

Appendix CC

SC Housing Certification of Minimum Scope and Reporting Standards

The Accessibility Consultant will perform tasks necessary to review and report SC Housing Community Development funded properties for compliance with federal, state, and agency accessibility laws and requirements, including, but not limited to:

1. Title II and III of the Americans with Disabilities Act and all applicable compliance standards.
2. Section 504 of the Rehabilitation Act of 1973 and all applicable compliance standards.
3. The Fair Housing Act and all applicable compliance standards.
4. ANSI 117.1-2017
5. The requirements of the SC Housing Community Development Program Manuals, Development Design Criteria, Mandatory Design Criteria and Appendices applicable to the Project.
6. Any other accessibility laws and regulations applicable to the project.

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

Training

Scope: 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.

1. The first Training must be completed before any construction begins
2. One of the training sessions must be in person and on site.

NOTE: It is incumbent upon the Qualified Consultant to arrange enough training sessions with his client, the Project Developer, to cover all topics and ensure all parties required receive the required training.

Reporting: Include the following minimum standards in the report:

1. Maintain a written description of the training sessions and documentation of the events.
2. Maintain a written list of all attendees with company name and first and last name.
3. **These reports must be provided via email to the SC Housing Community Development Construction Inspections Manager John.Thompson@schousing.com and the project coordinator immediately upon completion.**

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 with dates.
3. The review comments from the Consultant, all documents such as emails and or letters 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.
5. **These reports must be provided via email to the SC Housing Community Development Construction Inspections Manager John.Thompson@schousing.com and the project coordinator immediately upon completion. These reports and documentation must also be included with the plan and spec review construction documents submitted to SC Housing.**

Framing and MEP Rough-Ins Inspection (and additional interim inspections) Report

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

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

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, state, and agency accessibility laws and requirements. This includes devices and fixtures such as tubs, showers and electrical boxes.
5. Recommendations that would bring the project in compliance with accessibility regulations
6. Photographs representative of situations that must be addressed.
7. Additional inspections and reports related to the resolution of identified accessibility issues.
8. **These reports must be provided via email to the SC Housing Community Development Construction Inspections Manager John.Thompson@schousing.com and the project coordinator immediately upon completion.**

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 Type A units designated and equipped for the mobility impaired, (5% minimum of the project unit count).
2. All units designated and equipped for the audio/visual impaired (2% of the project unit count).
3. All Type B units required to comply with the Federal Fair Housing Amendments Act and SC Housing requirements.
4. All Community Rooms, Site Amenities and Facilities including but limited to; Laundry Facilities, Mail Centers/Kiosk, Refuse Collection Area & Recycling, Play Grounds, Gazebo's, etc.
5. 100% review of the entire site for accessibility including but not limited to; the entire Accessible Route, Sidewalks, Pedestrian Ramps, Parking Spaces, Access Aisles, Ramps, etc.

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

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 **Appendix 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, state, and agency accessibility laws and requirements. This includes but not limited to; electrical devices, fixtures such as tubs, showers, toilets, grab bars, Appliances, Door & Window Hardware, Window Blinds, Removable Cabinets, etc.
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.
6. **These reports must be provided to the SC Housing Community Development Construction Inspections Manager John.Thompson@schousing.com and the project coordinator immediately upon completion.**

Certificate of Accessibility Compliance

Scope: Following the final inspection completion and after the general contractor and/or developer has had a reasonable opportunity to correct deficiencies; the Qualified Consultant will confirm via a follow up Final Inspection and Report that the corrections were executed properly.

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

Reporting: The consultant must sign **Appendix EE** SC Housing Consultant Accessibility Certification and return to the SC housing Tax Credit Manager at Final Draw.

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

Company Name: _____

Authorized Representative Name: _____ Phone: _____

Email: _____

Title of Authorized Representative: _____

Signature: _____ Date: _____