# Appendix A:
# SC HTF Housing Preservation Initiative
# Construction Standards

## I. General Requirements.

1. The Sponsor and Contractor are required to complete a walk-through inspection of the entire home (interior and exterior) and property to make a preliminary determination as to whether the home will be eligible for the SC HTF Housing Preservation Initiative (HPI) Program prior to submitting the HPI Repair Application and/or Work Write Up.
   a. Sponsors must document their walk-through inspection by submitting photographs as per **Appendix A Section VII., A** of the interior and exterior of the home and property in the Application.
   b. Contractors must document all proposed and or planned repairs, and change orders by submitting photographs as per **Appendix A Section VII., B, and C.**
   c. Sponsors and Contractor must utilize this walk-through inspection to evaluate whether or not it is feasible to complete the HPI Repair deficiency (ices) within the parameters of HTF program budget limitations and if applicable, any additional funding sources that are to be utilized.
   d. Sponsors and or Contractors that continually submit homes for repair that are found to be out of scope of the program will be considered to be in violation of program requirements.
2. All rehabilitation or repair work funded by SC HTF must meet or exceed all current Federal and State laws and regulations including but not limited to South Carolina Building Code standards, and all local permitting and inspection requirements.
3. 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.
4. **Homes that are not structurally sound or have excessive damage that cannot be rehabilitated into a safe, decent, habitable condition with the available funding sources do not qualify for the HTF Home Repair Program.**
5. **Additions and or Alterations to dwelling units and or structures that are not completed/ finished or where not completed following SC Building Codes including permitting are subject to disqualification from the program.**
6. **Termite damage. Any dwelling unit or structural component that has active termites or has had termite damage is not eligible for repair or replacements unless 100% of the extent of the damage can be documented and warranted by a termite professional and all of the repairs or replacement cost are within financial limitations.**
7. Luxury repairs and or replacements are prohibited.
8. No unlicensed and or uninsured person shall work on any project funded by SC HTF.
9. Each page, as provided, of the Work Write-up must have original signatures and dates from the Sponsor, Contractor(s) and Homeowner.
10. **HTF-1A Beneficiary Certification** must be executed by the Beneficiary (ies) (Homeowner).
11. **HTF-1B Hazardous Materials Affidavit** must be executed by the Beneficiary (ies) (Homeowner).
12. **HTF-1C Hold Harmless Agreement** must be executed by the Beneficiary (ies) (Homeowner).
13. **HTF-2G Notice to Proceed** must be executed by the sponsor and returned to SC Housing before work commences.

## II. Environmental Standards.

A. **Lead Based Paint for Properties Built Before January 1, 1978**

1. If repairs and/or replacements are planned to occur on "covered" painted surfaces on homes built before 1978 the Sponsor and Contractor are responsible for following the EPA's Lead Renovation, Repair and Painting Program Rule (RRP).
2. 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.).
3. If the scope of work is "covered" by the EPA's RRP Rule, the Sponsor must be an EPA RRP certified firm and use an EPA certified RRP renovator to test components utilizing EPA-recognized paint test kit, sending a paint chip sample to a National Lead Laboratory Accreditation Program certified lab, or performing X-ray fluorescence (XRF) testing for the presence of lead-based paint prior to completing the application and WWU ('s). If the test results are positive, an EPA certified RRP renovator must be used to perform the renovations that will disturb painted surfaces. Sponsors that are EPA RRP certified firms that have an employee that is an EPA RRP certified Renovator may allow that employee to perform testing using an EPA certified test kits. Reimbursement for the cost of the test kits, no labor, are an eligible expense.
4. See the links below for a listing of EPA certified lead-based renovation contractors and to find out how to become an EPA certified RRP firm:

   Lead Renovation, Repair and Painting Program | US EPA

   Renovation, Repair and Painting (RRP) Program: Consumers | US EPA

   Renovation, Repair and Painting Program: Firm Certification | US EPA

B. **Mold.** Properties are subject to testing and remediation in the event potential mold is suspected during an inspection and/or while work is being undertaken on the property. If mold is suspected, Sponsors must contact SC Housing for approval prior to incurring expenses to have the mold tested.

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)

**Surfaces areas affected with mold of more than ten (10) square feet shall be remediated by a certified mold remediation company.**

C. **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 incompliance with ANSI/AARST MAH 2023 and SGM-SF 2023.

https://standards.aarst.org/MAH-2023/index.html#zoom=z

https://standards.aarst.org/SGM-SF-2023/index.html#zoom=z

D. **Asbestos.** – Properties that do not meet SCDES exemption criteria identified in Regulation 61-86.1, Standards of Performance for Asbestos Projects (pdf). are subject to regulatory requirements governing asbestos. For example, regulatory requirements are triggered by hiring a person or persons holding an asbestos abatement license to perform work or can also be triggered if the Sponsor hires the same owner/operator to perform work on multiple homes located within a compact area or "city block" within a twelve-month period. Sponsors and owner/operators must contact SCDES directly to determine whether or not a project is considered to be an asbestos project if they are unsure if the home or homes are exempt from regulatory requirements. An owner/operator is defined by SCDES as "Any person or contractor who owns, leases, operates, controls, or supervises a facility being demolished or renovated, or any person who operates, controls, or supervises the demolition or renovation operation, or both." The testing and remediation of asbestos are eligible expenses for projects that are determined not to be exempt from asbestos regulatory requirements and also, if the property is exempt; however, the homeowner may request to have testing and remediation included in the scope of work.

# III. Contract Standards.

## A. 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 rehabilitation 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, as provided, of the Work Write-up must have original signatures and dates from the Sponsor, Contractor(s) and Homeowner.
   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 Home Repair Manual,
   b. Appendix B SC Housing Rehabilitation Construction Repair Standards,
   c. The current Construction Cost Sheet found at, South Carolina Housing Trust Fund (HTF) | South Carolina Housing
      i. Please note the construction cost sheet does not include all possible repair cost, see notes at the bottom of the cost sheet.
      ii. The construction cost sheet will not be used for whole replacements, please reach out to your SC Housing inspector for guidance on whole replacements such as rebuilding a section of a home.
   d. 2021 International Residential Code (IRC) and all state and local revisions.
   e. The Contractor must contact the building code official within the locality in which the proposed construction repairs are to be undertaken.
   f. 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.
   g. SC Housing does not require bringing the entire home up to current code, but all repairs undertaken must meet current Federal and State regulations, codes and SC Housing standards.

# 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, beneficiary or designee and contractor ('s) must be present for all inspections unless advised otherwise.
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 repair project at any time.

## B. Change Order Process.

1. Any changes to the scope or cost of the rehabilitation work after the Sponsor receives an approved initial Work Write-up 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, contractor(s) and beneficiary.
c. Change Order Request must include photos per Appendix A, Section VII, C.
d. Change Order Request are to be submitted electronically to SC Housing.
e. SC Housing will review the proposed Change Order and either approve or deny the request.
f. SC Housing will communicate its decision to the Sponsor in writing
g. SC Housing may revoke a portion or the entire award if a Sponsor makes changes to the project without prior approval.

### C. Change of Contractor Process.

1. A request to change the Contractor must be due to documented, extenuating circumstances.
   a. Change in contractor must first be communicated with the SC Housing program staff and approved before proceeding.
   b. The Sponsor must submit another initial inspection request along with a new Work Write-up executed by the new Contractor(s) following all previous guidelines.
   c. SC Housing will review the requested Contractor change to determine if it will be allowed and conduct another initial inspection of the project following all previous guidelines.
   d. If a Contractor change is approved by SC Housing, the timeline for completion as per the Funding Agreement is still in effect.

## V. Contractor Standards.

### A. License Requirements.

1. Contractors that have been debarred or suspended from participating in SC Housing Programs, Federally Funded Programs, and or other Local or State programs are not eligible to participate in SC Housing Programs. It is the Sponsors responsibility to verify the contractor's status prior to executing contracts. SC Housing's Suspended and Debarred list is located at South Carolina Housing Trust Fund (HTF) | South Carolina Housing
2. Contractors must be in good standing, with no Complaints or Board Orders, with LLR, SCDES, or EPA. Contractors with Complaints or Board Orders may not be eligible to participate in SC Housing Programs. It is the Sponsors responsibility to verify the contractor's status prior to executing contracts.
3. Contractors must have an appropriate trade license and licensed by the EPA, SC Dept. of Labor Licensing and Regulation (LLR) and/or SC Dept. of Environmental Services (SCDES) with one of the following licensures:
   a. Waste Water, (SCDES)
   b. Water Well, (LLR)
   c. LLR 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. LLR 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. LLR Mechanical Contractor classified as:
- AC – Air Conditioning.
- PK – Packaged Equipment.
- EL – Electrical.
- PB – Plumbing.

f. LLR 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. LLR Home Inspector

h. Lead RRP contractors must be licensed with the EPA and listed here:
- Renovation, Repair and Painting (RRP) Program: Consumers | US EPA

i. Asbestos contractors and consultants must be licensed with SCDES and listed here:
- Asbestos Contractors and Consultants Search

j. Mold Remediation
- Mold remediation contractors must hold a national certification such as IICRC or OSHA.

4. Licensee must have with EPA, LLR or SCDES:
   a. An "Active" Status with EPA, LLR or SCDES.
   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. A Workers' Compensation (WC) policy in compliance with SC Workers' Compensation Commission, as applicable.
3. All insurance policies must be current and not expire before the projects estimated completion date.
4. Sponsor are to submit Certificates of Insurance (COI) with application.
5. 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.
6. SC Housing may require additional information not listed above but not limited to, quarterly and yearly Workers' Compensation insurance audits.

### Lead Based Paint (RRP), Radon, Asbestos and Mold Insurance Requirements as Applicable

7. Sponsors (RRP Firms) must carry a $1 million "Professional Liability Coverage (Errors and Omissions, or E&O)" for Lead Based Paint Evaluation Work.
8. Lead (RRP), Asbestos and Radon testing contractors must carry a $1 million "Professional Liability Coverage (Errors and Omissions, or E&O)" for Lead Based Paint and Asbestos and or Radon Evaluation Work.
9. Lead (RRP) and Asbestos contractors must carry a $1 million "Contractor Pollution Liability Coverage (CPL)" for lead and asbestos control work.
10. Mold contractors must carry a $1 million "Contractor Pollution Liability Coverage (CPL)" for mold.

### 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 Four (4) 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. Any Sponsor, Contractor or Home Inspector who attempts to circumvent, falsify, manufacture, or otherwise attempts to avoid License and or Insurance requirements may be suspended or debarred.

## VI. Project Cost.

### A. Allowable Cost.

1. 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: South Carolina Housing Trust Fund (HTF) | South Carolina Housing
2. ULG's and COG's will be permitted to utilize their procurement process to obtain quotes and cost of projects with the following requirements:
   a. ULG / COG must provide SC Housing their procurement policy for review and approval. This would be submitted with or be added to the Participation Application.
   b. ULG / COG must provide a minimum of two complete bids with an application. No bids will not be accepted or counted towards two complete bids.
   c. The bids must be detailed to the same level and requirements of the Appendix A and Construction Cost Sheet.

3. Hard Cost; To be included on WWU's: These costs include the actual construction cost of labor and materials needed to meet SC Housing's standards and requirements to rehabilitate a home.
4. Soft Costs; To be included on WWU's: These costs are the reasonable and necessary costs related to the project costs.
    a. **Building permit fee(s)**.
        i. Sponsor must submit copies of the paid invoices/receipts for permits before construction and or repair work begins.
        ii. 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)**.
        iii. All permits must be pulled by the contractor not the Sponsor, there will be no exceptions.
        iv. 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.
        v. All permits must be posted on-site and be easily visible. If any construction and or repair work is undertaken on an HTF project prior to permits being pulled will be considered a violation of program requirements.
    b. **Pest control treatment** is an eligible cost; however, SC Housing will allow and reimburse sponsor for this project related expenses after submission of Tabs 4 and 5 and project feasibility has been determined. If the project is moving forward the Sponsor can move forward with treatment.
        i. Sponsor- Contractor will be required to submit paid invoices along with cancelled checks for said paid invoices for payment.
    c. **Projects subjective to RRP Lead-Based paint and Asbestos testing costs**: SC Housing will allow and reimburse sponsor for this project related expenses after submission of Tabs 4 and 5 and project feasibility has been determined; **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.
    d. **Projects subjective to mold testing cost.** SC Housing will allow and reimburse sponsor for this project related expenses after submission of Tabs 4 and 5 and project feasibility has been determined.
        i. Sponsor- Contractor will be required to submit paid invoices along with cancelled checks for said paid invoices for payment.
    e. **Projects subjective to Radon testing cost.** SC Housing will allow and reimburse sponsor for this project related expenses after submission of Tabs 4 and 5 and project feasibility has been determined.
        i. Sponsor- Contractor will be required to submit paid invoices along with cancelled checks for said paid invoices for payment.
    f. **Projects subjective to cost for completion of a Home Inspection** by appropriately licensed Home Inspector. SC Housing will allow and reimburse sponsor for this project related expenses after submission of Tabs 4 and 5 and project feasibility has been determined; **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.
    g. **Project subjective to on-site storage containers** such as "PODS". SC Housing will allow and reimburse contractor for this project related expense after the project has been completed.
        i. Eligibility for the need of onsite storage for the beneficiary's household items will be determined by the approved scope of work.
        ii. Sponsor and Contractor must adhere to their timeline for completion of the project which will be the time line that a rental of a storage container is approved for.
        iii. Additional funds will not be made available for storage container rental for any reason be it the cause of the sponsor, contractor or beneficiary.

iv. Sponsor- Contractor will be required to submit paid invoices along with cancelled checks for said paid invoices for payment.

h. A cost submitted without the invoice/ receipts as stated above will not be processed for payment. Staff is not responsible for reminding Sponsors and or Contractors to submit invoices/ receipts. Once a project is closed out Sponsors and Contractors may not submit invoices/ receipts for payment.

### B. Prohibited Cost.

1. The following costs are prohibited:
   a. Business License Fee/Renewal Fee.
   b. Contractor License Fee/Renewal Fee.
   c. Costs associated with record keeping.
   d. Relocation expenses of residents.
   e. Tools and equipment.
   f. Luxury improvements and or replacements.
   g. Appliances such as Dishwasher, Under Counter Ice makers, Trash Compactors, Washer, Dryer, Freezers etc.
   h. Additions to an existing structure.
   i. Landfill, dumpster, or portable toilet.
   j. Removal of abandoned vehicles, garbage, trash or debris.
   k. Demolition or removal of unsafe or blighted accessory structures/ outbuildings and equipment.
   l. Wholesale replacement of fencing.
   m. Wholesale replacement of sidewalks, driveways and parking areas not limited to concrete, asphalt and gravel.
   n. Replacement landscaping of trees, shrubs, flowers, sod, grass etc. Bare sections of lawn created by repairs will be strawed and seeded.
   o. Foundation replacements.
   p. Blueprints or plans unless it is required by local officials and consented to by SC Housing. To be eligible for reimbursement, Sponsor must receive prior approval from SC Housing before ordering blueprints or plans.

### C. Cost Reasonableness.

SC Housing will perform a cost reasonableness evaluation of the proposed rehabilitation 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 and Scope of Work Inspection.

1. All photos must be in color, at least 3" X 5" in size and submitted electronically in PDF format, **scanned photos will be rejected**.
2. Photos must be submitted that clearly identifies all four sides of the home (to be taken by sponsor).
3. Photos must be submitted of the interior of the home that show all room of the home (to be taken by sponsor).
4. Photos must be submitted that clearly identifies all proposed and or planned repairs (to be taken by contractor). 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 planed repairs may be denied for inspection from the desk.

### B. Final Inspection Photos.

1. To be taken by Contractor, Provided to the Sponsor, and Submitted to SC Housing by Sponsor.

2. All photos must be in color, at least 3" X 5" in size and submitted electronically in PDF format, scanned photos will be rejected.
3. 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.
    e. Flooring material label to include model name/number, and thickness.
    f. Window Manufacture Label to include manufacture, model, U-Factor, and SHGC.
4. 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.
5. Sewer/ Septic system photos are required of all steps of the installation that clearly show all the materials being used.
6. 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.

### C. Change Order Photos.

1. All photos must be in color, at least 3" X 5" in size and submitted electronically in PDF format, scanned photos will be rejected.
2. Photos must be submitted that clearly identifies the issues, repair work, and or product included in the change order.

## VIII. Rehabilitation Construction Standards.

### A. General.

1. SC Housing does not require bringing the entire home up to current code, but all repairs undertaken must meet current Federal and State regulations, codes and SC Housing standards.
2. All work regarding handicapped accessibility must meet the requirements of 2010 ADA and ANSI Section A117.1 -2017.
3. All material used shall be new, in new condition and of standard grade.
4. 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.
5. All work shall be performed and completed in a manner supported by the manufacturer's specifications, standard construction practices, and/or recognized building codes.
6. All material or products replaced should be of like kind but not luxury.
7. 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 Dishwashers, Under Counter Ice makers, Trash Compactors, Washers, Dryers, Freezers etc.

## B. Effective Useful Life (EUL).

1. The EUF is the amount of time during which for e.g. products, materials, systems, and equipment; is expected to remain in good useful condition.
2. EUF 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. Smoke and Carbon Monoxide Alarms

1. **Smoke Alarms shall be in proper operating condition, less than 10 years old and installed in the following areas as required by Section R314:**
   a. In each sleeping room
   b. Outside of each sleeping area in the immediate vicinity of the bedrooms.
   c. One each additional story of the dwelling, including basements and habitable attics and not including crawl spaces and unhabitual attics.
   d. Smoke alarms shall be installed not less than three (3) feet horizontally form the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required by this section.
   e. Ionization smoke alarms shall not be installed less than twenty (20) feet horizontally from a permanently installed cooking appliance. Unless this would prevent placement of a smoke alarm in a location required above.
   f. Ionization smoke alarms with an alarm-silencing switch shall not be installed less than ten (10) feet horizontally from a permanently installed cooking appliance. Unless this would prevent placement of a smoke alarm in a location required above.
   g. Photoelectric smoke alarms shall not be installed less than six (6) feet horizontally from a permanently installed cooking appliance. Unless this would prevent placement of a smoke alarm in a location required above.
2. **Carbon Monoxide Alarms are required in units that:**
   a. Dwellings that contain a fuel-fired appliance.
   b. Dwellings that has an attached garage with an opening that communicates with the dwelling units.
3. **Carbon Monoxide Alarms shall be in proper operating condition, less than 10 years old and installed in the following areas as required by Section R315:**
   a. Outside of each separate sleeping area in the immediate vicinity of the bedrooms.
   b. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.
4. **Combination alarms.**
   a. Combination smoke and carbon monoxide alarms shall be permitted to be used in lieu of individual smoke and or carbon monoxide alarms.
5. **Interconnection of Smoke and Carbon Monoxide Alarms.**
   a. Where more than one smoke or carbon monoxide alarm is required to be installed within an individual dwelling unit, the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual dwelling unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm.

6. **Power Source.**
    a. Smoke and Carbon monoxide alarms shall receive their primary power from the building wiring where such wiring is served from a commercial source and, where primary power is interrupted, shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection.
    b. **Exception:** Hardwired smoke and Carbon Monoxide alarms shall not be required where alterations or repairs do not result in removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for hardwiring without the removal of interior finishes.
        i. This exception shall be approved by local AHJ and SC Housing authority inspectors only.
        i. Battery powered Smoke and Carbon Monoxide alarms shall be interconnected with a ten (10) year battery.

## D. Roofing.

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 the Scope of Work 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 tear 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.

## E. Gutters.

1. 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 leaf guards, 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. 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 twenty-five years (25) years.
3. Repaired HVAC distribution system shall have an EUL of fifteen (15) years.
4. Must submit with the Scope of Work 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 14.3 SEER2 / 15 SEER for Split Systems and 13.4 SEER2 / 14 SEER for Packaged units and 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 14.3 SEER2 / 15 SEER for Split Systems and 13.4 SEER2 / 14 SEER for Packaged units and Energy Star rated at a minimum.
7. HVAC equipment must have a minimum ten (10) year parts warranty including the compressor.
8. If required may include Outside Air (OA) system and controller such as "AprilAire" that meets ASHRAE 62.2.
9. 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).
10. Contractor shall supply the sponsor with the AHRI for the equipment installed that must be provided with the request for **Final Inspection**.

11. 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**.
12. A 200 AMP service upgrade to electrical is permitted if necessary for HVAC install.
13. It is the Sponsor's responsibility to inform the homeowner of increased utility rates.

### 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 SCDES 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 incudes proposed depth and materials being used is required.

### I. 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, ANSI 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. Accessibility Ramps.

1. Replaced handicap ramps shall have an EUL of twenty (20) years.
2. Repaired handicap ramps shall have and EUL of ten (10) years.
3. No painting or staining.
4. Installation or repair of ramps for disabled or handicapped beneficiaries must meet current ADA, ANSI 117.1-2017 and SC Building Code requirements.
5. The Sponsors may be required to provide documentation demonstrating a need for installation/repairs.
6. 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 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 LVP/LVT full glued or floating (depending on existing subfloor conditions).
    a. LVP/LVT must have a 12mil minimum wear layer and provide a minimum 15-year residential warranty.
    b. LVP/LVT installed in kitchens, bathrooms, laundry areas and mechanical closets must be 100% waterproof installed.
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 color shall be of a base white color.
2. Painting shall have an EUL of fifteen (15) years.
3. All paints, sealant and primers must be low VOC with a minimum twenty-year (20) year warranty.

4. All surfaces covered with paint require a minimum of one (1) coat of primer and two (2) coats of paint.
5. All finishes must be washable, flat paint finishes are prohibited for use except on ceilings.
6. No painting or staining of treated wood components such as exterior porches, decks, railings ramps, landings, fencing etc.

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

1. Replaced kitchen cabinets and counter tops shall have an EUF of twenty (20) years.
2. Replaced Batch 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 ¾" 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 ¾" AC plywood with minimum 4" back and side splashes.

## S. Electrical.

1. Replaced electrical distribution shall be 150amp minimum and shall have an EUL of forty (40) years.
2. Whole Home rewires must submit with the Scope of Work Inspection request, a floor plan (may be hand drawn) that clearly indicates the layout of the home and:
    a. The size and location of the service entrance meter, panel box, and sub-panels,
    b. The locations of all disconnects, switches, 3- & 4-way switches, receptacles, GFI's, etc.,
    c. The location of all lighting to include exterior and Interior fixtures,
    d. The location of all equipment connections/supplies such as exhaust fans, stove, oven, water heater, etc.
3. Replaced electric fixtures shall have an EUL of ten (10) years.
4. Systems or fixtures that are nonfunctioning or malfunctioning may be repaired or replaced.
5. All lighting fixtures must be LED.
6. Ceiling fans shall be 52" with light kit that are Energy Star rated.

## T. Plumbing System.

1. Replaced plumbing distribution systems 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 38-40 Gal. with 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. Every porch, deck and or platform located at more than thirty (30) inches above the adjacent finished grade shall be equipped with guardrails/ railings not less than thirty-six (36) inches high and shall be constructed with moisture resistant materials.
4. Can be repaired or replaced to meet code ingress/egress requirements, no luxury sized decks or porches.
5. All lumber shall be treated, no composite decking.
6. No painting or staining.
7. Correct fasteners (type, size, length, etc.) must be used for all connections.
8. Handrails and railing can be built from treated wood or be of steel, aluminum or vinyl and must be ridged.
9. Handrails must be graspable as per current SC Building code.
10. 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 replaced and or installed if all other Life, Safety and Health issues have been resolved.
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 V. 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 form 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. No painting or staining Wholesale replacement is prohibited.
2. Retaining walls may be repaired with like materials. Wholesale replacement is prohibited.
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 operate as designed.
    a. Refrigerator must be 14 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 14 cubic foot with out approval of SC Housing inspection staff.
        ii. Ice maker shall 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.
2. Luxury appliances such as Dishwasher, Under Counter Ice makers, Trash Compactors, Washer, Dryer, Freezers etc. are prohibited for repair or replacement.