

COVID-19 Message:

Project-Based Contract Administration (PBCA)

SC Housing is closely monitoring developments concerning the Coronavirus Disease 2019 (COVID-19) in our state and considers the health, safety, and well-being of our staff, customers, and partners to be our highest priority. We join forces with Governor Henry McMaster, health officials, and others in our state in proactively addressing this public health risk to our citizens.

We are implementing the recommended Center for Disease and Control (CDC) precautionary measures to promote social distancing and limiting our staff travel and participation in external events to mission-critical activities. We are confident that these actions will allow us to continue essential business functions in a manner that safeguards the health interests of everyone concerned. We also have contingencies in place for critical staff to work remotely in the event of an office closure.

Until further notice, HUD has instructed us to postpone Management and Occupancy Reviews. We have canceled the reviews we had scheduled for the remainder of March. However, in hopes the restrictions will be lifted by April 1, 2020 we are scheduling the April reviews with the owner/agent. If the restrictions are not lifted, we will postpone those as well.

Contract renewals, rental adjustments, monthly voucher processing and special claims are anticipated to continue on regular schedule. Please continue to submit your contract renewals, rental adjustments, vouchers, and special claims as timely as practical in order to prevent delays in processing. As a reminder, vouchers are due by the tenth of each month. The most efficient method for transmitting submissions is through SC Housing's Secure File Exchange. This enables staff to have immediate notification that documents have been delivered. Having documents electronically will reduce paperwork and promote faster processing should staff work remotely. Documents submitted via mail and email will still be accepted and processed in the order in which it is received.

COVID-19 has been declared a public health emergency on both a state and national level. SC Housing understands the tremendous health risk that COVID-19 poses to our community. Please be assured that we are taking "all necessary and appropriate actions" to help our state to address this public health threat. We will continue to monitor this rapidly changing situation and provide you with additional updates as needed.

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