

# **Appendix B:**

## **SC Housing Supportive Housing Rehabilitation Construction Standards**

### **I. General Requirements.**

1. The contents of this Appendix apply to Single-Family Housing Rehabilitation of four (4) or fewer homes developments.
2. Each single-family housing rehabilitation shall complete the contents of this Appendix per address.
3. All violations identified in the **HTF-2E SC Housing Essential Property Standards Checklist** inspection and must be repair/replaced to meet the standard.
4. All construction activity funded by SC HTF must meet or exceed current South Carolina Building Code standards, and all local permitting and inspection requirements.
5. In those jurisdictions with an adopted minimum housing code, all units rehabilitated with SC HTF funds must meet or exceed those local codes, rehabilitation standards, ordinances and zoning ordinances upon completion of rehabilitation.
6. Luxury repairs and or replacements are prohibited.
7. No unlicensed person shall work on any project funded by SC HTF.
8. Each page of the Work Write-up must have original signatures and dates from the Sponsor and Contractor(s).

### **II. Contract Standards**

#### **A. Contractor Credential Requirements**

Documentation must be provided to demonstrate that the residential contractor (RBB, RBW) or general contractor (BD, LB, UB) meets the following minimum requirements to be awarded construction contracts.

1. Construction companies must have been in business for a minimum of five years and have permanent full-time employees.
  - a. Documentation must be provided that demonstrates the construction company been in business for at least five years of continuous operation, operating under the same business name.
  - b. Documentation that the company is in good standing with the SC Secretary of State.
  - c. Copy of most current license issued by SC Department of Licensing, Labor and Regulations.
  - d. Completed W-9.
  - e. Debarment Certification Form.
2. Provide a list of projects of similar scope, size and financing the construction company has successfully completed during the last five years. Include the following information for each project:
  - a. Project Name.

- b. Project Owner.
  - c. Project Address.
  - d. Number of Units and Type (affordable, market rate).
  - e. Construction Start/End dates.
  - f. Project Type (New Construction, Rehab, Adaptive Re-Use, Conversion).
  - g. Description of Funding Sources.
  - h. Color Photo of Completed Projects.
3. Provide the construction company's organizational chart (including employee names and titles) and employee roster. The construction company must have full-time permanent employees, including full-time on-site job superintendents/project managers. Provide the following information for each employee:
- a. Employee Name.
  - b. Job Title.
  - c. Resumes of all key staff members and principals.
  - d. Description of responsibilities and job duties.
  - e. Type (i.e. full-time/part-time).

**B. Contract Work Write Up (WWU) HTF-2B.**

1. The Sponsor must enter into a written agreement/contract with its Contractor that specifically acknowledges SC Housing standards to perform construction work.
2. The Contractor must use SC Housing's WWU form to document repairs to be conducted.
  - a. The WWU must contain complete information and details of the Contractor(s).
  - b. For multi contractor/ trade projects each contractor will execute a separate WWU.
  - c. The WWU must include completed cost for each line and details of work to be completed.
  - d. Each page of the Work Write-up must have original signatures and dates from the Sponsor and Contractor(s).
  - e. The Work Write-up (HTF-2B) is to be submitted as part of the Application.
  - f. SC Housing will not accept a WWU completed by anybody other than the Contractor(s). If it is discovered that someone besides the Contractor(s) is completing the WWU SC Housing may suspend or debar the persons involved.
3. The Contractor(s) must provide all labor and materials and all work must be in compliance with:
  - a. The current SC Housing Supportive Housing Manual,
  - b. Appendix A SC Housing Essential Property Standards,
  - c. Appendix B SC Housing Supportive Housing Rehabilitation Construction Standards,
  - d. The current Construction Cost Sheet,
  - e. 2021 International Residential Code (IRC) and all state and local revisions.
  - f. The Contractor must contact the building code official within the locality in which the proposed construction repairs are to be undertaken.
  - g. 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.
  - h. SC Housing does not require bringing the entire home up to current code, but all repairs undertaken must meet current code and SC Housing standards.

### C. Bonding

1. A payment and performance bond or letter of credit is required for **ALL SC HTF** projects drawing funds during construction, regardless of the amount of the contract. In addition, all SC HTF projects are required to follow local procedures relating to bonding and insurance. Recipients should consult their engineers in order to protect their interests. For projects drawing during construction, the minimum bonding and insurance requirements are as follows:
  - a. A payment and performance bond or Letter of Credit from contractors for 100% of the contract shall be executed in connection with each construction contract that the SC HTF Recipient elects to draw funds for during construction. Irrevocable Direct Pay Letters of Credit are acceptable in place of payment and performance bonds but must be payable directly to SC State Housing Finance & Development Authority, for an amount equal to the contract amount to ensure payment in full for all completed work in place. All Letters of Credit will be reviewed to limit the Authority's liability.

## III. Environmental Standards

- A. **Lead.** Dwellings built before January 1, 1978 must comply with all requirements related to the evaluation and reduction of lead-based paint hazards and have available proper certifications of compliance (see The EPA's 2008 Lead-Based Paint Renovation, Repair and Painting Rule (as amended in 2010 and 2011). The regulations for residential property renovation are located at 40 CFR 745, Subpart E.).
- B. **Asbestos.** All dwellings must comply with all requirements related to the evaluation and reduction of asbestos hazards and have available proper certifications of compliance (see SC DEHEC Regulation 61-86.1).
- C. **Mold.** There shall be no presence of mold. Mold is unacceptable and must be addressed. Surface areas affected with mold of less than ten (10) square feet shall be remediated per the National Center for Healthy Housing protocol "Creating a Healthy Home" ([http://www.nchh.org/Portals/0/Contents/FloodCleanupGuide\\_screen\\_.pdf](http://www.nchh.org/Portals/0/Contents/FloodCleanupGuide_screen_.pdf))  
**Surfaces areas affected with mold of more than ten (10) square feet shall be remediated by a certified mold remediation company.**
- D. **Radon.** All dwellings located in Greenville county must be tested. If results are at or above 4 pCi/L remediation is required and must be in compliance with ANSI/AARST MAH 2019 and SGM-SF 2017 with 12/20 revisions.  
<https://standards.aarst.org/MAH-2019/index.html>  
<https://standards.aarst.org/SGM-SF-2017/index.html>

## IV. Inspection Standards

### A. Inspection Process.

1. SC Housing schedules inspections in the most efficient and timely manner possible.
2. Inspectors will do their best to make appointments that satisfy all individuals involved.

3. Inspections are typically scheduled on Mondays and conducted Tuesday- Friday.
4. Ongoing “special requests” will not be honored.
5. The Sponsors or designee and contractor must be present for all inspections.
6. Multi Trade Projects will only conduct one (1) initial inspection.
7. SC Housing inspectors must be permitted to communicate with all parties involved in the project at any time.

## **B. Change Order Process**

1. Any changes to the scope of work or cost of the rehabilitation work after the Sponsor receives an approved initial Work Write-up (award) must be addressed via a change order.
  - a. Changes in materials or scope of work must first be communicated with the SC Housing inspector and approved before proceeding.
  - b. Changes Order Request (HTF-2C) must be completed in detail and signed by the sponsor and contractor(s).
  - c. Change Order Request are to be submitted electronically to SC Housing.
  - d. SC Housing will review the proposed Change Order and either approve or deny the request.
  - e. SC Housing will communicate its decision to the Sponsor in writing
  - f. SC Housing may revoke a portion or the entire award if a Sponsor makes changes to the project without prior approval.

## **V. Contractor Standards**

### **A. License Requirements.**

1. Contractors must have an appropriate trade license and licensed by the SC Dept. of Labor Licensing and Regulation and/or DHEC with one of the following licensures:
  - a. Waste Water, DHEC
  - b. Water Well
  - c. Residential Specialty Contractor:
    - RBS - Vinyl and Aluminum Siding.
    - RBS- Insulation.
    - RBS –Roofer.
    - RBS - Floor Covering.
    - RBS - Mason.
    - RBS - Dry Wall.
    - RBS - Carpenter, nonstructural license.
    - RBS - Painters/Wall Paper.
  - d. Residential Builder classified as:
    - RBB - Residential Builders License.
    - RBW -Residential Builder Exam Waiver with Mechanical Trades restriction.
    - RBE - Residential Specialty Contractor Electrical License.
    - RBH - Residential Specialty Heating and Air License.
    - RBP - Residential Specialty Plumbing License.
  - e. Mechanical Contractor classified as:
    - AC – Air Conditioning.
    - PK – Packaged Equipment.

- EL – Electrical.
  - PB – Plumbing.
  - f. General Contractor classified as:
    - BD – Building Includes (GR, IR, MB, MS, SS, WF).
    - LB – Limited Building.
    - UB – Unlimited Building.
    - GR – General Roofing.
    - SR – Specialty Roofing.
  - g. Home Inspector
  - h. Lead contractors and consultants must be licensed with the EPA and listed here:
    - <https://cfpub.epa.gov/flpp/pub/index.cfm?do=main.firmSearchAbatement>
  - i. Asbestos contractors and consultants must be licensed with SC DHEC and listed here:
    - <https://apps.dhec.sc.gov/Environment/AsbestosContractorsAndConsultants/>
  - j. Mold Remediation
    - Mold remediation contractors must hold a national certification such as IICRC or OSHA.
2. Licensee must have with LLR or DHEC:
- a. An “Active” Status with LLR or DHEC.
  - b. Surety Bond on File with LLR; or be Qualified by Financial Statement per LLR.
    - i. A licensee cannot exceed their bond or financial limits.
  - c. All licenses and bonds must be current and not expire before the projects estimated completion date.
  - d. Sponsor is to supply copy of contractor’s license from SC LLR website to SC Housing at application.
  - e. SC Housing may require additional information not listed above.

**B. Contactor Insurance requirements.**

1. An effective \$1 million “General Liability (GL)” insurance policy.
2. Lead and Asbestos testing contractors must carry a \$1 million “Professional Liability Coverage (Errors and Omissions, or E&O)” for Lead Based Paint and Asbestos Evaluation Work.
3. Lead and Asbestos abatement contractors must carry a \$1 million “Contractor Pollution Liability Coverage (CPL)” for lead and asbestos control work.
4. Mold contractors must carry a \$1 million “Contractor Pollution Liability Coverage (CPL)” for mold.
5. A Worker’s Compensation (WC) policy.
6. All insurance policies must be current and not expire before the projects estimated completion date.
7. Sponsor to submit Certificates of Insurance (COI) with application.
8. SC Housing may verify GL and WC insurance coverage, including, but not limited to, verifying coverage on the Workers’ Compensation Commission’s website or contacting the insurer.
9. SC Housing may require additional information not listed above but not limited to, quarterly and yearly Workers’ Compensation insurance audits.

### **C. Project limits.**

1. Contractors may not work on more than eight (8) SC HTF projects at one time or exceed their LLR dollar limitations, whichever is less.

### **D. Subcontracting.**

1. Licensed Residential Builders with classification RBB or RBW and General Contractors with classification BD, LB or UB may subcontract on a single project that requires trade work of more than their license allows and must:
  - a. Provide subcontractors LLR credentials as listed above.
  - b. Provided subcontractors Insurance credentials as listed above.**
    - i. RB, RBW, BD, LB and UB contractors can cover the workers compensation of their subcontractors this must be checked on the WWU contract.**
  - c. Subcontractors information must be provided on the WWU.
  - d. Subcontractors must sign the WWU.
  - e. Labor only subcontracting is not allowed and considered a violation.
  - f. Subcontracting outside of the above allowance is strictly prohibited and considered a violation.

### **E. Multi Contractor/ Trade Projects.**

1. Sponsor may use differently licensed individual contractors to complete repairs.
  - a. Sponsor is limited to two (2) individual contractors to complete a project.
  - b. These contractors must meet LLR credentials as listed above.
  - c. These contractors must meet Insurance credentials as listed above.
  - d. Each contractor will provide a completed WWU covering only the repairs they are to complete.
  - e. Sponsor will pay each contractor separately and collect a Certification of Payment (HTF-4C) and a copy of the cashed/cancelled check given to the contractor by the sponsor reflecting full payments for all construction cost for each contractor.

### **F. License or Insurance Violations.**

1. If SC Housing discovers any person working on an HTF project is unlicensed, uninsured or performing work as an unapproved subcontractor; SC Housing will suspend or debar them from any other work on HTF projects.
  - a. All outstanding projects the contractor may have that have not been started/ finished will be taken from the contractor.
  - b. The sponsor will be responsible for securing a contractor(s) to finish/ complete the project.
  - c. SC Housing will not pay any funds out to or for contractors found in violation above.
2. If it is found that any Sponsor, Contractor or Home Inspector is not or has not been completing 100% of the SC Housing Essential Property Standards; SC Housing will suspend or debar that Sponsor, Contractor or Home Inspector.
3. Any Sponsor, Contractor or Home Inspector who attempts to circumvent, falsify, manufacture, or otherwise attempts to avoid the SC Housing Essential Property Standards, License and or Insurance requirements will be suspended or debarred.

## VI. Project Cost

### A. Allowable Cost.

1. All costs must be "reasonable and necessary," included in the application, and approved as part of the development budget.
2. 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:  
<https://www.schousing.com/library/HTF/2022/2022-Construction-Cost-Sheet.pdf>
3. Hard Cost: These costs include the actual construction cost of labor and materials needed to meet SC Housing's standards and Federal, State and Local requirements to construct and or rehabilitate the property. Hard costs include the following:
  - a. Costs to meet the applicable building standards in effect at the time a building permit is obtained from the locality.
  - b. Costs to make essential improvements including the actual costs of construction.
  - c. Energy-related improvements.
  - d. Improvements necessary to permit use by handicapped persons.
  - e. Costs to demolish existing structures for which construction will begin within twelve (12) months of the Commitments (s).
  - f. Costs for improvement to the project site (Please note, any site work completed before the application is submitted cannot be included in costs. Any value of site work previously completed must be captured only by the appraised value).
  - g. Costs of acquiring optioned improved or unimproved land for which construction will begin within twelve (12) months of the Commitment(s).
  - h. Improved or unimproved land being acquired must be valued at the lesser of the purchase price or the appraised value submitted with application.
4. 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 cost:
  - a. **Building permit fee(s)**. Sponsor must submit copies of the paid invoices/receipts for permits before construction and or repair work begins. The invoice/receipts must clearly show the governmental department that issued the permit and how much was paid for the permit. Generally, the "job value" amount listed on a building permit or a combination of building permits should equal the total amount on the approved **(HTF-2B) Work Write-Up ('s)**. All permits must be pulled by the contractor not the Sponsor, there will be no exceptions. To ensure permits are matched with the appropriate project, Sponsors must write the HTF project number on the permits and receipts if the permits and receipts to do not contain information sufficient to identify the project address they will not be accepted.
  - b. **Professional fees** for the preparation of building/site plans/specifications.
    - i. Sponsor- Contractor will be required to submit paid invoices along with cancelled checks for said paid invoices for payment.
  - c. **Professional fees** for the preparation of environmental reports such as Phase I Environmental Site Assessment, wetland determinations, etc.
    - i. Sponsor- Contractor will be required to submit paid invoices along with cancelled checks for said paid invoices for payment.

- d. **Professional fees** for geotechnical reports.
  - i. Sponsor- Contractor will be required to submit paid invoices along with cancelled checks for said paid invoices for payment.
- e. **Pest control treatment** is an eligible cost; however, the Sponsor must gain SC Housing approval before moving forward with treatment.
  - i. Sponsor- Contractor will be required to submit paid invoices along with cancelled checks for said paid invoices for payment.
- f. **Projects subjective to Lead-Based paint and Asbestos costs:** SC Housing will allow and reimburse sponsor for this project related expenses.
  - i. Sponsor- Contractor will be required to submit paid invoices along with cancelled checks for said paid invoices for payment.
- g. **Projects subjective to mold cost.** SC Housing will allow and reimburse sponsor for this project related expenses.
  - i. Sponsor- Contractor will be required to submit paid invoices along with cancelled checks for said paid invoices for payment.
- h. **Projects subjective to Radon cost.** SC Housing will allow and reimburse sponsor for this project related expenses.
  - i. Sponsor- Contractor will be required to submit paid invoices along with cancelled checks for said paid invoices for payment.
- i. **Projects subjective to cost for completion of the SC Housing Essential Property Standards checklist** by appropriately licensed professionals. SC Housing will allow and reimburse sponsor for this project related expenses; expenses exceeding five hundred (\$500) dollars must receive prior SC Housing approval.
  - i. Sponsor- Contractor will be required to submit paid invoices along with cancelled checks for said paid invoices for payment.
- j. A cost submitted without the invoice/ receipts as stated above will not be processed for payment. Staff is not responsible for reminding Sponsor to submit invoices/ receipts. Once a project is closed out Sponsors may not submit invoices/ receipts for payment

## **B. Prohibited Cost.**

HTF funds cannot be used for operations of the facility.

1. A Sponsor may not pay any of its administrative costs with HTF funds. The following costs are prohibited:
  - a. Business License Fee/Renewal Fee.
  - b. Contractor License Fee/Renewal Fee.
  - c. Appraisal Fees.
  - d. Financing Fes.
  - e. Attorney's Fees (Only eligible for closing cost if property is paid for with SC HTF).
  - f. Taxes.
  - g. Costs associated with record keeping.
  - h. Operating Expenses.
  - i. Insurance.
  - j. Non-Authority Construction loan interest.
  - k. Compliance Monitoring Fees.
  - l. Administrative Expenses.



- m. Furniture and Office Supplies.
- n. Relocation Expenses of Residents.
- o. Storage Fees.
- p. Off-Site Infrastructure.
- q. Playground Equipment, Exercise Equipment and Swimming Pools.
- r. Tools, Equipment and Equipment Rental.
- s. Luxury Improvements and or Replacements.
- t. Appliances such as Counter Top Microwaves, Under Counter Ice makers, Trash Compactors, Freezers etc.
- u. Landfill, Dumpster, or Portable Toilet (to be included in general Requirements).
- v. Foundation Replacements.

### **C. Cost Reasonableness**

SC Housing will perform a cost reasonableness evaluation of the proposed construction activity 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. Detailed, itemized information must be submitted and must include costs identified separately by line item.

## **VII. Photograph Requirements.**

### **A. Application Photos.**

1. All photos must be in color, at least 3" X 5" in size and submitted electronically.
2. Photos must be submitted that clearly identifies all four sides of the home.
3. Photos must be submitted of the interior of the home that show all rooms of the home.
4. Photos must be submitted that clearly identifies all proposed and or planned repairs. These must include:
  - a. Photos of attic framing and roof decking for roof repairs.
  - b. Photos of floor system repairs from the crawl space or basement.
  - c. Photos of HVAC equipment and duct work from outside, inside, attic, crawl space or basement.
5. Applications that fail to submit photos of all planned repairs may be denied for inspection from the desk.

### **B. Final Inspection Photos.**

1. All photos must be in color, at least 3" X 5" in size and submitted electronically.
2. Photos must be submitted that clearly identifies all completed repairs including but not limited to:
  - a. Demo work photos must be taken during the different phases of the demo that clearly show the progress and replacement of all products.
  - b. All framing work in the crawl space, basement or attic.
  - c. All hidden, behind the wall, framing and MEP work.
  - d. Underlayment installed for LVT or Sheet Vinyl.
3. Roofing photos must be taken during the different phase of the roof install and must include:

- a. The bare roof deck, sheathing,
  - b. New sheathing,
  - c. Synthetic felt,
  - d. Valley lining,
  - e. Ice and Water shield,
  - f. Step and counter flashing,
  - g. Chimney flashing,
  - h. Roof deck cut out for ridge vent and
  - i. Drip edge.
4. Sewer/ Septic system photos are required of all steps of the installation that clearly show all the materials being used.
  5. Failure to submit photographs as described above may result in a reduction in the Contractor(s) final payment and the Sponsor's Project Delivery Fee in an amount determined by SC Housing and commensurate with work costs associated with the work that was not sufficiently documented by photographic evidence.

## **VIII. Rehabilitation Construction Standards.**

### **A. General**

1. Sponsors must adhere to any written standards developed by SC Housing and to all federal, state, and local standards.
2. SC Housing does not require bringing the entire home up to current code, but all repairs undertaken must meet current SC Building Codes and SC Housing standards.
3. All work regarding handicapped accessibility must meet the requirements of 2010 ADA and ANSI Section A117.1 -2017.
4. All material used shall be new, in new condition and of standard grade.
5. All work performed shall be "finished" work. For example, if an exterior door unit is specified then that unit shall be painted/ finished and new lockset installed.
6. All work shall be performed and completed in a manner supported by the manufacturer's specifications, standard construction practices, and/or recognized building codes.
7. All material or products replaced should be of like kind but not luxury.
8. Luxury products and or repairs are not permitted. Examples of this include but are not limited to:
  - a. Replacing a shingled roof with a metal roof.
  - b. Replacing a tub or tub/shower with a garden tub or whirlpool tub.
  - c. Replacing vinyl flooring with ceramic or hardwoods.
  - d. Replacing standard FHA rated carpets with high performance heavy ounce carpets.
  - e. Installation of trim molding such as crown or tall base boards.
  - f. Replacing or installation of appliances such as Under Counter Ice makers, Trash Compactors, Freezers etc.

### **B. Effective Useful Life (EUL)**

1. The EUL is the amount of time during which for e.g. products, materials, systems, equipment is expected to remain in good useful condition.
2. EUL is not a warranty.

3. The EUF includes the assumption that any and all maintenance is performed with in appropriate time as to not cause any damages. Deferred maintenance will drastically reduce the EUF up to terminating the EUF.

### C. UNIT SIZE & BASE REQUIREMENTS

1. All residential units must meet minimum unit size requirements. The square footage measurements below are for heated square feet only, measured interior wall to interior wall, and do not include exterior wall square footage. The area occupied by the stair case may only be counted once. Unheated areas such as patios, decks, porches, stoops, or storage rooms cannot be included.

Studio	350 square feet
1 Bedroom	350 square feet
2 Bedroom	850 square feet
3 Bedroom	1,100 square feet
4 Bedroom	1,250 square feet

2. Units must also meet the following requirements:
  - a. Studio Apartment: the bedroom, living area and full kitchen may be contained in the same room; must have one full bathroom and laundry room.
  - b. One Bedroom Apartment: at least six rooms including a living room, dining room, full kitchen, one bedroom, one full bathroom and laundry room.
  - c. Two Bedroom Apartment: at least seven rooms including a living room, dining room, full kitchen, two bedrooms, one full bathroom and laundry room.
  - d. Three Bedroom Apartment: at least nine rooms including a living room, dining room, full kitchen, three bedrooms, two full bathrooms and laundry room.
  - e. Four Bedroom Apartment: at least ten rooms including a living room, dining room, full kitchen, four bedrooms, two full bathrooms and laundry room.
3. Bedroom Size: All bedrooms must be a minimum 120 square feet. The minimum bedroom square footage excludes the closet space.
4. Bathroom Requirements
  - a. Full Bathroom: must contain a toilet, vanity with sink and a minimum 30" x 60" one-piece fiberglass tub/shower combination.
  - b. Half Bathroom: must contain a toilet and a vanity with sink.
  - c. ADA/ SECTION 504 UNITS: Type A, any unit that is required to meet ADA/ Section 504 accessibility requirements shall have the accessible primary bedroom and bathroom with one roll-in shower located on the accessible floor.
  - d. Town Homes without a bed and bath on the main floor will be required to have a half bathroom located on the main floor. ***Does not apply to rehabilitation projects unless it's a gut rehab including plumbing.***
  - e. Whirlpool tubs are prohibited.
5. All Single Family, Townhouse and Duplex Developments must have:
  - a. A covered / roofed front main entryway that must be a minimum 5'x5' and

- b. A porch, patio or deck at a minimum of 70 square feet.
  - i. A front porch on a single-family home or stacked duplex is acceptable to meet this requirement and must be 100 square feet minimum.

#### **D. Mandatory Specific Systems Replacement Requirements.**

The following is required to be completed regardless of the results of the SC Housing Essential Property Standards Checklist and be complaint with this Appendix B Rehabilitation Construction Standards.

1. **Site Utilities;** The WWU / Scope of work must contain a budget line item to investigate (including with remote imaging) and repair or replace all main utility lines on the property, regardless of age. If more than 50% identifies as failed, the entire line must be replaced. Owners must submit a copy of the sewer investigation to SC Housing with the final inspection documentation.
2. **Site Utilities; Special Considerations: Polybutylene Piping;** The Home Inspector/ Contractor must investigate any polybutylene piping and provide an opinion on whether it should be repaired or replaced. In all cases the last 3'-0" of polybutylene hot water lines must be replaced with PEX, CPVC or Copper piping.
3. **EIFS & Stucco;** EIFS (synthetic stucco) may not be repaired but must be replaced by a SC Housing approved material. Hard-coat stucco (cement stucco) must be replaced if more than 25% of the existing material has failed. SC Housing must approve any repair or replacement of hard-coat stucco.
4. **Acoustical Isolation;** Unit party walls and floor assemblies require sound proofing (sound batt insulation) to achieve a rating of STC 54. Wherever party and exterior wall structures and ceiling and floor construction are exposed during the course of construction.
5. **HVAC;** All developments must have central heat and air. Heating, ventilating, and air conditioning systems must be replaced if they do not meet the applicable building codes, or do not have the required Effective Remaining Life of 10 years. If HVAC units are replaced they must be at least 15 SEER. The duct system must be replaced if necessary to meet applicable codes and SC Housing required life expectancy. If ductwork is not replaced, it must be cleaned and sealed in accordance with the South Carolina State Minimum Standard Energy Code.
6. **Plumbing;** The existing plumbing system must be upgraded to meet all applicable codes. If 50% of the system needs replacement, the entire system must be replaced.
7. **Electrical;** The existing electrical system must be upgraded to meet all applicable codes. If 50% of the system needs replacement, the entire system must be replaced, including all wiring.
8. **Accessibility;** All Work Scopes must meet applicable federal, state, local, and SC Housing requirements. SC Housing requires 5% of the units to be fully accessible and an additional 2% equipped for the hearing and sight impaired. SC Housing maintains the same accessibility standard for new construction and rehabilitation.
9. **Fire and Life Safety;** Through strict code compliance, the property design shall provide a safe environment for all tenants. Compliance with the Life Safety Code for new construction is required for the following regardless of local building authority enforcement: stairs, handrails, guardrails, smoke detectors, carbon monoxide detectors, fire alarms, and unit fire separation (attic draft stops, fire/smoke separations, rated party walls and floor/ceiling components, and caulking of all penetrations in the fire

assemblies). Life Safety items that do not meet current codes will not be ‘grandfathered’ in. Adherence to the most recently adopted editions of the South Carolina State Codes is required. This includes but is not limited to:

- a. Fire alarms and sprinklers must meet fire department, state and local code requirements.
  - b. Attics must be constructed or rebuilt to meet all current fire and life safety codes, regardless of the requirements of the local building authority. These include draft stop walls, and rated ceiling, floor, and wall assemblies.
  - c. All through-penetrations of smoke walls, draft stops, and rated assemblies must meet current fire codes.
  - d. Multifamily building with existing exterior wooden stair systems may not be repaired. Instead they must be replaced in their entirety with new galvanized steel (field painted) and or concrete stair systems.
  - e. Projects shall comply with all disaster mitigation-related requirements of the latest editions of the applicable mandatory State Minimum Standards as adopted and amended by South Carolina, and with all local ordinances regarding disaster mitigation. Such as but not limited to Hurricane, Earthquake and Flood requirements.
10. Replace all damaged and worn interior doors, jams, frames, and hardware. Bi-fold and sliding doors are prohibited.
  11. Entire unit (all rooms and ceilings) including doors and trims must be repainted.
  12. Replace and or install new flooring in each unit.
  13. All interior and exterior lighting shall be replaced and or installed. All lighting fixtures and bulbs to be Energy Star rated.
  14. Ceiling fans shall be replaced and or installed in the living room and all bedrooms. Ceiling fans to be Energy Star rated.
  15. Window blinds shall be replaced and or installed.
  16. Window screens shall be replaced and or installed if damaged or missing.
  17. All units pre-wired for high speed Internet hook-up with:
    - a. One centrally located connection port with connection ports in each bedroom,
    - b. Or one centrally located port with wireless internet network provided, per unit.
  18. 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.
  19. 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.
  20. Upgrade insulation in attic to R-38.
  21. Reseal all asphalt parking and roadway services throughout the development.

**The following items are mandatory items unless replaced on or after January 1, 2014.**

22. New bathroom fixtures must be installed to include the following:
  - a. Tub/shower, re-glazing not allowed. Three-piece surround insert is acceptable.

- b. All caulking must be replaced.
  - c. Shower valves and heads.
  - d. Replace sink, vanity and plumbing fixtures.
  - e. Toilet.
  - f. Exhaust fan 70 cfm minimum.
  - g. Water supply valves and supply lines.
23. New Kitchen cabinets, counter tops, fixtures and appliances to include the following:
- a. All kitchen cabinets shall be constructed with solid wood or plywood stiles, rails, doors and drawer fronts with dual slide tracks on drawers. All cabinets will conform to the performance and fabrication requirements of ANSI/KCMA A161.1-2000 and bear the KCMA Certification Seal. Site built cabinets are prohibited.
  - b. Counter tops may be manufactured post form laminate, granite or solid surface. Site built countertops must be constructed of 3/4" AC plywood. No particle board, press board or fiber board will be allowed.
  - c. All units must have a double bowl kitchen sink 8" deep minimum, Mobility units at 6 1/2" maximum.
  - d. Plumbing fixtures, water supply valves and supply lines.
  - e. Free-standing range that is at least 30 inches wide or a cooktop and wall oven.
  - f. Anti-tip devices must be installed on all kitchen ranges and be securely fastened to the floor.
  - g. A backsplash panel must be installed behind the cooktop and cover the entire wall behind the cooktop.
  - h. Over the range microwave, Mobility unit shall have range hood.
  - i. All units must have a Fire Stop or comparable extinguishing system over the stove. Alternatively, the range must have SmartBurner elements installed in the range.
  - j. 18 cubic foot minimum Energy Star rated frost free refrigerator freezer with ice maker. ADA compliant in Mobility unit.
  - k. Energy Star rated dishwasher and be installed beside the kitchen sink. Dishwasher not required in rehabilitation projects if cost prohibitive based on plumbing or moving of walls.
  - l. 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. If contained in the cabinet/pantry area must have proper signage, 4"X3" minimum identifying the location.
24. Replace all water heaters.
25. Replace all exterior doors with Energy Star rated for zone south central metal clad or fiberglass doors.
26. Replace all windows with double hung Energy Star rated for zone south central.
27. Units with existing washer/dryer connections must replace and install new water supply fixtures and valves.
28. All older persons (55+ years) and elderly acquisition/rehabilitation developments may have more than one-story, provided that existing elevators are ADA complaint, receiving regular maintenance, are in good working condition as of the Application deadline and service all upper level rental units. Those developments without existing elevators will be required to install ADA complaint elevators.

## **E. Roofing and Gutters.**

1. Replaced Pitched shingled roofs shall have an EUL of twenty-five (25) years.
2. Replaced Low Slope roofs shall have an EUL of ten (10) years.
3. Must submit with initial inspection request a roof drawing (may be hand drawn) that includes:
  - a. All roof pitches.
  - b. All penetrations.
  - c. Square footages.
  - d. Square calculations for all material types.
4. Roofs that are leaking or have holes or patches or less than ten (10) years of remaining useful life shall be replaced.
5. Townhomes, duplexes or other owner-occupied homes that have any shared walls are not eligible for roofing replacement unless all shared wall households are income eligible or have a parapet wall in place on the roof line.
6. Three-tab shingles may be used on pitches of 2/12 and greater.
7. Architectural shingles may be used on pitches of 4/12 and greater.
8. Roofs with pitches of 2/12 and less must be covered with a low slope roofing product such as modified bitumen, EPDM or TPO. No torch down products. These products must be installed per manufactures recommendations.
9. Existing metal roof such as a mobile home that is in good repair can be coated with Gaco Roof 100% Silicone roof coating or similar roof product. This product must be installed per manufactures recommendations.
10. Roof shingle and low slope roofing product replacement must include:
  - a. Complete tear off down to bare roof deck
  - b. Replacement of damaged sheathing
  - c. New synthetic felt
  - d. Drip edge
  - e. Step and counter flashings
  - f. Chimney flashings, if necessary
  - g. Valley lining
  - h. Ice and water shield
  - i. Ridge vent
  - j. Pipe boots
  - k. Roof penetration flashing. Example range hood vent, gas vent
  - l. Replacement and /or painting of fascia, soffit, siding or trim, if necessary.
11. Step Flashing must be factory painted 0.019" thickness minimum, 4"h X 4"w X 8"L minimum step. Includes Ice & Water on deck and up sidewall.
12. Counter Flashing must be factory painted 0.019" thickness minimum. Masonry counter flashing must be cut in 1" deep crimped over and sealed with roof caulk. Non-masonry counter flashing must include a face reglet to be sealed with roof caulk. Includes Ice & Water on deck and up sidewall.
13. The racking application of shingles is prohibited and will not be funded by SC HTF.
14. Replacement of existing metal roofing is allowed if required by the structure of the home or historical society.
  - a. The Contractor's credentials and capacity must be approved by SC Housing.

- b. Documentation of Contractor experience with installation of metal roofing must be submitted with the Application.
  - c. Metal roofing must be installed per the manufacturer's recommendations including all trims.
  - d. Metal roofing requires a complete tare off of existing roof covering down to bare roof deck.
15. Documented water damage to ceilings and walls may be repaired as part of the roof replacement.
16. Gutters can be installed if required to disperse water away from the foundation to resolve foundation / crawl space water issues and must;
- a. Be aluminum seamless gutters.
  - b. Have a leaf guard system, screen wire leaf guard systems are prohibited.
  - c. All water from gutter system must be discharged no less than six (6') feet from the building foundation by:
    - i. Concrete splash blocks with positive sloped drainage away from foundation; or
    - ii. Be piped underground to an appropriate location.

#### **F. HVAC Work**

1. Replaced HVAC equipment shall have an EUL of fifteen (15) years.
2. Replaced HVAC distribution system shall have an EUL of 25 years (25) years.
3. Repaired HVAC distribution system shall have an EUL of fifteen (15) years.
4. Must submit with initial inspection request a floor plan (may be hand drawn) that clearly indicates the dimensions of the home with room layouts and:
  - a. Square footage and calculations used to determine the tonnage of the equipment.
  - b. The locations of all vents, returns and attic access.
5. HVAC Equipment may be replaced.
  - a. HVAC equipment repair or replacement, less than 13 years old, must include a complete evaluation/review of the unit, insulation, duct work and thermostat from a licensed HVAC company. A copy of the evaluation/review must be included with the **Scope of Work Inspection**.
  - b. HVAC equipment must be 15 SEER with 12.0 EER Energy Star rated at a minimum.
  - c. HVAC equipment must have a minimum ten (10) year parts warranty including the compressor.
6. New first time HVAC systems may be installed.
  - a. HVAC equipment must be 15 SEER with 12.0 EER Energy Star rated at a minimum.
  - b. HVAC equipment must have a minimum ten (10) year parts warranty including the compressor.
7. Duct work may be repaired or replaced and must be:
  - a. Appropriately sized
  - b. Insulated to R-8 minimum.
  - c. Sealing of joints and seams shall be with UL listed bucket mastic (not tape).
8. Contractor shall supply the sponsor with the AHRI for the equipment installed that must be provided with the request for **Final Inspection**.
9. HVAC equipment must be registered thru the manufacturer for the warranty by the Contractor. A copy of the warranty registration must be provided with the request for **Final Inspection**.



10. A 200 AMP service upgrade to electrical is permitted if necessary for HVAC install.

**G. Sewer/septic systems.**

1. Replaced septic systems shall have an EUL of twenty (20) years.
2. Repaired septic system shall have an EUL of ten (10) years.
3. Existing systems that are nonfunctioning or malfunctioning may be repaired or replaced.
4. A detailed quote from a DHEC licensed septic tank Contractor is required that includes pumping services, tank size, drain field type and footages, discarding of existing tank, straw and seed of disturbed area and type of materials to be used, etc.
5. Must also provide sketch (may be hand drawn) of the proposed layout.
6. Photographs are required of all steps of the installation that clearly show the materials being used.

**H. Water wells.**

1. Replaced water wells shall have an EUL of fifteen (15) years.
2. Repaired water wells shall have an EUL of five (5) years.
3. Existing water wells with broken pumps can be repaired or replaced.
4. In the event existing water wells have gone dry or contaminated beyond repair, SC HTF funds can be used to dig the well deeper or dig a new well.
5. A detailed quote from a licensed well driller that includes proposed depth and materials being used is required.

**I. Handicap Dwelling Accessibility.**

1. Replaced or repaired accessibility features shall have an EUL of twenty (20) years.
2. Installation, repair and or alterations of accessibility features for disabled or handicapped beneficiaries must meet current ADA 2010, ANSI 117.1 -2017 and SC Building Code requirements; e.g. accessible tubs or showers, grab bars, railings, path of travel, turn arounds, clear floor spaces and reach ranges.
3. The Sponsors may be required to provide documentation demonstrating a need for installation/repairs.

**J. Handicap Ramps.**

1. Replaced handicap ramps shall have an EUL of twenty (20) years.
2. Repaired handicap ramps shall have an EUL of ten (10) years.
3. Installation or repair of ramps for disabled or handicapped beneficiaries must meet current ADA 2010, ANSI 117.1- 2017 and SC Building Code requirements.
4. The Sponsors may be required to provide documentation demonstrating a need for installation/repairs.
5. Ramps can be constructed of treated wood products or be aluminum from a ramp manufacture.

**K. Structural.**

1. Repaired or replaced structural systems shall have an EUL of forty (40) years.
2. Any part of the foundation, floor system, sub-flooring, walls, ceiling, roof system, chimneys and other items affecting structural integrity may be repaired or replaced.
3. Foundation replacements are beyond the scope of this program and prohibited.
4. Piers can be added, replaced or repaired and must be masonry with a footing.

**L. Exterior Surfaces.**

1. Replaced exterior surfaces shall have an EUL of twenty (20) years.
2. Repaired exterior surfaces shall have an EUL of ten (10) years.
3. Damage exterior surfaces may be repaired with like materials.
4. Damaged exterior surfaces that require replacement shall be vinyl siding with a minimum thickness of .040”.
5. Rake, Eve (facia) and boxing materials that require extensive repair or replaced should consist of vinyl and coil stock materials.

**M. Exterior Doors.**

1. Replaced exterior doors shall have an EUL of twenty (20) years.
2. Door replacement shall be Energy Star rated steel or fiberglass door unit.
  - a. Wood slab replacements will be allowed if door unit replacement is impactable. Door and frame mortise must be correct and professional in appearance.
3. Exterior door replacements must include new locksets and hardware, including thumb latch deadbolt.
4. Doors must be installed per manufactures recommendations and painted/ finished on all six sides along with the frame.
5. Peep hole/ door views are required on all six panel or flush slab doors with no sidelight or window next to the door. Installed at the appropriate height for the beneficiary.

**N. Windows.**

1. Replaced windows shall have an EUL of twenty (20) years.
2. Repaired windows shall have an EUL of ten (10) years.
3. Replacement windows shall be vinyl double hung Energy Star rated windows.
4. Replacement windows must meet disaster mitigation requirements (e.g. costal hurricane) including any protection requirements (e.g. hurricane panels).
5. All windows and trim must be wrapped with coil stock trim.
6. Windows will not be installed for weatherization alone.
7. Broken glass will be repaired if possible and feasible.

**O. Interior Doors.**

1. Replaced interior doors shall have an EUL of fifteen (15) years.
2. Replacement doors shall be Masonite and should match the design of the other doors.
3. Door slab replacement must include new hinges and lock sets. Door and frame mortise must be correct and professional in appearance.
4. Door units must include new locksets with privacy locks where required.
5. Doors must be installed per manufactures recommendations and painted/ finished on all six sides along with the frame.

**P. Flooring.**

1. Replaced or repaired flooring shall have an EUL of fifteen (15) years.
2. Existing hardwood floor in good repair shall be refinished.

3. Replacement flooring shall be LVT full glued or floating (depending on existing subfloor conditions) with a twenty-year (20) minimum warranty. Must be waterproof when installed in bathrooms or the kitchen.
4. Sheet Vinyl is acceptable to be installed in bathrooms, kitchens and utility rooms and must be full glued with twenty-year (20) minimum warranty.
5. Transition and or seam binder strips are prohibited to cross and entire room. They are acceptable for use at doors ways and room to room or hall transitions.
6. Underlayment for LVT and Sheet Vinyl must be either a rated underlayment which will have X's all over it or BC pine plywood. Photos are required of the installed underlayment.

**Q. Painting.**

1. Painting shall have an EUL of fifteen (15) years.
2. All paints, sealant and primers must be low VOC with a minimum twenty-year (20) year warranty.
3. All surfaces covered with paint require a minimum of one (1) coat of primer and two (2) coats of paint.
4. All finishes must be washable, flat paint finishes are prohibited for use except on ceilings.

**R. Kitchen/ Bath Cabinets and Counter Tops**

1. Replaced kitchen cabinets and counter tops shall have an EUL of twenty (20) years.
2. Replaced Bath cabinets and vanity tops shall have an EUL of twenty (20) years.
3. Cabinets and bath cabinets shall be constructed with solid wood or plywood stiles, rails, doors and drawer fronts. with a twenty (20) year warranty.
4. Drawers must have dual slide tracks.
5. Site built cabinets are prohibited.
6. Countertops shall be manufactured post form laminate, granite level 1 or site built; site-built countertops must be constructed of  $\frac{3}{4}$ " AC plywood with minimum 4" back and side splashes.
7. Vanity tops shall be solid surface (such as cultured marble), manufactured post form laminate, granite level 1 or site built; site-built countertops must be constructed of  $\frac{3}{4}$ " AC plywood with minimum 4" back and side splashes.

**S. Electrical.**

1. Replaced electrical distribution shall have an EUL of forty (40) years.
2. Replaced electric fixtures shall have an EUL of ten (10) years.
3. Systems or fixtures that are nonfunctioning or malfunctioning may be repaired or replaced.
4. All lighting fixtures shall be Energy Star rated with Energy Star rated bulbs.
5. Ceiling fans shall be 52" with light kit that are Energy Star rated.
6. Battery powered Smoke and Carbon Monoxide alarms shall be interconnected with a ten (10) year battery.

**T. Plumbing System.**

1. Replaced plumbing distribution system shall have an EUL of forty (40) years.
2. Repaired plumbing distribution system shall have an EUL of fifteen (15) years.
3. Replaced or repaired plumbing fixtures shall have an EUL of Fifteen (15) years.
4. Replaced water heaters shall have an EUL of ten (10) years.

5. Systems or fixtures that are nonfunctioning or malfunctioning may be repaired or replaced.
6. All faucets and shower heads are to be Delta, American Standard or Moen. No plastic bodied faucets. ADA compliant and WaterSense certified.
7. Toilets are to be ADA compliant and WaterSense certified.
8. Kitchen sink shall be stainless steel, double bowl, 8” deep minimum (ADA dwellings 6” deep).
9. All supply lines are to be metal braided.
10. Escutcheons are required at all penetrations.
11. Water Heaters shall be 38-50 Gal. Electric water heaters shall have a 0.93 UEF, without blanket. Gas water heaters shall a 0.68 UEF, without blanket. Shall have a six (6) year minimum warranty and be installed per current SC Building codes with drip pan installed, drip pan and T&P pipped outside, disconnect with platforms, strapping and expansion tanks as required.
12. Tankless Gas Water are acceptable for use when swapping out from a gas tanked heater to tankless must be 5.5 GPM minimum.

**U. Porches/ Decks/ Railings/ Ramps/ Landings.**

1. Replaced porches, decks, railings, ramps and landing shall have an EUL of twenty (20) years.
2. Repaired porches, decks, railings, ramps and landing shall have an EUL of ten (10) years.
3. Can be repaired or replaced.
4. All repairs must be of like materials.
5. All lumber shall be treated.
6. Handrails and railing can be built from treated wood or be of steel, aluminum or vinyl and must be ridged.
7. Handrails must be graspable as per current SC Building code.
8. Concrete landings shall be installed on compacted soils, be four (4) inches thick, not exceed 2% slope and be broom finished.

**V. Energy Efficiency Weatherization.**

1. Energy efficiency weatherization shall have an EUL of twenty (20) years.
2. Blown in attic insulation, shall be installed or upgraded to R-38 minimum and must include installation of depth tape and insulation card in attic.
3. R-13 Wall insulation shall be repaired or upgraded when walls are opened.
4. R-19 Floor insulation can be repaired or added.
5. Crawl space vapor barrier shall be 6 mil thickness or greater covering one hundred (100%) percent of the ground.
6. Weather stripping installed must be of premium grade, self-adhering foam is prohibited.

**W. Grading**

1. Grading shall have an EUL of ten (10) years.
2. Grading next to the dwelling structure shall be completed with minimum impact to the surrounding lawn and landscaping.
  - a. Grading shall provide a five (5%) percent slope away from the building for a minimum of five (5) feet that provides positive drainage.

- b. Any off-site fill soils required for grading must be of the same type present on site and be free from organics and debris.
- c. Disturbed soils shall be compacted to ninety-five (95%) percent of the soil's maximum dry density.
- d. All graded and disturbed bare sections of lawn created by repairs will be strawed and seeded with drought resistant grasses.

**X. Trees**

- 1. Tree service/ removal companies are not licensed by SC LLR so there is no license for this profession. These companies are required to meet the insurance requirements of Section IV. B. Contractor Insurance Requirements.
- 2. Trees or tree limbs that are hazardous to the structure must be removed.
  - a. Contractor must ensure removal, topping, pruning etc. is allowed by local ordinances.
  - b. Contractor will be required to provide documentation from the AHJ that the tree work proposed meets local ordinances.
  - c. Contactor must provide a detailed estimate for all tree work.
  - d. Trees that are removed may include cutting close to the ground with in six (6) inches or grinding up to twelve (12) inches below finished grade.

**Y. Fencing/ Retaining Walls**

- 1. Fencing may be repaired with like materials.
- 2. Retaining walls may be repaired with like materials.
- 3. New retaining walls required for grading issues are acceptable and must be of cements products.
  - a. No luxury products or designs.
  - b. Retaining walls over 30” in height will require fall protection.

**Z. Appliances**

- 1. The following appliances can be replaced if they did not meet the SC Housing Essential Property Standards.
  - a. Refrigerator must be 18 cubic foot minimum Energy Star rated frost free and black or white in color.
    - i. The refrigerators cubic foot should be replaced in existing like kind but never less than 18 cubic foot without approval of SC Housing inspection staff.
    - ii. Ice maker should be supplied if plumbing allows.
    - iii. Shall be ADA complaint if required for the beneficiary.
  - b. Stove Top, Oven or Range replaced in existing like kind and black or white in color.
  - c. Over the Range Microwave Oven in existing like kind replacement or new as required by the SC Housing Essential Property Standards.
- 2. Luxury appliances such as Counter Top Microwaves, Under Counter Ice Makers, Trash Compactors, Freezers etc. are prohibited for repair or replacement.