

2020 SC Housing Trust Fund Program

Bulletin #4

August 7, 2020

Requirements for Completing Emergency Repair Projects

The information contained in this bulletin is being provided to ensure all sponsors and contractors participating in Emergency Repair projects are aware of the protocols in place to minimize the spread of COVID-19 during the SC Housing Emergency Repair Application completion process. The below safety measures will be strictly adhered to during all Emergency Repair inspections. It is the responsibility of the nonprofit sponsor to provide this information to the contractors they have hired to complete Emergency Repair projects. Contractors must be made aware of these guidelines prior to the inspection.

1. The following public health guidelines must be adhered to:
 - a. Individuals must stay at least 6 feet apart and wear a face covering.
 - b. Sponsors and contractors are required to supply their own Personal Protection Equipment (PPE).
2. Sponsors and contractors are required to have the video chat app Google DUO installed/downloaded on their mobile phones/devices prior to the inspection.
3. Sponsors and contractors must provide their own writing devices, note pads, etc.
4. Contractors must supply their own equipment such as, but not limited to tools, ladders, tape measures, etc.
5. As required by the 2020 Home Repair Manual (Page 10, Section B) sponsors must submit photographs of **all** planned repairs with the Initial Inspection request. Initial Inspection requests that do not include photographs of all planned repairs will be denied by desk review.
6. As required by the 2020 Home Repair Manual (Page 11, Item # 8) sponsors must submit photographs of all completed repairs with the final inspection request. Final Inspection requests that do not include photographs of all completed repairs will be denied by desk review.
7. Sponsors must submit with the Initial Inspection request, a floor plan provided by the contractor that clearly indicates the dimensions of the home, and the location of the below items applicable to the repairs being proposed. The floor plan may be hand drawn. Examples have been included as attachments to this bulletin.
 - a. HVAC Projects - Must include square footage and calculations used to determine the tonnage of the unit, the locations of all vents, returns, and attic access points of entry.
 - b. Roofing Projects – Must include square footage, square calculations, and the location of all roof penetrations.
8. Sponsors can submit Emergency Repair applications via email or they may be uploaded to SC Housing's secure file upload which can be accessed using the following link <https://www.schousing.com/Home/PartnerLogin>. When using the SC Housing secure file upload the application including all required documents and photographs must be submitted as one PDF file. Files must be named to clearly identify what is being submitted. For

guidance on submitting applications electronically please reach out to SC Housing staff at SCHousingTrustFund@schousing.com for assistance.

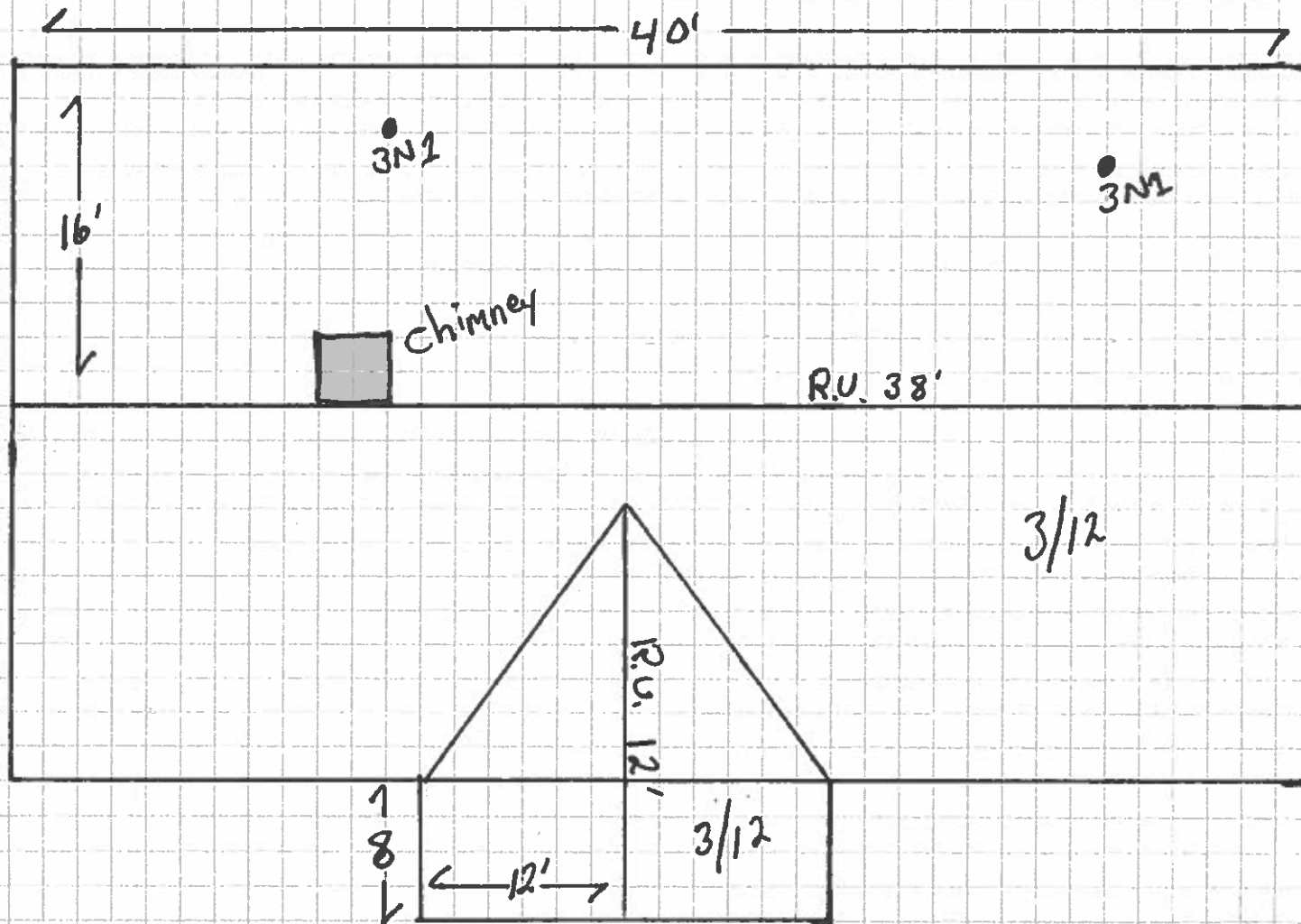
9. Emergency Repair applications being submitted for storm damaged homes located in FEMA designated areas must include a copy of the "FEMA Declaration Letter" provided to the homeowner with the application.
10. Emergency Repair Applications submitted for homes covered by a homeowner's insurance policy that propose repairs that are commonly covered by homeowners insurance must include a copy of the homeowner's insurance claim and documentation of whether the claim was approved or denied by the insurance company.

Please contact John Thompson, Construction Manager at John.Thompson@schousing.com, 803-394-4671 for questions regarding the inspection process.

Please contact Felicia Kilgore, Housing Trust Fund Manager at Felicia.Kilgore@schousing.com, 803-896-9362 for all other questions regarding the Housing Trust Fund Program.

$$\begin{aligned}
 40 \times 16 (x2) &= 1280 \\
 8 \times 12 (x2) &= 192 \\
 & \underline{1472 \text{ sq}' } && 16 \text{ squares} \\
 + & \underline{1090} \\
 & 1619.2 / 100 = 16.192
 \end{aligned}$$

Project SC Housing
 300 Outlet Pointe Blvd.
 Columbia, SC 29210
 Roofing Project
 Example



$$52 \times 32 = 1664 \text{ sq}' / 600 = 2.77 \text{ 3 tons}$$

Project

SC Housing
300 Outlet Pointe Blvd
Columbia, SC 29210
HVAC Project
Example.

XX = Floor vents

