



**REQUEST FOR APPLICATIONS (RFA)**

**WORKFORCE HOUSING INITIATIVE PILOT PROGRAM**

**for**

South Carolina State Housing Finance and Development Authority

**January 22, 2025**

## SECTION ONE INTRODUCTION

South Carolina State Housing Finance and Development Authority (“SC Housing”) is soliciting competitive, sealed Applications from qualified Builder applicants for a pilot program designed to encourage the new construction of single-family homes for the purchase of workforce housing. SC Housing is proposing this new program that will provide a direct cost offset subsidy to qualifying Builder applicants to newly construct three (3) groups of ten (10) single family homes in accordance with the terms and conditions set forth in this Request for Applications (RFA), and any other terms and conditions in any contract subsequently awarded. Builder applicants will be selected and determined through SC Housing’s review of each Application, considering the factors identified in this RFA. SC Housing expects to select up to three (3) Builder applicants that propose the construction of a maximum of 30 units as specified in this RFA.

In the event that SC Housing does not receive qualified proposals to produce the full thirty (30) units, subsidy may be divided among qualified Builder applicants to achieve the desired maximum of thirty (30) single family homes.

## SECTION TWO DEFINITIONS

Capitalized terms within this RFA shall have the meaning as set forth in this RFA, or in applicable federal regulations.

“DPA”	Down Payment Assistance
“South Carolina State Housing Finance and Development Authority”	a public corporation and public body corporate and politic created by S.C. Code Ann. § 31-13-10 et. seq.
“General Contractor”	A person or entity duly licensed in the state of South Carolina with statewide coverage and the requisite skills, experience and credit worthiness to successfully provide the units required in the Application.
“Unit”	A residential unit used as a single-family residence and the land appurtenant that is taxed as real property under State laws.

## SECTION THREE PROCEDURES

A. Builder applicants must submit their Application to SC Housing's secure file upload, ShareBase ([Link to ShareBase](#)).

SC Housing must receive the entire Application on or before 3:00 p.m., Eastern Time, on April 23, 2025, as Applications will be opened at that time. Any Applications received after the deadline will be considered non-responsive. One complete copy of the Application in PDF format is preferred, unless specified otherwise in Section Six below, and the file name should contain a reference to the name of the Applicant. SC Housing will not accept an emailed, mailed or faxed Application.

B. This RFA does not commit SC Housing to award a contract to any Applicant or to pay any costs incurred in the preparation or mailing of an Application.

C. SC Housing reserves the right to:

1. Waive minor deficiencies and informalities;
2. Accept or reject any or all Applications received as a result of this RFA; and
3. Negotiate with the successful Builder applicants with respect to any additional terms or conditions.

D. Any interested party may submit any question regarding this RFA in writing via e-mail to SC Housing at [workforcehousing@schousing.com](mailto:workforcehousing@schousing.com). All questions must be submitted no later than 3:00 p.m., Eastern Time, on February 24, 2025. Phone calls will not be accepted. SC Housing expects to respond to all questions in writing by 3:00 p.m., Eastern Time, on Monday, March 3, 2025. SC Housing will post a copy of all questions received and the corresponding answers on SC Housing's website at:

<https://www.schousing.com>

Only written responses or statements from SC Housing that are posted on the website will bind SC Housing. No other means of communication, whether oral or written, may be construed as an official response or statement from SC Housing.

E. At no time during the review and evaluation process, commencing with the Application Deadline and continuing until SC Housing renders a final decision on the RFA, may Builder applicants or their representatives contact Board members or Agency staff, concerning their own or any other Applicant's Application. If an Applicant or its representative does contact a Board or staff member in violation of this section, the staff shall, upon a determination that such contact was made in an attempt to influence the selection process, disqualify the Application.

F. Any Applicant may request withdrawal of its Application from this RFA by filing a written notice of withdrawal with [workforcehousing@schousing.com](mailto:workforcehousing@schousing.com).

G. SC Housing may modify the terms of the RFA at any point prior to the due date for Responses. A notice of such modification will be posted on SC Housing’s website and will be provided to potential Builder applicants who requested notifications through <https://www.schousing.com/Home/Subscribe> by clicking the Workforce Housing link and subscribing. Any Applicant will have at least seven days from the date of the posting of the notice of the modification to submit or modify its Application.

H. The terms of this RFA, and any modifications thereto, will be incorporated into any agreements offered as a result of this RFA. Failure of a successful Applicant to accept these obligations in the agreements may result in cancellation of the award.

## **SECTION FOUR SCOPE OF SERVICES**

To encourage the new construction of single-family homes for purchase by qualified homebuyers at a purchase price of \$175,000 or less, SC Housing is piloting the Workforce Housing Initiative Program. SC Housing will accept proposals to build **ten (10) minimum 1,000 square-foot single-family homes** under the program. The program includes two main incentives or subsidies for both Builder applicants and potential home buyers. Builder applicants selected will be offered a Cost Offset Subsidy of up to **\$10,000** for specific building costs as each house is completed and sold at a purchase price of \$175,000 or less. Qualified home buyers will receive **\$25,000** in down payment and closing cost assistance from SC Housing, provided the purchase price is \$175,000 or less.

### **Builder Cost Offset Subsidy**

SC Housing will reimburse builders for up to a total of \$10,000 in actual soft costs associated with the construction of homes such as: sewer tap fees, water connection fees, permitting and inspection fees, etc. The reimbursement will be available following the closing of the home.

### **Down Payment and Closing Cost Assistance**

- A qualified homebuyer will receive \$25,000 in down payment and closing cost assistance
- The down payment assistance is in the form of forgivable second mortgage with a 5-year term, zero- interest rate and no monthly payments, payable to SC Housing.

### **Homebuyer Eligibility Requirements**

- Buyers must occupy the home as their primary residence.
- Homes must be sold to qualified home buyers earning no more than the maximum allowable annual income of \$127,200 (which is 150% of HUD 2024 State Median Income Limit for South Carolina at the time of publication) as determined by SC Housing.
- Buyers must obtain a 30-year fixed rate mortgage through any of SC Housing’s approved participating lenders.
- If using SC Housing’s SC Homebuyer Bond program for first mortgage financing, buyers must meet the first-time homebuyer definition, income limits by county and other program requirements with maximum down payment assistance of \$25,000.

A. Builder applicant must sell the units to qualified buyers at a maximum sales price of **\$175,000** or less to be eligible for the Builder Cost Offset Subsidy. Similarly, under this Pilot Program, Down Payment and Closing Cost Assistance of \$25,000 will only be available for a qualified homebuyer purchasing a home with a price of \$175,000 or less.

B. The Builder applicant agrees to complete the construction of all Homes within six months from the effective date of the subsequent Funding Agreement with SC Housing, or when the subsidy funds are exhausted, whichever comes first. The pilot program will end and the availability for assistance will terminate for each Builder applicant after two years or when the units are completed and sold and funds have been exhausted, whichever occurs first.

C. Builder applicants must:

1. Have recent experience providing this or similar types of construction services throughout the State of South Carolina.
2. Agree to sell the homes to qualified homebuyers. Homebuyers utilizing SC Housing's mortgage programs must be qualified by SC Housing's underwriters. All down payment assistance loans will be a 5-year term, zero-percent interest (0%), non-amortizing loan. The down payment assistance loan will be due upon sale or refinance or if the homebuyer no longer occupies the home as their principal residence.

## **SECTION FIVE CERTIFICATION**

Do not reproduce the language of Section Five in the Application. By inclusion and execution of the statement provided in item Q of this Section, each Applicant certifies that:

A. The Applicant has read all applicable Authority rules governing this RFA and the instructions for completing this RFA and will abide by the applicable South Carolina Statutes, federal regulations and program provisions.

B. The Applicant submits this Application without prior understanding, agreement or connection with any person or entity submitting a separate Application for the same services. However, any agreement with a person or entity with whom the Application is jointly filed and such joint filing is made clear on the face of the Application will be an exception so long as the Application is in all respects fair and without collusion or fraud.

C. The Applicant certifies that the proposed project can be completed and operating within the schedule and budget submitted to SC Housing.

D. The Applicant acknowledges and certifies that it will abide by all commitments, requirements and due dates outlined in the RFA, inclusive of all exhibits. Failure to provide the required information by any stated deadlines may result in the withdrawal of the invitation to enter underwriting, unless an extension is approved by SC Housing.

E. By submitting the Application, the Applicant acknowledges and certifies that the proposed Units will meet all local and state building codes, the Fair Housing Act as implemented by 24 CFR Part 100; the Fair Housing Law of South Carolina at S.C. Code Ann. §31-21-10 et seq.; and all other applicable laws, statutes, codes and regulations.

F. The Applicant acknowledges that any funding preliminarily secured by the Applicant is expressly conditioned upon any independent review, analysis and verification of all information contained in this Application that may be conducted by SC Housing, the successful completion of credit underwriting and all necessary approvals by the Board of Directors, SC Housing or other legal counsel, the Underwriter and SC Housing staff.

G. If preliminary funding is approved, the Applicant will promptly furnish such other supporting information, documents and fees as may be requested or required. The Applicant understands and agrees that SC Housing is not responsible for actions taken by the undersigned in reliance on a preliminary commitment by SC Housing.

H. The Applicant understands and agrees that it will ensure that (i) none of the General Contractor duties to manage and control the construction of the Units are subcontracted; (ii) none of the construction or inspection work that is normally performed by subcontractors is performed by the General Contractor, (iii) no construction cost is subcontracted to any entity that has common ownership or is an Affiliate of the General Contractor or the Developer.

I. The Applicant and all Principals are in good standing with other states' housing agencies and have not been prohibited from applying for funding, been debarred or are currently under suspension.

J. In eliciting information from third parties required by and/or included in this Application, the Applicant has provided such parties information that accurately describes the project as proposed in this Application. The Applicant has reviewed the third-party information included in this Application and/or provided during the credit underwriting process and the information provided by any such party is based upon, and accurate with respect to, the Units as proposed in this Application.

K. During the underwriting process, demonstrate that the units meet the requirements of this RFA.

L. Any material submitted in response to this RFA is a public record pursuant to S.C. Code Ann. § 30-4-20, and subject to examination upon request pursuant to S.C. Code Ann. § 30-4-30 unless otherwise exempt under S.C. Code Ann. § 30-4-40.

M. The Applicant understands and agrees to comply with the provisions of S.C. Code Ann. § 41-8-10 et. seq., regarding the employment of illegal aliens.

N. The Applicant acknowledges that if awarded an agreement it will be prohibited from engaging in activities in connection with services related to SC Housing transactions that produce direct or indirect financial gain for the Applicant other than for the compensation agreed upon in the contract that results from this RFA, unless that Applicant has SC Housing’s written consent after SC Housing has been fully informed of such activities in writing.

O. The Applicant acknowledges that if awarded an agreement it will be prohibited from engaging in any actual, apparent or potential conflict of interest. Should any such actual, apparent or potential conflict of interest come into being subsequent to the effective date of the contract and prior to the conclusion of the contract, the Applicant will provide written notification (Notice of Conflict of Interest) to SC Housing within 10 working days for review by SC Housing’s Executive Director in consultation with legal counsel. If the Applicant is found to be in non-compliance with this provision, any compensation received in connection with this contract will be subject to forfeiture to SC Housing.

P. The Applicant, in submitting this Application, acknowledges and agrees that the terms and conditions of this RFA, as well as any modifications thereto, will be incorporated into any contract offered as a result of this RFA.

Q. CERTIFICATION STATEMENT:

**THE FOLLOWING WILL BE REPEATED IN THE APPLICATION AND SIGNED BY AN INDIVIDUAL AUTHORIZED TO BIND THE APPLICANT. THIS IS A MANDATORY ITEM. FAILURE TO INCLUDE THE CERTIFICATION STATEMENT BEARING AN ORIGINAL SIGNATURE, EXACTLY AS STATED AND WITHOUT ANY ADDITIONS, DELETIONS OR CAVEAT LANGUAGE, WILL RESULT IN REJECTION OF THE RESPONSE.**

“I agree to abide by all conditions of RFA 2025-01 and certify that all information provided in this Application is true and correct, that I am authorized to sign this Application as the Applicant and that I am in compliance with all requirements of the RFA, including but not limited to, the certification requirements stated in Section Five of this RFA.”

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name and Title

Print

## SECTION SIX QUALIFICATION PROCESS AND EVALUATION CRITERIA

SC Housing will review and score submissions in accordance with the evaluation criteria listed below. SC Housing may request that respondents participate in an interview to gather more information on their capacity to perform. Although interviews may be used in the final evaluation process, there is no guarantee that each respondent who participates in an interview will be selected.

Evaluation criteria will include:

1. Application Submission (pass/fail):

Submissions must be complete and timely, and allow SC Housing to adequately assess the respondent's capabilities and experience. The required documentation includes;

- Cover Letter
- Statement of Qualifications
- Demonstrated Experience
- Financials/Insurance/Bonding
- Market Analysis

If the above minimum documentation is not received, the response will be deemed non-responsive and will not move forward in review.

2. Statement of Qualifications (25 points):

- Company overview
- Outline relevant qualifications including the ability to design and plan quality homes, skills in building and managing the construction process
- Certifications and Affiliations
- Organization chart

3. Demonstrated Experience (25 points):

- Past performance on projects in South Carolina
- Include details regarding performance against schedule and ability to deliver projects on time and within budget
- Awards and recognition
- Professional references (must include two letters)

4. Capacity to Perform (25 points)

- Financial and bonding capacity to begin construction in a timely manner upon acquisition of property, and to complete construction in a timely and proper manner
- Ability to provide quality construction in support of neighborhood values and plans
- Capacity to execute when building lots are acquired, within contract specified timeframe



## 5. Market Analysis

- Provide an overview of the project, location and analysis used to demonstrate that new homes will be supported by jobs in the area. Include analysis supporting the development such as; economic and employment analysis of local trends, major employers, new employers, or employer expansions. Provide a summary of findings on economic viability, job growth, and housing supply and demand.
- SC Housing to assess the justification of the analysis as a pass/fail determination.

### **Submission Process:**

Interested builders/developers must submit a response to this RFA by 3:00 p.m. Eastern time April 23, 2025, via SC Housing's secure file upload, ShareBase ([Link to ShareBase](#)). Responses must be submitted in PDF format and include the information below. Incomplete or late responses will not be considered.

#### 1. Cover letter

- Contact information including your name, business name, physical address, e-mail address, phone number and website address (if applicable)
- Introduction of 150 words or less outlining how your business is aligned with the mission of providing affordable housing
- Builder Status: For-profit, non-profit or any other designation

#### 2. Statement of Qualifications

Please provide a brief organizational summary and review of relevant experience for the individual submitting the response and for the corporation or firm identified as lead, along with professional bio and review of relevant experience for any anticipated partners.

- Leadership Team resume summaries or bio
- Organizational chart as proposed to complete work specifically internal vs. external components or 'self-performing' functions vs. subcontract management (this should not only reflect subcontractor participation where applicable, but also include related brokers/realtors and any other outside agencies/partners necessary for completion/sale).

#### 3. Demonstrated Experience

- Provide examples of producing quality homes at affordable prices
- Include examples of single-family projects of similar scale (10-30 plus homes) recently completed in South Carolina as the primary contractor
- Successful quality and cost control planning strategies and results. Provide at least one example.

- Meeting or exceeding code requirements for health/safety, energy efficiency and other building quality measures
- Provide two letters of reference detailing your work performance along with contact information for each reference (including name, phone number and email address) who can speak to your construction/development performance

#### 4. Capacity to Perform

##### Financials

- Provide copy of most recent one years audited financial statements
- Provide last two years of tax returns for corporations, or if sole proprietorship or managing member partner, last two years of personal tax returns including an income statement, cash flow statement and balance sheet.
- Provide letter of support from at least one financial institution from which you have secured construction financing
- Provide full disclosure of any events, litigation, liabilities or contingent liabilities that could affect the respondent's financial ability to perform or other financial information sufficient for SC Housing, in its sole judgment, to determine whether the respondent is financially solvent or adequately capitalized.

##### Insurance and Bonding Capability (scored under capacity to perform)

##### Coverage and Limit of Liability

- Current State License
- Worker's Compensation – Statutory Limits
- Employer's Liability - \$1,000,000
- Commercial General Liability – combined single limit of \$1,000,000 each occurrence
- Automobile Liability Coverage - \$1,000,000 combined single limit (for vehicles Contractor uses in performing under this Contract)
- Excess Coverage - \$1,000,000 each occurrence/combined aggregate in excess of the limits specified for Employer's Liability, Commercial General Liability and Automobile Liability

### **SECTION SEVEN AWARD PROCESS**

SC Housing will provide notice of its decision for this RFA on SC Housing's website.

## Exhibit A.

### Minimum Design Criteria for New Construction Single Family Houses

The following minimum design requirements are for all newly constructed single-family dwelling units constructed under the applicable South Carolina Residential Code.

SC Housing's Minimum Design Standards are used as a guideline to meet and exceed all applicable local, state and national codes. These standards also serve as a vehicle to promote modern construction and design practices for builders, contractors and design professionals who wish to utilize funding from SC Housing.

#### General Requirements

- a. **Home Size.** Each Home must contain a minimum of 1,000 square feet in heated/cooled area, two (2) bedrooms, and two (2) bathrooms.
- b. **Code Compliance.** Construction of each Home must comply with the South Carolina Residential Building Code in effect at the start of construction and the applicable local planning and zoning requirements.
- c. **Soil Treatment/Termite Protection.** An appropriate termite inspection and treatment of the property must be completed by a licensed exterminator who shall report any termite activity and the treatment applied.
- d. **Roof Covering.** Shingles must be at least seal tab type over 15 lb. felt with a minimum 25-year product warranty or longer.
- e. **Siding.** Exterior siding shall consist of one or more of the following materials:
  1. Composite: Fiber cement siding, primed, with two-coat minimum finish or manufacturer's finish.
  2. Metal: 26-gauge minimum thickness aluminum or galvanized steel with manufacturer's finish.
  3. Vinyl: 0.042" minimum thickness, UV protected.
  4. Wood: Cedar or redwood stained or primed once with 2-coat minimum finish.
  5. Brick Veneer: ASTM C 216, Type FBS, Grade SW, or equivalent modular size.
- f. **Windows.** Window frames must be of solid vinyl, thermally broken aluminum, fiberglass, wood or wood clad; glazing must be minimum double-paned; and all windows must meet or exceed the South Carolina minimum code requirement.
- g. **Appliances.** Each Home must include a range, dishwasher, and an Energy Star refrigerator (i.e., the Energy Star mark must appear on the product and/or the product materials); hookups for a washer and dryer must also be included.
- h. **Water Heater Efficiency.** Electric water heaters must meet an Energy Factor (EF) of 2.0 or greater; gas fired water heaters must meet an EF of 0.67 or greater; instantaneous gas water heaters must meet an EF of 0.82 or greater.
- i. **Countertops.** Acceptable materials include molded rolled-backed, laminate plastic, or Formica with finished ends and sealed at the cut out of sink. Other materials include ceramic, granite, or other durable surfaces.

- j. **Closet Storage/Accessories.** Clothes closet must contain a 12” deep shelf, including a coat rod. Shelves with integrated hangar hooks may also be used.
- k. **Fire Detection and Alarm.** Electrically powered smoke alarms, installed according to manufacturer instructions, are required in each Home.
- l. **Carbon Monoxide Alarms.** UL listed carbon monoxide alarm must be located outside each bedroom.
- m. **Parking/Driveways.** A minimum of one paved or gravel parking space per Home. Driveways must meet the required standards for asphalt or concrete thickness.
- n. **Exterior Concrete.** Driveways must be at least 4” thick; concrete for walks, porches, and stoops must be at least 3 ½” thick.
- o. **Fenced Back Yard.** Each Home must include a fenced back yard, either with a 4-foot chain link fence or a 6-foot privacy wooden fence.