



South Carolina Housing Trust Fund
SUPPORTIVE HOUSING MANUAL

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Housing Trust Fund Overview

The South Carolina Housing Trust Fund (HTF) is a state funded program designed to provide financial assistance in the development and preservation of safe, decent, sanitary and affordable housing for low income households within the State of South Carolina. The HTF accelerates the state's response to the production of affordable housing through innovative financing used by the nonprofit and private sectors. It builds partnerships among government, qualified nonprofits, for profits, and those in need of affordable housing. It strives to maximize the utilization of federal, state and/or other housing assistance programs in leveraging other public and private resources in creating additional affordable housing units.

General Definitions

Application - The completed forms, schedules, attachments, and any additional documentation requested in HTF application package.

Change Order - A request to change a project that has received an approved initial inspection by an Authority inspector. Such changes include but are not limited to, any change to the Work Write-up, a change in Contractor or Subcontractor, etc.

Compliance Period - The twenty (20) year time period that program restrictions are in effect. The compliance period begins on the date the note and mortgage are executed. If the project is sold prior to the end of the compliance period, the amount of the Housing Trust Fund award as evidenced and defined in the note becomes due and payable.

Compliance Period - The twenty (20) year time period that program restrictions are in effect regarding housing occupancy. The compliance period begins on the date the note and mortgage are executed. If the project is sold prior to the end of the compliance period, the amount of the Housing Trust Fund award as evidenced and defined in the note becomes due and payable.

Contractor - The contractor selected for the project that must meet the contractor standards outlined in this manual.

Funding Agreement - The written contract between the South Carolina State Housing Finance and Development Authority and the Sponsor. It contains the terms and conditions of the Housing Trust Fund award, states the award amount, the project's purpose, and the beneficiaries being served.

HTF - The South Carolina Housing Trust Fund as administered by the SC Housing.

Nonprofit - An organization that is exempt from income tax under section 501 (c) (3) or 501 (c) (4) of the Internal Revenue Code of 1986 as amended and registered with the South Carolina Secretary of State.

Shelter - A facility with the primary purpose of providing temporary or transitional housing for clients, tenants, persons such as homeless, veterans, disabled individuals or families. Individuals and families may live in shelter housing for up to twelve (12) months.

Single Room Occupancy (SRO) - Housing (consisting of single room dwelling units) that is the primary residence of its occupant or occupants. The unit must contain either food preparation or sanitary facilities (and may contain both) if the project consists of new construction, conversion of non-residential space, or reconstruction. For acquisition or rehabilitation of an existing residential structure or hotel, neither food preparation nor sanitary facilities are required to be in the unit. If the units do not contain sanitary facilities, the building must contain sanitary facilities that are shared by tenants.

Sponsor - An approved nonprofit organization or unit of local government.

Supportive Housing - A successful, cost-effective housing model that links affordable rental housing with access to community-based supportive services for special needs populations, such as people with disabilities and/or people experiencing homelessness, that helps individuals and families live more stable and productive lives.

Supportive Services - Services provided to meet the needs of persons residing in transitional or supportive housing facilities. They include childcare, job training, life skills training, mental health counseling, etc. and must be on-going throughout the entire affordability period (20 years).

Transitional Housing - Temporary housing in which the goal is the successful movement of persons such as homeless, veterans, disabled individuals and families to permanent housing. Individuals and families may live in transitional housing for up to twenty four (24) months.

I. Supportive Housing Program Guidelines

The Supportive Housing Program is designed to provide financing to eligible Sponsors for the purpose of funding Supportive Housing projects. This type of housing may include Shelters or Transitional Housing. Rental housing only properties are not eligible properties under the Supportive Housing activity.

Funds are available for new construction, rehabilitation and/or acquisition with rehabilitation of a residential building(s) containing at least one (1) or more housing units or single room occupancy (SRO) units which will serve persons at or below fifty percent (50%) of the area median income. Funds may also be used to convert a non-residential building into a residential building or to demolish an existing dwelling(s) to be replaced with a new building. All awards are subject to the HTF statutes and regulations and all other applicable Authority requirements.

All necessary forms for applications, change orders, draws, inspections, etc. can be downloaded from our website at: <http://www.schousing.com/Home/SCHousingTrustFund>

A. **Eligible Sponsors:**

Units of Local Governments (cities, towns and counties) and approved nonprofits are the only eligible Sponsors for this activity. The approval process for nonprofits is contained in the Application for Nonprofit Participation Manual. Applications submitted by organizations that are not approved by SC Housing will be returned.

Eligible Sponsors must have documented successful experience operating Supportive Housing projects within the past seven (7) years. The Sponsor must include the following with its application:

- A list of staff members coordinating the project
- A listing of completed projects including the project address, target population, number of units, services provided, funding sources and the amount of funding awarded from each source.
- Third party letters documenting the Sponsor's material participation in operating supportive housing projects.

B. **Eligible Projects:**

Only one HTF award will be awarded per project and the application must be site-specific. The deed or purchase option for the proposed project must be in the name of the Sponsor at the time of application. Scattered sites are not eligible for funding unless they are contiguous sites joined by the same property line.

Sponsors must commit to and provide at least three (3) supportive services appropriate for the Supportive Housing population, such as; childcare, job training, mental health counseling, etc. At least one (1) of the three (3) Supportive Services must be provided by an outside agency or from other appropriate state agencies such as DDSN, DMH, DHHS, etc. The supportive services must be documented through a formal arrangement which can be a letter of support or commitment from the service agency providing the service or a copy of a Memorandum of Agreement (MOA) between the sponsor and the service agency. Letters and MOAs should include the frequency of services, location of services, etc.

Manufactured Housing/Mobile Homes are not eligible properties under the Group Homes activity.

C. Terms of Financial Assistance:

Maximum Subsidy per Project:	The lesser of \$300,000 or 75% of the Total Development Cost (TDC).
Commitment(s) from other sources at the time of application	A minimum of 25% of the requested HTF Award.
Maximum Developer Fee:	Not more than 10% of the HTF Award

Approved nonprofits may access the funds in the form of a deferred forgivable loan. The loan is forgiven if the project is used for the authorized purpose during the Compliance Period. Units of Local Government may access the funds in the form of a one percent (1%) loan with a twenty (20) year term and amortization period.

As shown above, sponsors are required to use other funding sources in conjunction with HTF and must provide a commitment letter(s) from each funding source at the time of application submission. Additionally, the Sponsor must provide documentation of at least one year of operating subsidy for the project. Rental income may not account for more than fifty percent (50%) of the operating subsidy. The remaining operating subsidy, if from a third party, must already be committed to the project. If donations are to be used, then the bank statements showing funds on hand must be provided.

Funds for acquisition will only be awarded if the property is currently under a purchase option or has been purchased within the last twelve (12) months.

Reserve Requirements: Developments are required to establish and make annual contributions to replacement reserves in an amount of three hundred dollars (\$300) per unit, per year until the account reaches \$3,000 per unit. Operating reserve must be established and maintained in the amount equal to three months of projected operating expenses. Operating reserves are funded initially from development costs and replenished, when used, from operating cash flow.

D. Eligible Beneficiaries:

The project must serve very low-income households, with gross annual incomes that do not exceed fifty percent (50%) of the area median income. Current income limits are available on SC Housing's website at:

<http://www.schousing.com/Home/PartnerIncomeLimits>.

Income verification documentation must be available on site for all anticipated annual income for each resident, and must not be older than six (6) months from the date of the resident first occupying the unit.

1. Annual Income is determined by taking the total income from all sources for the twelve month period preceding the date of certification of income.

Annual income includes, but is not limited to:

- gross income, the full amount before any payroll deductions, of wages and salaries;

- overtime pay;
- commissions;
- fees;
- tips;
- bonuses, and other compensation for personal services;
- the net income from the operation of a business or profession;
- interest, dividends, and other net income of any kind from real or personal property;
- the full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts. This includes a lump-sum payment for the delayed start of a periodic payment other than Supplemental Security Income;
- payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay; welfare assistance;
- periodic and determinable allowances, such as alimony and child support payments;
- regular contributions or gifts received from persons not residing in the dwelling;
- all regular pay, special pay and allowances of a member of the Armed Forces (other than pay for hazardous duty).

2. Beneficiaries who report zero income for the twelve (12) months preceding the date of application submission must each provide all of the following documentation:

- Certification of Zero Income (HTF-3C) form, including a narrative explaining the circumstances resulting in zero income.
- A copy of federal income tax returns that are not more than one (1) year old or from the prior tax year. The tax returns must have all pertinent information correctly identified and all schedules included. If tax returns do not exist, please indicate such on the Certification of Zero Income (HTF-3C) form.

E. Completion Deadlines:

Sponsors must complete each group home project within the twelve (12) month completion deadline specified in the Funding Agreement or SC Housing may not disburse funds and may revoke remaining funds awarded. For larger projects, additional time to complete the project may be allowed; however, the request for such must be included at the time of application submission.

HTF awards may be terminated at any time prior to the award expiration date due to documented evidence of unsatisfactory productivity.

F. Limitations on Awards:

Sponsors may not have more than one (1) supportive housing project open at a time.

II. Application and Payment Process

Applications for HTF Supportive Housing projects are accepted during four (4) designated funding cycles. For a list of funding cycle/applications deadlines, please visit:

In order to be considered, applications must be received in our office prior to the close of business on the submission deadline date.

Applications may be emailed to Development@SCHousing.com or may be delivered by mail, other shipping service, or by hand delivery as follows:

SC Housing Finance and Development Authority
Attn: Development Division, HTF Supportive Housing Application
300-C Outlet Pointe Blvd
Columbia SC 29210

The application must be complete and all applications must be self-contained. SC Housing will not rely on any previously submitted information, written or verbal, to evaluate the applications in any given quarterly funding cycle.

Once an application is received, SC Housing reviews the application for completeness. The Sponsor will receive a letter of notification as to any missing or incomplete items. If the requested information is not provided within thirty (30) days, then the application will be deemed withdrawn.

If an application is complete, it will be processed as follows:

1. The application will be reviewed by underwriting staff to ensure project feasibility and longevity.
2. The inspections department will perform a preliminary review of the proposed site plans/work write up and may schedule a site visit.
3. If the application meets all the general guidelines and eligibility requirements of the program, SC Housing will recommend it to the Board of Commissioners for approval.
4. If approved, a Funding Agreement is mailed to the Sponsor for execution, along with a request for closing attorney information and an HTF loan closing date.
 - a. The closing attorney selected by the Sponsor must be licensed to practice before the courts of the State of South Carolina, with a portion of his/her practice related to real estate matters. The Sponsor must provide the following information:
 1. Name, address, and telephone number of the closing attorney
 2. Attorney's professional association biography
 3. Copy of Errors and Omissions policy
 - b. If all or any portion of the HTF loan is to be used to pay for the acquisition of a property, the Sponsor must provide the closing attorney information and a Request for Payment (HTF-4A) at least three (3) weeks prior to closing.
5. Once the executed Funding Agreement, closing date and attorney information is returned to SC Housing, HTF loan documents can be mailed to the closing attorney.
6. Sponsors may be required to attend an implementation workshop. The purpose of this workshop is to prepare Sponsors to fulfill program, construction and financial requirements.
7. Construction/rehabilitation may not begin until the loan closing has occurred and all SC Housing required documents have been executed, filed with the county as required, building permits have been obtained and provided to SC Housing, and if new construction, the plans and specifications have been approved by SC Housing's Construction Manager.

8. HTF Sponsors are required to submit a quarterly performance Project Report (HTF-2E) through completion of the project. Additionally, the construction schedule will include specific accomplishments that will require an SC Housing inspection. Should SC Housing inspectors not be notified and work continues without SC Housing inspector approval, HTF funds may be immediately rescinded and the nonprofit sponsor suspended from the HTF Program. Following are the minimum construction landmarks requiring an inspection:
 - a. Foundation completion – once slab is poured or crawl space completed.
 - b. Dried-in inspection – framing complete to include windows and doorways, and exterior wrapped.
 - c. Rough-in inspection – to include electrical, plumbing, HVAC, and insulation.
 - d. Approximately 75% completion or when interior doors, trim, kitchen cabinets, etc. are installed, whichever comes first.
 - e. 100% completion.

All payment requests not related to acquisition must be submitted on SC Housing's Request for Payment (HTF-4A) form and will be disbursed as construction draws. Draws will only be processed after the HTF loan closing has taken place and the HTF mortgage has been recorded. Payments will **not** be disbursed until the construction progress has been inspected and approved by SC Housing. The Sponsor will be contacted upon receipt of the Request for Payment and Inspection form to schedule an inspection. The following items must accompany the payment request:

1. (HTF-2A) Inspection Request Form
2. Approved final inspection from local building department.
3. Pictures of completed rehabilitation to date
4. (HTF-4B) Request for Payment
5. Required documentation for payment of hard and soft costs
6. Construction progress report or AIA documents

Once the inspection has been conducted and the work progress has been approved, the Program Coordinator will request the funds. Payment requests are typically processed within fourteen (14) days.

III. Construction Guidelines

The Sponsor must ensure a physical on-site repair assessment is completed by their contractor prior to the submission of an application. Sponsors are required to submit itemized work write-ups for rehabilitation properties or plans and specifications (including all detailed costs) for new construction property with the initial application. Detailed, itemized information must be submitted and should include costs identified separately by line item. The Sponsor must use the SC Housing's Work Write-up (HTF-35) form. The Work Write-up (HTF-35) must be completed by the Contractor and be submitted as part of the application.

Each page of the Work Write -up must have original signatures and dates from the Sponsor and Contractor. It must contain complete information regarding the Contractor and Subcontractors and costs for each line item must be reported separately.

A. Allowable Costs

All Work Write-ups must reflect the allowable costs and item/material specifications listed on the Construction Cost Sheet. The Construction Cost Sheet can be found on SC Housing's HTF webpage at:

<http://www.schousing.com/Home/SCHousingTrustFund>.

Project Hard Costs: These costs include the *actual construction costs* needed to meet SC Housing and local construction standards and/or essential improvements such as the following:

- Electrical, plumbing, structural-related improvements
- Repair or replacement of range hoods
- Improvements for handicapped persons
- Repair or replacement of major housing systems that have failed
- General property improvements that are non-luxury improvements

Soft Costs: These costs are the *reasonable and necessary costs* related to the project hard costs. SC Housing will only allow and reimburse the following soft costs:

- Building permit fee(s) - A copy of the paid invoice/receipt must be provided before construction work begins. It must clearly show the governmental department that issued the permit and how much was paid for the permit
- Landfill fee up to \$400 – A copy of the original invoice/receipt is due with the final inspection request (HTF-2A). Landfill fees are not allowed on projects with roof replacement only. Landfill fees can include reasonable cost for labor.
- Portable Toilet fee up to \$150 – A copy of the original invoice/receipt is due with the final inspection request (HTF-2A). The expense must be approved by inspector and required by locality or scope of project. A photograph of portable toilet on site is required for payment.
- Dumpster fees up to \$400 – An original invoice/receipt is due with the final inspection request (HTF-2A). Dumpster fees are not allowed on projects for roof replacement only. A photograph of dumpster on site required for payment.

A cost submitted without the invoices/receipts stated above will not be processed for payment. Staff is not responsible for reminding Sponsors to submit invoices/receipts. Once a project is closed out, Sponsors may not submit invoices/receipts for payment.

B. Prohibited Costs

HTF funds cannot be used for operations of the facility. Committed, ongoing, long-term funding to cover facility operations must be submitted with the application.

With the exception of its Developer Fee, the Sponsor may not pay any of its administrative costs with HTF funds. The following costs are prohibited:

- Business License Fee/Renewal Fee
- Contractor License Fee/Renewal Fee
- Relocation expenses of residents
- Costs associated with record keeping
- Storage Fees
- Tools and Equipment
- New Appliances
- Additions to an existing structure
- Mold assessment, mold sampling, mold treatments, mold prevention, mold abatement, mold remediation, mold removal, etc.
- Relocations expenses of residents
- Blue prints or plans.

C. Cost Reasonableness

SC Housing will perform a cost reasonableness evaluation of the proposed rehabilitation and may adjust the requested funds amount based on a review and an

inspection of the property. Sponsors are strongly encouraged to ensure applications submitted are cost reasonable to prevent such adjustments or a rejection of the application.

D. Contractor Standards

The Contractor hired to complete the work must be a General Contractor (BD, LB, UB) or a Residential Builder (RBB, RBW). All subcontractors hired for an OOR repair must have an appropriate trade license from the SC Dept. of Labor Licensing and Regulation and/or DHEC. The Contractor and all subcontractors must have:

- An “ACTIVE” status with LLR or DHEC;
- Surety Bond on File with LLR;
- An effective \$1 million General Liability insurance policy; and
- A Worker’s Compensation policy.

E. Construction Standards

Sponsors must adhere to any written standards developed by SC Housing and to all federal, state, and local standards.

The Sponsor must engage in a written agreement/contract with its Contractor that specifically acknowledges SC Housing standards. The Contractor(s) must provide all labor and materials and all work must be in compliance with the 2018 International Residential Code (IRC) and all state and local revisions. The Contractor must contact the building code official within the locality in which the proposed construction is to be undertaken and obtain any required permits. The locality’s building inspector must review the Work Write-ups and ensure all code and local requirements are being met with respect to the work being undertaken.

Additionally, SC Housing requires the work to rehabilitation work to comply with the following:

- All work shall be performed and completed in a manner supported by the manufacturer’s specifications, standard construction practices, and/or recognized building codes.
- All work performed shall be “finished” work. For example, if a door unit is specified for a bedroom then that unit shall be finished to match an existing unit whether it is stained/finished or painted, and a lockset installed.
- All material used shall be new, in good condition and of standard grade.
- All work regarding handicapped accessibility must meet the requirements of ANSI Section A117.1

F. Mandatory Design Criteria

The following mandatory design criteria must be included in the project design for:

All Project Types:

1. Window coverings for each window must be installed. Metal blinds are not permitted.
2. 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.
- 3. All kitchen sinks must be a minimum of eight (8) inches deep; with the exception of ADA units.
- 4. 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.
- 5. 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 ½"
 - 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 have blinds between the glass provided by the door manufacture.
 - l) Exterior half lite doors must 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.
- 6. 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.
- 7. 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.
- 8. Overhead lighting is required in all bedrooms, bathrooms, laundry rooms, closets, and storage rooms and to be wall switched.
- 9. 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.
- 10. Fluorescent lighting or LED lighting is required in the kitchen.
- 11. 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.
- 12. 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.
- 13. All roofing to be installed in accordance with the current IBC/ IRC Chapter 9. Roofing materials shall be anti-fungal shingles with a minimum 25-year warranty. The following Energy Star appliances must be provided in each unit: Full sized refrigerator-freezer, with ice maker, having a minimum size of fourteen (14) cubic feet.
- 14. At a minimum, fifteen (15) SEER HVAC units must be installed. All refrigeration lines must be insulated. All projects must have central heat and air. Window units are not allowed for any development type.
- 15. 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.
- 16. 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.
- 17. Metal flashings must be installed behind on top of and below all veneer material changes.
- 18. 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.
- 19. Exterior wall insulation must have an overall R-13 minimum for the entire wall assembly and roof or attic insulation must have an R-30 rating minimum; and floor and/or crawl space R-19.
- 20. Tub/shower units must have minimum dimensions of 30-inch width by 60-inch length and be equipped with anti-scald valves. All shower units without a tub must have minimum dimensions of 30-inch width by 48-inch length (ADA approved shower). All tubs in designated handicap accessible units must come complete with “factory-installed grab bars”.
- 21. Mirror length must extend to top of vanity backsplash with top of mirror a minimum of 6’-0” above finish floor. Framed decorative mirrors or recessed medicine cabinets with mirrors are allowed with a minimum size of 14” x 24” and must be hung with the top of mirror a minimum of 6’-0” above finish floor. Vanity cabinets or a medicine cabinet shall be provided in all units. All cabinets in designated handicap accessible units must be installed at ADA mounting heights.
- 22. Low flow water saving features must be used; showerheads 2.0 GPM, kitchen faucet 2.0 GPM, bathroom faucets 2.0 GPM, toilets 1.6 GPF and will have manufacturer’s data sheet submitted with plans.
- 23. All units must be equipped with an energy efficient rated hot water heater with energy factor of 0.68 for gas or 0.93 for electric and will have manufacturer’s data sheet submitted with the plans.
- 24. Water heaters must be placed in drain pans with drain piping plumbed to disposal point as per the latest approved addition of the International Plumbing Code.
- 25. 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.
- 26. Water heaters placed on a stand must be secured to the wall.

27. 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.
28. All attics must be vented.
29. Carpet and Resilient flooring materials shall comply with FHA-HUD Use of Materials Bulletin No. 44d.
30. The exterior of the home/structure to be finished above foundation of brick / stone veneer with vinyl siding of .044" or better or fiber cementitious siding.
31. No exterior wood finishes may be used.
32. All exterior trim to be covered in paint or vinyl covered coil stock or consist of fiber cement or vinyl composites.
33. Fascia must be covered with paint or vinyl covered coil stock, fiber cement or vinyl composite.
34. Soffits must be vinyl, vinyl covered aluminum, fiber cement or vinyl composite and perforated as required.
35. Exterior ceilings must be vinyl, vinyl covered aluminum, fiber cement or vinyl composite.
36. Exterior steps, porches or patios will be constructed of brick with concrete slab or deck.
37. Multi story second, third, or fourth floor elevated porch or patio may be constructed utilizing composite materials and constructed in such a manner that no wood is exposed. Concealment of wood shall be with composite materials such as vinyl covered coil stock, vinyl 1x's composite 1x's, cementitious board etc. Applies to rehabilitation projects with authority approval.
38. 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.
39. 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.
40. Seamless 6" gutter and downspout systems complete with leaf guard system and concrete splash blocks will be supplied surrounding all residential buildings. No screen wire leaf guard systems allowed.
41. At a minimum, there must be ten 20 ft. 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.
42. The minimum bedroom size/SRO unit must be 120 square feet. The minimum bedroom square footage excludes the closet space.
43. The minimum square footage per unit based on the number of bedrooms per unit must be as listed in the table below. All of the units in the project must meet the minimum square footage per unit. SC Housing considers the square footage of an individual unit to be the usable living space measured from the interior wall to interior wall. The minimum number of bathrooms must be as listed in the table below as well. Bathrooms are defined as follows: One-half ($\frac{1}{2}$) bathroom contains a toilet and vanity with sink; Three-quarter ($\frac{3}{4}$) bathroom contains a toilet, vanity with sink, and a shower; and a full bathroom contains a toilet, vanity with sink, and a tub/shower combination. ADA units ONLY may have a roll in shower.

# of Bedrooms per Unit	# of Bathrooms per Unit	Minimum Sq. Ft. per Unit
0 Bedroom/Efficiency	One (1) Full	550
1 Bedroom	One (1) Full	750
2 Bedroom	One (1) Full	950
3 Bedroom	One (1) Full & One (1) Three-quarter (3/4)	1,100
4 Bedroom	One (1) Full & One (1) Three-quarter (3/4)	1,250

44. All SRO type projects must provide laundry facilities. There must be one (1) washer and one (1) dryer per five (5) SRO units.
45. There must be a furnished, minimum 200 square foot designated room/space for Supportive Services staff to conduct training/counseling. Note: For projects that will be a single family house only, and occupied by persons who are related, such as a family, the designated room/space for training/counseling can be contained within the unit, i.e. a bedroom or enclosed porch used as office space or the dining room used for a meeting area.

All New Construction Projects:

1. All HVAC air handlers and hot water heaters must be contained within the conditioned space of the unit/building. These may not be located in the attic or crawl space.
2. Washer/dryer hookups in all units. Hookups for stackable washer and dryers may only be installed in elderly units.
3. All elderly projects will be one-story structures, or if greater than one story, all stories will be accessible by elevators.
4. All sidewalks and walkways shall be a minimum of 36" in width and made of concrete and shall provide access to all parking spaces, front entryway doors, common amenities and driveways and shall be ADA compliant. Where ADA accessible routes, walkways, etc. are required within the development, clearly marked ramps, crosswalks, signage, etc. shall be furnished in accordance with ADA regulations.
5. Sliding glass doors are prohibited.
6. Water closets must be centered, at a minimum, 18 inches from sidewalls, vanity/lavatories and bath tubs.
7. Roof pitch to be a minimum of 4/12.
8. Slab constructed homes / structures. Slab will be elevated a minimum of 16" above finished grade on all elevations.
9. Slab foundations will consist of brick / stone veneer at a minimum height of 16" above finished grade on all elevations.
10. 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.
11. Crawl space foundations will consist of brick / stone veneer at a minimum height of 16" above finished grade on all elevations.
12. Wall Framing: Sound proofing or sound batt insulation is required between the studs framing in party walls. A sound rating of STC 54 is required.
13. All new construction projects must submit a complete site specific soils report and boring site plan at the time of submission of final plans and specifications, bound within the project specifications. The soils report and boring site plan must reflect the results of laboratory tests conducted on a minimum of one (1) soil boring per planned building location and a minimum of one (1) soil boring at the planned paved area of the project. 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.

14. Projects must have concrete driveways, curbing at street and front entry walkways. In the case of new infill scattered site projects, drainage swales will be allowed along the front (street side) in lieu of curbing at the street.

All Rehabilitation Projects:

Any of the following mandatory items (not to include repainting of the entire unit) replaced on or after January 1, 2012 are not required to be replaced as part of the rehabilitation.

1. Replace and install new flooring in each unit. At a minimum, tile must be VCT or better.
2. Entire unit (all rooms and ceilings) must be repainted.
3. New bathroom fixtures must be installed to include the following:
 - a) New tub and new shower, re-glazing not allowed. Three piece surround insert is acceptable. All caulking must be replaced.
 - b) Replace sink, vanity and plumbing fixtures with new. Vanity to include, at a minimum, a pull out drawer and/or storage area.
 - c) New toilet
 - d) Install new re-circulating exhaust fan
 - e) Install new water supply valves
4. New kitchen fixtures must be installed to include the following:
 - a) Dual track sliding drawers
 - b) New double sink and plumbing fixtures. All kitchen sinks to be a minimum of eight (8) inches deep.
 - c) New stove with re-circulating exhaust fan
 - d) New Energy Star rated refrigerator, with ice maker that is a minimum of 14 cubic feet
 - e) Install new water supply valves.
5. New Energy Star hot water heaters with an energy factor greater than 0.61 for gas or 0.93 for electric.
6. Replace all windows that are not Energy Star with either vinyl or aluminum windows that are Energy Star.
7. Units with existing washer/dryer connections must replace and install new water supply fixtures and valves.
8. All elderly acquisition/rehabilitation projects may have more than one-story, provided that existing elevators, receiving regular maintenance, are in good working condition as of the Application submittal date and service all upper level rental units. Those projects without existing elevators will be required to install elevators.
9. Window blinds and exterior window screens to be replaced if damaged or missing.
10. Existing family projects must replace all bi-fold and sliding doors with hinged doors except for bi-fold and sliding doors in place at existing or elderly projects as long as they are functioning properly.
11. Replace all damaged and worn exterior and interior doors, jambs, frames, and hardware. Exterior doors must be Energy Star.
12. Rehabilitation projects adding any new building foundations must submit a foundation specific soils report. The soils report and boring site plan must reflect the results of laboratory tests conducted on a minimum of one (1) soil boring per planned building location and a minimum of one (1) soil boring at the planned paved areas of the project. 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.

G. Inspection Process

SC Housing Inspectors schedule inspections in the most efficient and timely manner possible. Inspectors will do their best to make appointments that satisfy all individuals involved. Inspections are typically scheduled on Mondays and conducted Tuesday-Friday. Ongoing “special requests” will not be honored. The Sponsor and contractor must be present for all inspections.

SC Housing Inspectors must be permitted to communicate with all parties involved in the repair project at any time.

H. Changes to Project after Work Write-up Approval:

Any changes to the scope or cost of the work after the Sponsor receives an approved initial Work Write-up must be communicated with the inspector, submitted in writing and approved by SC Housing. The Sponsor must submit a completed, signed Change Order Request (HTF-2C) form that is signed by the Sponsor and the Contractor.

SC Housing’s inspector will review the proposed Change Order and either approve or deny the request. SC Housing will communicate its decision to the Sponsor in writing. SC Housing may revoke a portion or the entire award if a Sponsor makes changes to the project without prior approval.

A request to change the Contractor must be substantiated and involve extenuating circumstances. The Sponsor must submit another initial inspection request along with a new Work Write-up executed by the new Contractor(s) following all the previous guidelines. SC Housing will review the requested Contractor change to determine if it will be allowed and conduct an inspection of the project. If a Contractor change is approved by SC Housing, the 12 month timeline for completion of the project is still in effect.

IV. Income and Property Standards during the Compliance Period

The Housing Trust Fund program is designed to increase the supply of permanent affordable housing. Enforcement of the Compliance Period will be accomplished using a mortgage and promissory note.

Sponsors must re-certify tenant’s household income annually. Rent and income limits are adjusted annually. Sponsors may obtain updated information from the SC Housing’s web site at: <http://www.schousing.com/Home/PartnerIncomeLimits>.

Additionally, Sponsors are also responsible for maintaining the property in compliance with Uniform Physical Condition Standards and should routinely inspect the units to ensure that tenants are maintaining the unit and that all needed repairs have been reported.

SC Housing reserves the right to inspect the property, review property and tenant records and management policies and procedures to determine compliance with rent and income restrictions and to verify that the property is being maintained in accordance with Uniform Physical Condition Standards and any other requirements of the HTF program.

Not later than February 1st of any given year and to be provided annually for the entire 20 year affordability period, the Sponsor will provide the following documents for SC Housing review for all Supportive Housing projects: (1) existing management policies and procedures; (2) a rent roll containing a list of tenants served which must include their total annual income; (3) a list of supportive services provided to tenants to include when they were provided and who provided the services; (4) operating income and expense statement for the property to include verification and amount of an existing replacement reserve account.