

## **EXHIBIT AA**

### **SC Housing Accessibility Consultant Qualifications and Requirements**

A Qualified Accessibility Consultant is any individual who 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:

1. The Consultant will perform tasks necessary to review LIHTC and/or other SC Housing federally funded properties for compliance with federal, state, and agency accessibility laws and requirements, including, but not limited to:
  - a. Title II and III of the Americans with Disabilities Act and all applicable compliance standards.
  - b. Section 504 of the Rehabilitation Act of 1973 and all applicable compliance standards.
  - c. The Fair Housing Act and all applicable compliance standards.
  - d. The requirements of the SC Housing Qualified Allocation Plan (QAP) applicable to the Project and the SC Housing Appendix B Development Design Criteria.
  - e. Any other accessibility laws and regulations applicable to the project.
2. Consultant cannot be a member of the Project Team nor have an Identity of Interest with any member of the Project Team.
3. Consultant has the capacity to render a high quality report in accordance with the instructions and requirements set forth in the SC Housing Certification of Minimum Scope and Reporting Standards.
4. Consultant has no less than five (5) years of experience performing accessibility compliance assessments for affordable rental housing projects.
5. Consultant is not presently debarred, suspended, proposed for debarment or suspension, declared ineligible or excluded from participation by any state or federal department, agency, or program.
6. Consultant 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 against discrimination on the basis of race, color, national origin, religion, disability, familial status, or sex.
7. Consultant agrees to comply with the SC Illegal Immigration Reform Act, Title 8, Chapter 14 of the S.C. Code, and any other applicable state or federal immigration laws. Consultant must be registered with and using E-Verify.
8. Consultant agrees to comply with Drug Free Workplace requirements:
  - a. If Consultant is an individual, he or she must not engage in the unlawful manufacture, sale distribution, dispensation, possession or use of controlled substance or marijuana during the performance of accessibility compliance services.
  - b. If Consultant is an entity other than an individual, the entity certifies that a drug-free workplace will be provided for the Consultant's employees during the performance of accessibility compliance services.
9. Consultant shall carry the minimum insurance coverage as required by current industry standards. The developer who contracts with Consultant will bear the responsibility of verifying the insurance coverage and determining its adequacy.

#### **Qualification Package**

The following information must be included with this certification in the order shown and numbered as follows (please scan each document separately):

1. Cover Letter: A cover letter which provides the company name, mailing address, contact name, telephone number, and email address of the individual to whom SC Housing may communicate regarding the Qualifications Package.

2. References: Three current customer references for accessibility reviews must be included. Of special interest to SC Housing are any customer references from multi-family housing developers, state or local housing agencies and/or financial institutions. Please provide the customer reference contact person's name and telephone number.
3. Resumes: Copies of resumes for all proposed individuals who will be working directly on the inspections. (Resumes should include any and all trainings and certifications related to accessibility).
4. Report Samples: At least two samples of accessibility reports (one for new construction, one for substantial rehabilitation) that your firm recently completed for a multi-family housing development.
5. Project List: A listing of multi-family rental housing projects on which the Consultant has performed accessibility reviews. This listing should indicate the project name, number of units, proposed tenancy (senior, family or 'other'), source of financing and whether the project was assisted with government funding.

### **Minimum Scope and Reporting Standards**

The following identifies the minimum accessibility work scope and reporting standards:

#### Plans and Specification Review Report

Scope: A pre-construction plan and specification review to determine that the proposed construction documents will meet all accessibility requirements.

Reporting: Include the following minimum standards in the report:

1. Identify all applicable federal, state, and agency accessibility laws and requirements.
2. Include the documents reviewed.
3. The review comments from the Consultant, all documents related to resolution of identified accessibility issues.
4. Certification from the Consultant that the plan/spec review comments have been incorporated in the construction documents.

#### Framing Inspection (and additional needed interim inspections) Report

Scope: An inspection of the construction site after framing is completed to determine that the property is following the approved plans and specifications as to accessibility.

Reporting: Include the following minimum standards in the report:

1. Identify all applicable federal, state, and agency accessibility laws and requirements.
2. Description of the general progress of construction activities.
3. Description of the level of compliance with accessibility achieved to date.
4. Details on all areas of inconsistencies, including areas where the project is out of compliance with federal and state laws and regulations.
5. Recommendations that would bring the project in compliance with accessibility regulations
6. Photographs representative of situations that must be addressed.

Final Inspection Report

Scope: A final inspection of the property after completion of construction to determine that the property has been constructed in accordance with all accessibility requirements. This will include inspection of:

1. All units designated equipped for the mobility impaired (5% of the project unit count).
2. All units designated equipped for the audio/visual impaired (2% of the project unit count).
3. Where applicable, a random sample of 5% of the units required to comply with the Federal Fair Housing Amendments Act.
4. Overall review of the site for accessibility.

Reporting: Include the following minimum standards in the report:

1. Identify all applicable federal, state, and agency accessibility laws and requirements.
2. Information outlined in the Exhibit DD SC Housing Final Accessibility Inspection Checklist.
3. Details on all areas of inconsistencies, including areas where the project is out of compliance with federal and state laws and regulations.
4. Recommendations that would bring the project in compliance with SC Housing, state, federal and industry standards.
5. Photographs representative of situations that must be addressed.

Certificate of Accessibility Compliance

Scope: Following the final report after the general contractor and/or developer has had a reasonable opportunity to correct deficiencies; the Qualified Consultant will confirm that the corrections were executed properly.

Reporting: The consultant must sign Exhibit EE SC Housing Consultant Accessibility Certification and return to the SC Housing Tax Credit Manager at Placed in Service.

NOTE: It is incumbent upon the Qualified Consultant to arrange enough visits with his client, the LIHTC Developer, to observe all areas of accessibility and to verify completion of recommended corrections.

Certification Statement: Consultant agrees to comply with all requirements as stated above.

Company Name: \_\_\_\_\_

Consultant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_