide inapplicable rows (as indicated in column I) and adjust row heights as needed before copying table into report.

Projected Installed Costs & Annual Cost Savings of Recommended EWEM

EWEM No.	Description of the Selected Energy and Water Efficiency Measure	Installed Cost	Owner Annual Cost Savings	Tenant Annual Cost Savings	Source Energy Savings	Water Savings	
		\$	\$	\$	%	%	
1		\$ -	\$ -	\$ -			← Hide this row
2		\$ -	\$ -	\$ -			← Hide this row
3		\$ -	\$ -	\$ -			← Hide this row
4		\$ -	\$ -	\$ -			← Hide this row
5		\$ -	\$ -	\$ -			← Hide this row
6		\$ -	\$ -	\$ -			← Hide this row
7		\$ -	\$ -	\$ -			← Hide this row
8		\$ -	\$ -	\$ -			← Hide this row
9		\$ -	\$ -	\$ -			← Hide this row
10		\$ -	\$ -	\$ -			← Hide this row
11		\$ -	\$ -	\$ -			← Hide this row
12		\$ -	\$ -	\$ -			← Hide this row
13		\$ -	\$ -	\$ -			← Hide this row
14		\$ -	\$ -	\$ -			← Hide this row
15		\$ -	\$ -	\$ -			← Hide this row
16		\$ -	\$ -	\$ -			← Hide this row
17		\$ -	\$ -	\$ -			← Hide this row
18		\$ -	\$ -	\$ -			← Hide this row
19		\$ -	\$ -	\$ -			← Hide this row
20		\$ -	\$ -	\$ -			← Hide this row
21		\$ -	\$ -	\$ -			← Hide this row
22		\$ -	\$ -	\$ -			← Hide this row
23		\$ -	\$ -	\$ -			← Hide this row
24		\$ -	\$ -	\$ -			← Hide this row
25		\$ -	\$ -	\$ -			← Hide this row
26		\$ -	\$ -	\$ -			← Hide this row
27		\$ -	\$ -	\$ -			← Hide this row
28		\$ -	\$ -	\$ -			← Hide this row
29		\$ -	\$ -	\$ -			← Hide this row
30		\$ -	\$ -	\$ -			← Hide this row
TOTAL		\$ -	\$ -	\$ -	0.0%	0.0%	

REPORT TABLE: EWEM Projected Consumption Savings

Instructions: This table will populate with the Recommended Energy and Water Efficiency Measures from the preceding input tabs. Hide inapplicable rows and columns (as indicated in row 32 and column K) and adjust row heights as needed before copying table into report.

Projected Annual Consumption Savings of Recommended EWEM

EWEM No.	Description of the Selected Energy and Water Efficiency Measure	Whole Property Consumption Savings						
		Annual Electricity Savings	n/a	n/a	Annual Water Savings	Source Energy Savings	Water Savings	
		kWh			0	%	%	
1		-	-	-	-			← Hide this row
2		-	-	-	-			← Hide this row
3		-	-	-	-			← Hide this row
4		-	-	-	-			← Hide this row
5		-	-	-	-			← Hide this row
6		-	-	-	-			← Hide this row
7		-	-	-	-			← Hide this row
8		-	-	-	-			← Hide this row
9		-	-	-	-			← Hide this row
10		-	-	-	-			← Hide this row
11		-	-	-	-			← Hide this row
12		-	-	-	-			← Hide this row
13		-	-	-	-			← Hide this row
14		-	-	-	-			← Hide this row
15		-	-	-	-			← Hide this row
16		-	-	-	-			← Hide this row
17		-	-	-	-			← Hide this row
18		-	-	-	-			← Hide this row
19		-	-	-	-			← Hide this row
20		-	-	-	-			← Hide this row
21		-	-	-	-			← Hide this row
22		-	-	-	-			← Hide this row
23		-	-	-	-			← Hide this row
24		-	-	-	-			← Hide this row
25		-	-	-	-			← Hide this row
26		-	-	-	-			← Hide this row
27		-	-	-	-			← Hide this row
28		-	-	-	-			← Hide this row
29		-	-	-	-			← Hide this row

30		-	-	-	-		
	TOTAL	0	0	0	0	0.0%	0.0%

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REFERENCE: EWEM By Category

Note: This sheet exists only as a reference for users to view available EWEM categories and Energy and Water Efficiency Measures.

Advanced controls and metering

- Add or upgrade BAS/EMS/EMCS
- Add or upgrade controls
- Convert pneumatic controls to DDC
- Install advanced metering systems
- Other

Appliances and plug load reductions

- Replace dishwashers with ENERGY STAR rated
- Replace clothes dryers with ENERGY STAR rated
- Replace washing machines ENERGY STAR rated
- Replace refrigerators with ENERGY STAR rated
- Install plug load controls
- Other

Boiler plant improvements

- Replace central heating boiler
- Replace individual heating boiler
- Replace burner
- Insulate boiler room
- Insulate boiler
- Add energy recovery
- Convert system from steam to hot water
- Upgrade controls
- Other

Building envelope

- Air seal envelope/weather-strip
- Increase wall insulation
- Increase roof insulation
- Add attic insulation
- Insulate foundation
- Replace roof
- Replace windows
- Replace doors
- Add storm windows
- Add window films
- Install or replace solar screens
- Install cool/green roof
- Other

Chiller plant improvements

- Replace chiller
- Install VSD on electric centrifugal chillers

Heating ventilating and air conditioning

- Install smart thermostats
- Install or replace heat pumps
- Replace split system AC
- Replace split system AC with furnace
- Replace furnace
- Replace package units
- Replace or modify AHU
- Replace PTACs
- Replace wall/window AC
- Add duct insulation
- Seal ducts
- Replace exhaust or ventilation fans
- Upgrade and balance ventilation system
- Install ground source heat pump system
- Add or replace cooling tower
- Add economizer
- Add energy recovery
- Other heating
- Other cooling
- Other ventilation
- Other distribution
- Other

Lighting

- Upgrade whole building lighting
- Upgrade common area lighting
- Upgrade exterior lighting
- Upgrade in-unit lighting
- Install sensors/controls
- Other

Renewable energy systems

- Install photovoltaic system
- Install photovoltaic system with battery storage
- Install battery storage
- Install wind energy system
- Upgrade controls
- Other

Water and sewer conservation

- Install WaterSense low-flush toilets
- Install WaterSense low-flow bath faucets/aerators
- Install low-flow kitchen faucets/aerators

- Add economizer cycle
- Add or replace cooling tower
- Add energy recovery
- Upgrade controls
- Other

Distributed generation

- Install CHP/cogeneration systems
- Install fuel cells
- Install microturbines
- Convert fuels
- Upgrade controls
- Other

Domestic hot water heating

- Replace or upgrade central water heater
- Replace or upgrade individual water heater
- Install solar hot water system
- Separate DHW from heating
- Upgrade controls
- Other

Electric motors and drives

- Add drive controls
- Replace with higher efficiency
- Add VSD motor controller
- Upgrade elevator technology
- Other

- Install WaterSense low-flow showerheads
- Install low-flow fixtures
- Implement water efficient irrigation
- Install pool cover
- Install thermostatic showerhead valves and/or tub diverters
- Upgrade controls
- Other

Water and steam distribution

- Add pipe insulation
- Replace with higher efficiency pump
- Replace with variable speed pump
- Add recirculating pumps
- Balance distribution system
- Replace steam traps
- Install thermostatic radiator valves
- Install or replace condensate return system
- Add energy recovery
- Upgrade controls
- Other

Uncategorized

- Other



INSTRUCTIONS FOR PERFORMING A MULTIFAMILY PROPERTY CONDITION ASSESSMENT

STRUCTURAL RISK EVALUATION QUESTIONNAIRE

This Structural Risk Evaluation Questionnaire assesses the seismic risk factors associated with a Property, and is required for any Property located in an area with a strong risk of high seismic activity, defined by the [United States Geological Survey \(USGS\) Peak Ground Acceleration \(PGA\) Calculator Tutorial](#) as having a Peak Ground Acceleration (“PGA”) equal to or greater than 0.15g (i.e., 15% of the acceleration of gravity (g) using a 10% probability of exceedance in a 50 year period).

SECTION 1 – PEAK GROUND ACCELERATION	
1. What is the Peak Ground Acceleration for the Property?	0.____ g
If the PGA is equal to or greater than 0.15g, complete Sections 2 and 3A for a Small Mortgage Loan, or Sections 2 and 3B for any other Mortgage Loan. If the PGA is below 0.15g, no further action is required.	

SECTION 2 – INELIGIBLE STRUCTURAL RISK FACTORS	
If any question is answered “Yes”, the Mortgage Loan is ineligible for purchase by Fannie Mae.	
	YES/NO
1. Is any building constructed of unreinforced masonry with no seismic retrofit?	
2. Is any building constructed on a hillside with a slope exceeding a 30 degree angle (50% slope)?	

SECTION 3A – SMALL MORTGAGE LOANS ONLY	
If any question is answered “Yes”, a Seismic Risk Assessment is required.	
If all questions are answered “No”, then no further action is required.	
	YES/NO
1. Does any building constructed prior to January 1, 1950 have wood frame construction?	
2. Does any building constructed prior to January 1, 1980 have residential units above ground floor commercial space or tuck-under parking?	
3. Did any building with unreinforced masonry bearing walls have a subsequent seismic retrofit completed after the original construction date?	



<p style="text-align: center;">SECTION 3B – ANY MORTGAGE LOAN OTHER THAN A SMALL MORTGAGE LOAN</p> <p>If any question is answered “Yes”, a Seismic Risk Assessment is required.</p> <p>If all questions are answered “No”, then no further action is required.</p>	<p style="text-align: center;">YES/NO</p>
1. Is any building located within 50-feet of a documented Earthquake Fault Zone (a.k.a. Alquist-Priolo Zone) as defined by the California Geological Survey and the Alquist-Priolo Earthquake Fault Zoning Act?	
2. Did any building with unreinforced masonry bearing walls have a subsequent seismic retrofit completed after the original construction date?	
3. Does any building have a weak or soft story (as defined by the International Building Code) at any floor level?	
4. Does any building constructed prior to January 1, 1950 have wood frame construction?	
5. Does any building constructed prior to January 1, 1994 have reinforced concrete construction?	
6. Does any building constructed prior to January 1, 1994 have reinforced concrete masonry (CMU) bearing walls?	
7. Does any building constructed prior to January 1, 1994 have wood frame construction over a reinforced concrete podium structure?	
8. Does any building constructed prior to January 1, 2000 with wood frame construction have residential units above ground floor or tuck under parking?	
9. Does any building have high-rise construction (8 stories or greater)?	
10. Was any building constructed with direct contact to an adjacent building, regardless of whether the adjacent building is part of the same Property or located on a separate property? (However, Properties with row-style buildings that have continuous roof and floor structures as well as fire separation walls, answer this question “No”.)	