



## ACCESSIBILITY TRAINING ACTION PLAN

### Purpose:

To comply with the requirements of the current Qualified Allocation Plan published by South Carolina State Housing Finance and Development Authority, Zeffert & Associates will offer two training sessions for all properties in South Carolina contracting for Accessibility Design Review services.

### Target Audience:

- First Training- Project Architect, Project Manager, Site Superintendant
- Second Training- On-Site General Contractor and Subcontractor Staff

### Training Session #1:

- The first formal training session will take place as a phone conference with the construction team after the blueprint review has been completed and prior to breaking ground, once the construction contracts have been awarded.
- The first formal training session will cover accessibility basics including UFAS, FHA, and ADA requirements (as applicable), common issues seen during the initial phases of construction (work typically done prior to the first construction site visit), any pertinent issues noted during the blueprint review, and a question and answer session.
- Clients must contact Zeffert several weeks before the desired date of training, so that the phone conference can be scheduled at a time that Zeffert's inspector will not be in the field conducting inspections.
- Alternately, if the client so desires, the initial training can be held on site or at a property of the client's choosing, of similar construction to and in the general area of the contracted property. However, this option is only available as Zeffert's inspection schedule permits, and solely at Zeffert's discretion.

### Training Session #2:

- The second formal training session will take place at the time of the first construction site visit.
- Site staff will meet with Zeffert's inspector for training at the time of the inspector's arrival on site, prior to the start of the inspection.



- The second formal training session will cover accessibility basics including UFAS, FHA, and ADA requirements (as applicable), specific items he will be measuring, how they are measured, and a question and answer session.
- Site staff will then accompany the inspector for demonstration purposes, while they inspect a sampling of the major exterior and interior common areas and the first few dwelling units.
- Zeffert's inspector will then continue the inspection as normal, with staff welcome to accompany him for further instruction and Q&A as they walk the property on a one-on-one basis, or in small groups within reason (so as not to impede the timely completion of the inspection).
- During the course of the inspection, when significant noncompliant issues are found, workers of the appropriate trades will be sought out and instructed on the nature of, and methods to correct, said deficiencies.

## **Additional Training:**

- On subsequent inspections, further one-on-one and small group instruction during the course of the inspection will be permitted within reason, and workers of the appropriate trades will continue to be sought out to obtain instruction on observed deficiencies.
- Zeffert's inspectors will make themselves available to answer questions as they arise throughout the construction process, via phone and email, in as timely a fashion as schedule permits.
- If additional formal training sessions (on site or via phone conference) are desired after the initial two trainings, they will be invoiced at the rate of \$100 per hour.

## **Contingencies:**

- If a project encounters significant issues with construction resulting in a heavy volume of additional consulting time, Zeffert may ask client to schedule an additional formal training/consulting session at the rate listed above, so as to handle all pertinent issues in a consolidated and efficient manner.
- If client requests the stated timeline be amended to suit the particular needs of their project, Zeffert will work with client to negotiate a mutually agreeable alternate timeline for the trainings, and client will notify DCA of the alternate arrangements.