

## EXHIBIT A

### South Carolina State Housing Finance and Development Authority 2017 LIHTC Application Checklist

The Application Checklist must be submitted with the Tax Credit Application.

Development Name: \_\_\_\_\_ County: \_\_\_\_\_

Check Off each category for which documents are being submitted. If a section is not applicable mark the section as N/A. Blank or incorrectly checked boxes WILL BE considered incomplete and/or missing documents.

TAB	Document	Comments	Check Off
1	Application	All required signatures must be originals. Faxes will not be accepted.	
2	Application Fees	A \$5,500 Application Fee is due at the time of application submission.	
		A \$600 Market Study Fee is due at the time of application submission.	
3	Application Checklist	Exhibit A	
4	Attorney Opinion Letter(s)	Exhibit C (Tax Credit Eligibility)	
		Exhibit D (Acquisition/Rehabilitation Developments)	
		Exhibit E (Nonprofit Eligibility)	
		Exhibit O (Identity of Interest)	
5	Developer Certification for Project Rejection Form	Form 1 - Certification for Development Rejection Form	
6	Entity Information	Exhibit P - Identity of Interest Certification	
		Form LP	
		Form LLC	
		Form CORP	
		Valid Certificate of Existence for <u>each</u> Ownership Entity (all LPs, LLCs and Corps) from the SC Secretary of State.	
		Articles of Incorporation <u>or</u> Charter <u>or</u> By-Laws for <u>ALL</u> entities that make up any part of the general partner ownership entity.	
7	Nonprofit Information - Provide these documents <b>ONLY</b> if applying in the Nonprofit Set-Aside	IRS Determination of Nonprofit Status - 501(C)(3) or 501 (C)(4) Letter.	
		Most Current IRS Form 990 (2014, 2015, 2016).	
		Certificate of Existence from the SC Secretary of State.	
		List of Nonprofit Board Members indicating the number of years they have served on the Board.	
		List of Full Time Employees and their responsibilities	
		Narrative Statement/Plan for Material Participation. Refer to pages 9 and 10 in the 2017-2018 Tax Credit Manual.	
		By-Laws <u>and</u> Mission Statement. Evidence that the Nonprofit has among its exempt purposes the fostering of low-income housing.	

8	Entity Agreement	Development Agreement			
		Initial Partnership Agreement or LLC Operating Agreement			
9	Previous Tax Credit Participation	Exhibit B - 2016 South Carolina Tax Credit Completion Status - Refer to page 3 in the 2017-2018 QAP.			
		Exhibit K - Refer to page 2 and page 8 in the 2017-2018 QAP.			
		Exhibit K-1 - Refer to page 9 in the 2017-2018 QAP.			
10	Architect and/or Professional Engineer Certification	Exhibit G			
11	Development Narrative	Refer to page 12 in the 2017-2018 Tax Credit Manual.	a	e	h.2
			b	f	h.3
			c	g	h.4
			d	h.1	Form 2
12	Site Control Documents	Refer to page 13 in the 2017-2018 Tax Credit Manual. *(e) not required if (a) provided.	a, b, c, or d		
			*e	f-if applicable	
13	Zoning/Locational Standards	Letter from City/County Official verifying the current site zoning classification. Refer to page 13 in the 2017-2018 Tax Credit Manual.			
14	Site Suitability Determination and General Site Information	Refer to page 11 in the 2017-2018 Tax Credit Manual.	a	e	
			b	f	
			c	g	
			d	h	
15	Qualified Census Tract Verification	Letter from City/County verifying Federal Census Tract Number. Refer to page 16 in the 2017-2018 Tax Credit Manual.			
16	Acquisition/Rehabilitation Developments	Initial Building Placed-In-Service Date Information.			
		Acquisition Building Service Dates - provide date building(s) will be acquired.			
		Evidence of Existing Rental Subsidies (if applicable).			
		Current Rent Roll, certified by the property manager.			
		Form 3 - Developer Relocation Certification & Tenant Profile Form			
		Relocation Plan (if applicable) - Refer to page 12 in the 2017-2018 Tax Credit Manual.			
17	Utility Allowance Estimate	Current Utility Cost Estimate - Refer to pages 12 and 19 in the 2017-2018 Tax Credit Manual and Exhibit U for completing information on page 6 of the Tax Credit Application.			
18	Physical Needs Assessment Report (if applicable)	Physical Needs Assessment Report - refer to page 15 in the 2017-2018 Tax Credit Manual			
		Exhibit R - refer to page 15 in the 2017-2018 Tax Credit Manual			
19	Market Study	Market Study prepared by an Authority approved market analyst. Refer to page 8 in the 2017-2018 QAP and page 14 in the 2017-2018 Tax Credit Manual.			
		Exhibit S-2 Primary Market Area Analysis Summary to be included in the market study.			
		Exhibit S-2 Rent Calculation Worksheet to be included in the market study.			
20	Affirmative Fair Housing Marketing Plan	Affirmative Fair Housing Marketing Plan and form M-53 Fair Housing Developer Certification. Refer to page 14 in the 2017-2018 Tax Credit Manual.			

21	Phase I Environmental Report	Phase I Environmental Assessment Report - Applicable to <b>all</b> applicants applying for tax credits. Refer to page 14 in the 2017-2018 Tax Credit Manual.	
22	Railroad Noise Study	Third Party Railroad Noise Study - Refer to page 7 in the 2017-2018 QAP.	
		Railroad Mitigation Plan - Refer to page 7 in the 2017-2018 QAP.	
23	Development Targeting/Extended Use Characteristics	Copy of Certified Letter sent to Public Housing Authority - Refer to page 9 in the 2017-2018 QAP.	
		Marketing Plan - Refer to pages 9 in the 2017-2018 QAP.	
		Letter from Disability Agency (if applicable). Refer to page 10 in the 2017-2018 QAP.	
		Historic Character Certification (if applicable) - Refer to page 10 in the 2017-2018 QAP.	
		Tenant Ownership Plan (for tie breaker criteria). Refer to page 15 in the 2017-2018 QAP.	
		Tenant Ownership Conversion Agreement (for tie breaker criteria). Refer to page 15 in the 2017-2018 QAP.	
		Letters of Support from City Manager, Mayor or County Administrator. Refer to page 10 in the 2017-2018 QAP.	
24	Financing Information	RHS Letter of Intent (if applicable).	
		Deferred Developer Fee - Statement of terms of the deferred repayment obligation. Refer to page 21 in the 2017-2018 Tax Credit Manual.	
		Nonprofit Resolution for Deferred Developer Fee (if applicable). Refer to page 21 in the 2017-2018 Tax Credit Manual.	
		Conventional Letter of Intent for Construction and Permanent Financing. Refer to page 23 in the 2017-2018 Tax Credit Manual.	
		2015 or 2016 Financial Statements. Refer to page 3 in the 2017-2018 QAP.	
		Repayment Schedule for all "Soft" Loans (if applicable). Refer to page 23 in the 2017-2018 Tax Credit Manual.	
		Other Funding Commitments (if applicable).	
		Fifteen (15) year pro-forma financial statement. Refer to pages 24 in the 2017-2018 Tax Credit Manual.	
25	Appraisal	Refer to page 14 in the 2017-2018 Tax Credit Manual.	
26	Syndication Information	Syndication Letter of Intent - must contain the ownership percentage, equity contribution, syndication factor, and expected annual tax credit. Refer to page 25 in the 2017-2018 Tax Credit Manual.	
27	Other Opinions & Certifications	City/County/Legislative Notification Letters - Refer to page 3 in the 2017-2018 QAP.	
		City/County Parking Space Regulatory Code Requirements. Refer to page 16 in the 2017-2018 Tax Credit Manual.	
		Community Revitalization Development Plan (if applicable). Refer to page 15 in the 2017-2018 QAP and page 16 in the 2017-2018 Tax Credit Manual.	
		Tenant Service Provider Letters- Nonprofit, Underserved, Large Population Set-Asides. Refer to pages 13 and 14 in the 2017-2018 QAP	

28	HOME Information (if applicable)	HOME Application & Exhibits	
		M-47T HOME Funding Eligibility Certification Form - Refer to page 11 (Item K-iii) in the 2017-2018 Tax Credit Manual.	

If upon the submission of either the Verification of 10% Expenditure Application or the Placed In Service Application it is determined that the development is not substantially the same as the development described in the initial tax credit application, the development will not be considered for an allocation of Low-Income Housing Tax Credits.

## EXHIBIT C

### **Attorney Opinion Letter For all Developments Requesting an Allocation of Tax Credits (New Construction Developments Only)**

**(Letter must be typed on Attorney's Letterhead)**

Low-Income Housing Tax Credit Program  
South Carolina State Housing Finance and Development Authority  
300-C Outlet Pointe Blvd.  
Columbia, South Carolina 29210

Re:     Name of Development  
          Address of Development  
          Applicant

Ladies and Gentlemen:

This opinion is rendered in compliance with the requirements of the Low-Income Housing Tax Credit Program.

The undersigned is a licensed attorney-at-law, licensed to practice before the highest court in the state in which I practice. A significant portion of my practice relates to tax matters and the interpretation of the Internal Revenue Code of 1986 (the "Code"), as amended. I am familiar with the provisions of section 42 of the Internal Revenue Code, as amended, and have advised the owner with regard to its applicability to the above-referenced development.

Based upon an independent investigation into the facts and circumstances surrounding the above-referenced development, I am of the opinion that said development qualifies for an allocation of the Low-Income Housing Tax Credit pursuant to section 42 of the Code, as amended. I have reviewed and signed the above-referenced development application dated \_\_\_\_\_.

It is my intention that the South Carolina State Housing Finance and Development Authority may rely on this opinion in making its determination whether or not to offer a reservation of the Low-Income Housing Tax Credit to this development.

Yours very truly,

**EXHIBIT D**

**Attorney Opinion Letter  
For Acquisition/Rehabilitation Developments Only**

**(Letter Must Be Typed On Attorney's Letterhead)**

Low-Income Housing Tax Credit Program  
South Carolina State Housing Finance and Development Authority  
300-C Outlet Pointe Blvd.  
Columbia, South Carolina 29210

Re: Name of Development  
Address of Development  
Applicant

Ladies and Gentlemen:

This opinion is rendered in compliance with the requirements of the Low-Income Housing Tax Credit Program.

The undersigned is a licensed attorney-at-law, licensed to practice before the highest court in the state in which I practice. A significant portion of my practice relates to tax matters and the interpretation of the Internal Revenue Code of 1986 (the "Code"), as amended. I am familiar with the provisions of Section 42 of the Internal Revenue Code, as amended, and have advised the owner with regard to its applicability to the above-referenced development.

I have advised my client that beginning in 1990, Low-Income Housing Tax Credits may not be allocated solely on the basis of the acquisition of a building containing low-income units. I have advised my client that, in order to qualify, an acquired building must undergo rehabilitation. I have further advised my client as to the degree of rehabilitation which must be carried out in order for this development to qualify for the acquisition and rehabilitation credit.

I have made an independent inquiry as to the facts and circumstances surrounding the acquisition of this development by my client. I have reviewed and signed the above captioned development application dated \_\_\_\_\_.

Based upon the foregoing, I am of the opinion that the acquisition of the above-referenced development by my client meets the requirements of Section 42 of the Code, as amended. I am further of the opinion that, should the proposed rehabilitation of this development take place in the manner contemplated by my client, said development will qualify for an allocation of the Low-Income Housing Tax Credit.

It is intended that the South Carolina State Housing Finance and Development Authority may rely on this opinion in making its determination whether or not to make an allocation of the Low-Income Housing Tax Credit to this development.

Yours very truly,

**EXHIBIT E**

**Attorney Opinion Letter For Eligible Nonprofit Organizations**

**(Letter Must Be Typed On Attorney's Letterhead)**

Low-Income Housing Tax Credit Program  
South Carolina State Housing Finance and Development Authority  
300-C Outlet Pointe Blvd.  
Columbia, South Carolina 29210

Re: Name of Development  
Address of Development  
Applicant

Ladies and Gentlemen:

You have asked that we render our opinion that (applicant) is a qualified nonprofit organization within the meaning of Section 42(h)(5) of the Internal Revenue Code. We understand that you require this opinion as a prerequisite to your consideration of making an allocation of Low-Income Housing Tax Credits to (applicant) \_\_\_\_\_ from the set-aside reserved for the use of qualified nonprofit organizations.

In rendering our opinion, we have reviewed the Articles of Incorporation and Bylaws of (Applicant) \_\_\_\_\_ as well as the Letter of Determination dated (date) \_\_\_\_\_ from the Internal Revenue Service. We have also examined the records of (applicant) \_\_\_\_\_ to determine whether or not there exists an identity of interest between (applicant) \_\_\_\_\_ and any for profit participant in the above-referenced development, (the "development") \_\_\_\_\_.

Based upon our review of the foregoing, it is our opinion that:

- (1) (Applicant) \_\_\_\_\_ - is a "qualified nonprofit organization" within the meaning of Section 42(h)(5) of the Internal Revenue Code; and
- (2) there is no identity of interest existing between (applicant) \_\_\_\_\_ and any for profit participant in the development and that no impermissible affiliation with or control by a for profit organization exists with respect to the development.

It is our intention that this opinion be relied upon by you in making your determination as to the eligibility of the development to receive Low-Income Housing Tax Credits.

Yours very truly,

## EXHIBIT O

### Attorney Opinion Letter For all Developments Involving Identity of Interest and Requesting an Allocation of Tax Credits

**(Letter must be typed on Attorney's Letterhead)**

Low-Income Housing Tax Credit Program  
South Carolina State Housing Finance and Development Authority  
300-C Outlet Pointe Blvd.  
Columbia, South Carolina 29210

Re: Development: \_\_\_\_\_  
Address of Development: \_\_\_\_\_  
Applicant: \_\_\_\_\_

Ladies and Gentlemen:

This opinion is rendered in compliance with the requirements of the Low-Income Housing Tax Credit Program and Section 42 of the Internal Revenue Code of 1986, as amended (the "Code").

The undersigned is a licensed attorney-at-law, licensed to practice before the highest court in the state in which I practice. A significant portion of my practice relates to tax matters and the interpretation of the Code. I am familiar with the provisions of Section 42 of the Internal Revenue Code, as amended, and have advised the above-referenced Applicant with regard to its applicability to the above-referenced development.

I have advised the Applicant that the qualified basis of the property of the Applicant will include the purchase price of the existing buildings only if: (1) the managing member of the Applicant does not possess more than a 50% interest in the capital or profits in the project; (2) the managing member of the Applicant and the Applicant cannot be a member of the same controlled group at the time of the acquisition of the buildings; and (3) the basis of the existing buildings in the hands of the Applicant is not determined by reference to the adjusted basis of such buildings in the hands of the current owner. I have further advised the Applicant in the manner in which the foregoing conditions are to be satisfied.

Based upon an independent investigation into the facts and circumstances surrounding the above-referenced development, I am of the opinion that the acquisition of said development meets the requirements of Section 42 of the Code to enable it to include in qualified basis the purchase price of the existing buildings.

It is my intention that the South Carolina State Housing Finance and Development Authority may rely on this opinion in making its determination of the amount of reservation of Low-Income Housing Tax Credits that may be offered to this development.

Yours very truly,



**Form 1**

**2017 Developer Certification For Project Rejection Form**

The undersigned represents to the South Carolina State Housing Finance and Development Authority as follows:

1. The undersigned is the duly authorized representative of \_\_\_\_\_, the Applicant submitting a Low Income Housing Tax Credit Application for a development known as \_\_\_\_\_, located in or near the City/Town of \_\_\_\_\_, in \_\_\_\_\_ County, South Carolina.
2. The undersigned is aware that Low Income Housing Tax Credit Applications are submitted to provide information regarding several aspects of a proposed development, including information regarding the suitability of the site and market proposed as the location for the development.
3. The undersigned is aware that an inspection of the site proposed as the location for the development as well as nearby and adjacent properties may reveal the existence of one or more conditions that might render the site and/or market unsuitable as a location for the proposed development.
4. The undersigned, on behalf of the Applicant, hereby consents to the analysis of the market and the inspection of the site proposed as the location of the proposed development, as well as the inspection of such adjacent or nearby property as the staff of the Authority deems necessary to determine the presence or absence of hazards, dangers, risks or negative characteristics that might render the proposed site unsuitable as the location of the proposed development.
5. The undersigned, on behalf of the Applicant, acknowledges that, if any detrimental site characteristics are determined to exist on, adjacent to, or within such distance as the staff of the Authority may determine to have a negative impact on the proposed site, such site will be rejected by the Authority depending on the detrimental site characteristic(s) discovered.
6. The undersigned, on behalf of the Applicant, acknowledges that the Low Income Housing Tax Credit Application submitted by the Applicant will be reviewed by the Staff of the Authority to determine whether or not said Application meets the minimum standards in order to compete for low income housing tax credits during the Authority's application process.
7. The undersigned, on behalf of the Applicant, agrees to accept the determination of the Authority with regard to the market and the presence or absence of detrimental site characteristics, as well as the determination as to whether Applicant's Low Income Tax Credit Application meets minimum standards in order to compete in the Authority's application process.
8. The undersigned, on behalf of the Applicant, agrees that the determination made with regard to the Application by the Staff of the Authority is final and is not subject to further review, all as provided in the Qualified Allocation Plan.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name of Representative

**EXHIBIT P**

**South Carolina State Housing Finance and Development Authority  
2017 Identity of Interest Certification**

The Applicant \_\_\_\_\_, has represented to the Authority in the 2017 Low-Income Housing Tax Credit Application that the Applicant  **has**  **does not have** an "identity of interest." An "identity of interest" exists if any of the following conditions exist:

- A. When there is any financial interest of the Applicant or Owner and any other member of the development team.
- B. When one or more of the officers, directors, stockholders, members, or partners of the Applicant or Owner is also an officer, director, stockholder, member, or partner of any other member of the development team.
- C. When any officer, director, stockholder, member or partner of the Applicant or Owner has any financial interest whatsoever in any other member of the development team.
- D. When any other member of the development team advances any funds to the Applicant or Owner.
- E. When any other member of the development team provides and pays, on behalf of the Applicant or Owner, the cost of any architectural services or engineering services other than those of a surveyor, general superintendent, or engineer employed by any other member of the development team in connection with its obligations under its contract with the Applicant or Owner.
- F. When any other member of the development team takes stock or any interest in the Owner entity as part of the consideration to be paid him/her.
- G. When any relationship exists which would give the Applicant or Owner or any other member of the development team control or influence over the price of the contract or the price paid to any other member of the development team or to a subcontractor, material supplier or lessor of equipment.
- H. When there exist (or come into being) any side deals, agreements, contracts or undertakings entered into or contemplated, thereby altering, amending, or canceling any of the required application or closing (should there be a closing) documents.

If there is an 'identity of interest', please state what the 'identity of interest' is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**The above Applicant certifies that fees and charges collected by one of the parties from related parties does not exceed the norm for such services etc., for the area the development is located in.**

The undersigned hereby certifies and acknowledges that the South Carolina State Housing Finance and Development Authority may rely upon this certification in making an allocation of tax credits.

**Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

## FORM LP

<b>LIMITED PARTNERSHIP</b>	Development Name: _____ City: _____, S.C.
Name of LP: _____ LP includes the following: ___For Profit ___Non-Profit Address: _____ City _____ State _____ Zip: _____ Tax ID Number: _____ or date applied for: _____	
<b>Partners</b>	
	<b>Percentage of Ownership</b>
1. Partner: _____ Address: _____ City, State, Zip: _____ <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner	_____%
2. Partner: _____ Address: _____ City, State, Zip: _____ <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner	_____%
3. Partner: _____ Address: _____ City, State, Zip: _____ <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner	_____%
4. Partner: _____ Address: _____ City, State, Zip: _____ <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner	_____%
5. Partner: _____ Address: _____ City, State, Zip: _____ <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner	_____%

**NOTE:** This form must be completed for each LLC that is involved in the proposed development. If any of the Members are Corporations, Limited Liability Companies, or Limited Partnerships then you must also complete, in addition to this form, one or more of the following, as applicable: FORM CORP, FORM LP, and/or FORM LLC. All necessary forms must be submitted so as to ascertain the Principals of the development.

## FORM LLC

<b>LIMITED LIABILITY COMPANY</b>	Development Name: _____ City: _____, S.C.
Name of LLC: _____ LLC includes the following: ___ For Profit ___ Non-Profit Address: _____ City _____ State _____ Zip: _____ Tax ID Number: _____ or date applied for: _____	
<b>Membership</b>	<b>Percentage of Ownership</b>
1. Manager (if any): _____ Address: _____ City, State, Zip: _____	_____%
2. Member Name: _____ Address: _____ City, State, Zip: _____	_____%
3. Member Name: _____ Address: _____ City, State, Zip: _____	_____%
4. Member Name: _____ Address: _____ City, State, Zip: _____	_____%
5. Member Name: _____ Address: _____ City, State, Zip: _____	_____%
6. Member Name: _____ Address: _____ City, State, Zip: _____	_____%

**NOTE:** This form must be completed for each LLC that is involved in the proposed development. If any of the Members are Corporations, Limited Liability Companies, or Limited Partnerships then you must also complete, in addition to this form, one or more of the following, as applicable: FORM CORP, FORM LP, and/or FORM LLC. All necessary forms must be submitted so as to ascertain the Principals of the development.

## FORM CORP

<b>CORPORATION</b>	Development Name: _____	
	City: _____, S.C.	
Name of Corporation: _____ Corporation is ____ For Profit ____ Non-Profit		
Address: _____		
City _____ State _____ Zip: _____		
Tax ID Number: _____ or date applied for: _____		
<b>Officers</b>		
President: _____ Vice-President: _____		
Secretary: _____ Treasurer: _____		
<b>Shareholders</b>	<b>Percentage of Ownership</b>	
1. Name _____ Address: _____ City, State, Zip: _____	_____ %	
2. Name: _____ Address: _____ City, State, Zip: _____	_____ %	
3. Name: _____ Address: _____ City, State, Zip: _____	_____ %	
4. Name: _____ Address: _____ City, State, Zip: _____	_____ %	
5. Name: _____ Address: _____ City, State, Zip: _____	_____ %	

**NOTE:** This form must be completed for **each** Corporation that is involved in the proposed development.

## EXHIBIT B

### Previous Year's Development Completion Status

All developers awarded a 2016 South Carolina tax credit development must have closed the construction loan and purchased the land in order to submit an application in the 2017 tax credit funding cycle. Evidence of the construction loan closing and the recorded warranty or fee simple deed must be provided to the Authority not later than February 24, 2017.

I hereby certify, in my capacity as the developer, general partner, or managing member, that the below referenced 2016 South Carolina tax credit development(s) has met the required completion status as outlined in the 2017-2018 Qualified Allocation Plan and that the Authority is in receipt of all applicable documents verifying such.

Development Name	ID Number

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

#### **SC State Housing Finance & Development Authority Verification:**

The above information has been reviewed and certified as true:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By: Laura Nicholson, Development Director

**EXHIBIT K**

**South Carolina State Housing Finance and Development Authority  
2017 Previous Participation Certificate**

Proposed Development Name: \_\_\_\_\_

I, \_\_\_\_\_, am a General Partner , a Developer ,  
and/or a Managing Member  of \_\_\_\_\_.  
(Name of Company or Entity associated with proposed development)

Each **individual** associated with the above Company or Entity that is a general partner, developer or managing member must individually complete this Exhibit K form. If a General Partner, Developer, or Managing Member of the above named company or entity does not complete and submit a completed Exhibit K, the application will be considered incomplete.

1. From January 1, 2009 through February 1, 2017, the total number of multifamily rental properties which you developed and placed in service and that have reached stabilized occupancy: \_\_\_\_\_  
Number of Properties with at least 72 units: \_\_\_\_\_  
Number of Properties with at least 36 units: \_\_\_\_\_

2. From January 1, 2009 through February 1, 2017, the total number of South Carolina LIHTC properties (both 4% and 9%) which you developed and placed in service and that have reached stabilized occupancy: \_\_\_\_\_  
Number of Properties with at least 72 units: \_\_\_\_\_  
Number of Properties with at least 36 units: \_\_\_\_\_

3. From January 1, 2009 through February 1, 2017, the total number of out of state LIHTC properties (both 4% and 9%) which you developed and placed in service and that have reached stabilized occupancy: \_\_\_\_\_  
Number of Properties with at least 72 units: \_\_\_\_\_  
Number of Properties with at least 36 units: \_\_\_\_\_

4. Total number of IRS Form 8823 filed as to your developments for uncorrected non-compliance issues: \_\_\_\_\_  
Have the non-compliance issues been corrected? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. From January 1, 2009 through February 1, 2017, have you returned an entire allocation of LIHTC in South Carolina? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. From January 1, 2009 through February 1, 2017, have you been removed, debarred, or asked to voluntarily withdraw from a LIHTC partnership? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, explain:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. From January 1, 2009 through February 1, 2017, have you been disqualified from participating in any LIHTC Program? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, explain:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. During the past 10 years, has any multifamily rental project you own or developed been in default, assigned to the State or foreclosed? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, explain:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. During the past 10 years, have you defaulted on an obligation covered by a surety or performance bond? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, explain:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. During the past 10 years, have you been debarred, suspended, proposed for debarment or suspension, declared ineligible or voluntarily excluded from any transactions or construction developments involving the use of governmental funds? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, explain:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. During the past 10 years, have you been indicted, charged, convicted of or had a civil judgment rendered against you for a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, explain:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



List all developments, from January 1, 2009 through February 1, 2017, in which you were the **general partner or managing member** from project inception through receipt of Certificate of Occupancy and issuance of 8609s. You may attach a spreadsheet containing the information below. (In order to receive points for the developments listed below, the general partner or managing member must be in compliance and good standing with the syndicator/equity provider as indicated by an Exhibit K-1 submitted with the application):

Development Name	City, State	#Units	Date Completed	Funding Sources (Tax Credit, Conventional, etc.)	Percent of Current Ownership Interest

Certify and acknowledge the following by signing and dating in the signature block below:

**Certifications and Acknowledgments**

I certify that all the statements made in this Exhibit K are true, complete and correct to the best of my knowledge and belief and are made in good faith.

To the best of my knowledge, I certify that every general partner, developer and managing member associated with the above named Company or Entity has submitted an Exhibit K.

I certify that I do not have any relationship, financial or otherwise, with the SCSHFDA, its staff members and/or its employees other than in the regular course of my business. I further certify that I do not have any involvement with the decision-making process and am not in a position to gain inside information with respect to any federal activities administered by the SCSHFDA.

I acknowledge that Federal funds may be used in connection with the Proposed Development and that this Exhibit K and these certifications will be relied on by the SCSHFDA in connection with SCSHFDA's making financial decisions.

I acknowledge and hereby authorize the SCSHFDA to obtain and release information regarding my experience detailed on the preceding page of this certification.

I acknowledge and understand that the making of any false statement in connection with this application will result in the disqualification of this Development's application and the applications of any other Developments with which I am associated.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2017 EXHIBIT K-1**

**South Carolina State Housing Finance and Development Authority  
Previous Development Syndication Compliance Certificate**

I certify that I am applying to the South Carolina State Housing Finance and Development Authority (SCSHFDA) for approval to participate as a Principal in the 2017 Tax Credit Funding Cycle. This certification is being provided to all syndication entities which have a limited partnership interest in one or more of the developments listed below. This certification is to verify my experience with your company.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*The following information is to be completed by the tax credit applicant:**

Name of Company or Entity this certification is for: \_\_\_\_\_

List Individuals associated with the above Company or Entity:

	General Partner <input type="checkbox"/>	Managing Member <input type="checkbox"/>
	General Partner <input type="checkbox"/>	Managing Member <input type="checkbox"/>
	General Partner <input type="checkbox"/>	Managing Member <input type="checkbox"/>
	General Partner <input type="checkbox"/>	Managing Member <input type="checkbox"/>

Listed below, or attached as a spreadsheet, are the developments, from January 1, 2009 to February 1, 2017, in which I/We/Us are the general partner(s) or managing member(s) from project inception through receipt of Certificate of Occupancy and issuance of 8609s:

Development Name	City, State	# Units	Date Completed	Funding Sources (Tax Credit, Conventional, etc.)	% of Current Ownership Interest	Syndicator Verification (Initial Box)

**\*\*The following information is to be completed by the Syndicator or Asset Manager:**

1. For any developments listed above, that were syndicated by your company, are there major uncorrected noncompliance issues (i.e. defaults, foreclosures, none maintenance of reserve accounts, etc.) outstanding for more than six months? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. From January 1, 2009 through February 1, 2017 have any of the general partner(s) or managing member(s) listed above been removed, debarred, or asked to withdraw voluntarily from a LIHTC partnership in South Carolina? Yes\_\_\_\_\_ No\_\_\_\_\_ Unknown \_\_\_\_\_

If yes, please indicate which individuals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. From January 1, 2009 through February 1, 2017 have any of the general partner(s) or managing member(s) listed above been removed, debarred, or asked to withdraw voluntarily from a LIHTC partnership in any State? Yes \_\_\_\_\_, which State: \_\_\_\_\_ No\_\_\_\_\_ Unknown \_\_\_\_\_

If yes, please indicate which individuals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Are all general partner(s) or managing member(s) listed above considered to be in good standing with your company **and** would you consider doing business with them again? Yes\_\_\_\_\_ No\_\_\_\_\_

If No, please indicate which individuals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above information is true and correct and intended to be relied upon by the South Carolina State Housing Finance and Development Authority in the awarding of Low-Income Housing Tax Credits. I understand that the making of any false statement in connection with this certification will result in the disqualification of all proposed 2017 tax credit applications submitted by any member(s) of the development team. I have initialed the relevant box(es) on page 1 for which I am certifying.

Name and Address of Syndication Entity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT G

### South Carolina State Housing Finance and Development Authority 2017 Architect and/or Professional Engineer Certification

Development Name: \_\_\_\_\_ Total # of Bldgs. in the project: \_\_\_\_\_

#### Low Income Units

Unit Type:	# of Units:	# of Baths:	Heated Area:	Total Heated Area:
Efficiency	_____	_____	_____ s.f.	_____ s.f.
1 Bedroom	_____	_____	_____ s.f.	_____ s.f.
2 Bedroom	_____	_____	_____ s.f.	_____ s.f.
3 Bedroom	_____	_____	_____ s.f.	_____ s.f.
4 Bedroom	_____	_____	_____ s.f.	_____ s.f.
<b>Living Units Total:</b>	_____		<b>Sub-Total Residential Heated Sq. Ft.:</b>	_____ s.f. (A)

Type:	# of Type:	Area:	Total Area:
Covered Porches	_____	_____ s.f.	_____ s.f.
Breezeways	_____	_____ s.f.	_____ s.f.
Outside Storage	_____	_____ s.f.	_____ s.f.
Other: _____	_____	_____ s.f.	_____ s.f.
<b>TOTAL NON-HEATED AREA:</b>			_____ s.f.

#### Market Rate Units

Unit Type:	# of Units:	# of Baths:	Heated Area:	Total Heated Area:
Efficiency	_____	_____	_____ s.f.	_____ s.f.
1 Bedroom	_____	_____	_____ s.f.	_____ s.f.
2 Bedroom	_____	_____	_____ s.f.	_____ s.f.
3 Bedroom	_____	_____	_____ s.f.	_____ s.f.
4 Bedroom	_____	_____	_____ s.f.	_____ s.f.
<b>Living Units Total:</b>	_____		<b>Sub-Total Residential Heated Sq. Ft.:</b>	_____ s.f. (B)

Type:	# of Type:	Area:	Total Area:
Covered Porches	_____	_____ s.f.	_____ s.f.
Breezeways	_____	_____ s.f.	_____ s.f.
Outside Storage	_____	_____ s.f.	_____ s.f.
Other: _____	_____	_____ s.f.	_____ s.f.
<b>TOTAL NON-HEATED AREA:</b>			_____ s.f.

#### COMMON AREAS

Office Area:	_____ s.f.	_____ s.f.
Laundry:	_____ s.f.	_____ s.f.
Exercise Room:	_____ s.f.	_____ s.f.
Computer Room:	_____ s.f.	_____ s.f.
Community Building:	_____ s.f.	_____ s.f.
Other: _____	_____ s.f.	_____ s.f.
<b>Sub-Total Non-Residential Heated Sq. Ft.:</b>		_____ s.f. (C)

**TOTAL HEATED AREA (A+B+C):** \_\_\_\_\_ s.f.

**NOTE:** All square footages listed on Exhibit G must match those listed in the tax credit application. All heated and non-heated square footage for the entire development must be included on this form and on any submitted drawings.

## **MANDATORY DESIGN CRITERIA**

The development **will be** designed and constructed incorporating the following **Mandatory Design Criteria** included at no extra cost to the tenants.

### **For All Development Types:**

1. Window coverings for each window, including glass doors, must be installed. Metal blinds are not permitted.
2. All kitchen and bathroom interior cabinets must be solid wood or wood/plastic veneer products with dual slide tracks on drawers. New cabinets must have solid wood dual sidetrack drawers and no laminate or particleboard fronts for doors or drawer fronts. Cabinets shall meet the ANSI/KCMA A1 61.1 performance and construction standard for kitchen and vanity cabinets. Cabinets shall bear the certification seal of KCMA (Kitchen Cabinet Manufacturers Association).
3. All entry doors must be metal-clad wood, steel or fiberglass doors that are insulated, paneled, and have a peephole. Deadbolt locks are required in entry doors. Dead bolt locks on entry doors should have "thumb latch" on interior side. Double keyed dead bolt locks are prohibited. The minimum clear width of all exterior doors shall be 34 inches.
4. Bi-fold and sliding interior doors are prohibited. All doors must be side hinged.
5. A landscaping plan must be submitted indicating areas to be sodded and landscaped. Landscaping plan(s) must follow any applicable landscape municipal ordinance. At a minimum, sod shall be installed on the front and side areas to a point twenty (20'-0") feet from the building(s). Landscaping may incorporate sod and drought resistant plants and shrubs. All disturbed areas not sodded must be seeded. The Authority reserves the right to approve the final landscaping installation and require modifications.
6. All retention and/or detention ponds must be fenced in unless a letter is provided from the Department of Health and Environmental Control (DHEC) that a fence is not required. The storm water retention/detention basin design, maintenance and management shall be the sole responsibility of the owner/developer and shall be in strict accordance with all applicable federal, state, local and environmental regulations governing storm water retention/detention basins.
7. A recreation area suitable for proposed tenant targeting:
  - a. For family developments – (i) Playground for children located away from automobile traffic patterns with commercial quality play equipment (the playground area must have a minimum of four (4) separate pieces of equipment or a structure that encompasses a minimum of four (4) pieces of equipment) accessible to handicapped traffic and at least one permanently anchored, weather resistant bench, with a back, or (ii) an exercise room with a minimum of three nautilus-type work-out machines (this room's square footage may be included in the minimum 1,200 sq. ft. community building);
  - b. For older persons developments – (i) An exercise room with a minimum of three (3) nautilus type work-out machines (this room's square footage may be included in the minimum 1,200 sq. ft. community building), or (ii) a minimum of one gazebo that is covered, with bench seating, equipped with an Energy Star ceiling fan with light fixture.
8. A new development sign at the entrance(s) to the complex affixed with a Fair Housing logo.
9. Exterior lighting fixtures at all entry doors including individual apartment units, community buildings, and common areas within the building(s). Fixtures at the individual apartment units are to be controlled from the interior of the unit.
10. Enclosed trash dumpsters and/or compactors. The dumpster must be enclosed by solid fencing on at least three sides. The pad and approach pad to the dumpster must be concrete and not asphalt. The trash dumpster/compactor must be ADA accessible and located on an ADA accessible route.
11. Roofing materials shall be anti-fungal shingles with a minimum 25-year warranty.
12. The following Energy Star appliances must be provided in each unit: Full sized refrigerator-freezer, with ice maker, having a minimum size of fourteen (14) cubic feet.
13. At least fourteen (14) SEER HVAC units must be installed. If the Physical Needs Assessment, completed for a rehabilitation development, does not recommend replacement of existing HVAC units in the development, this mandatory criterion is waived. However, any replacement HVAC units installed in the development must be at least fourteen (14) SEER. All refrigeration lines must be insulated. All developments must have central heat and air. Window units are not allowed for any development type.
14. A laundry facility containing: (a) at least one (1) commercial washer and one (1) commercial dryer per twenty-four (24) units; and (b) adequate seating and at least one (1) table for folding clothes. For developments containing more than one hundred (100) rental units that also provide washer and dryer hookups in all units, a minimum of one (1) commercial washer and one (1) commercial dryer per thirty-two (32) units is required. Single family detached unit, townhouse, or duplex developments must provide a washer and dryer hookup in every unit. Developments providing washers and dryers in all rental units are not required to provide a laundry facility.
15. 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.

16. Wall switch controlled Energy Star rated overhead lighting is required in all rooms.
17. Sites located in a Radon Zone-1 (highest level) will require Radon Resistant New Construction Practices. Rehabilitation projects must meet the Radon Mitigation Standards as required by the Environmental Protection Agency.
18. All new construction developments must submit a complete site specific soils report and boring site plan, not more than one year old at the time of submission of final plans and specifications, bound within the project specifications. Rehabilitation projects adding any new building foundations must submit a foundation specific soils report. The soils report must reflect the results of laboratory tests conducted on a minimum of one (1) soil boring per planned building location and a minimum total of two (2) soil borings at the planned paved areas of the development. A registered professional engineer or a certified testing agency with a current license to practice in the State of South Carolina must prepare the report. Rehabilitation projects adding any new building foundations must also submit a foundation specific soils report and boring site plan.
19. Metal flashing or 20 mil polyethylene when used in conjunction with a self- adhering polyethylene laminate flashing, must be installed above all exterior door and window units.
20. Mailboxes, playground and all exterior project amenities must be ADA accessible.
21. Exterior wall insulation must have an overall R-11 minimum for the entire wall assembly and roof or attic insulation must have an R-30 rating minimum.
22. Tub/shower units must have minimum dimensions of 30-inch width by 60-inch length and be equipped with anti-scald valves. All shower units without a tub must have minimum dimensions of 30-inch width by 48-length (ADA approved shower). All tubs in designated handicap accessible units must come complete with "factory-installed grab bars".
23. Mirror length must extend to top of vanity backsplash with top of mirror a minimum of 6'-0" above finish floor. Framed decorative mirrors or medicine cabinets with mirrors are allowed with a minimum size of 14" x 24" and must be hung with the top of mirror a minimum of 6'-0" above finish floor. Vanity cabinets or a medicine cabinet shall be provided in all units. All cabinets in designated handicap accessible units must be installed at ADA mounting heights.
24. Water heaters must be placed in drain pans with drain piping plumbed to disposal point as per the latest approved addition of the International Plumbing Code.
25. Pipe all Temperature & Pressure (T&P) relief valve discharges to disposal point as per the latest approved edition of the International Plumbing Code.
26. Exterior shutters (new not recycled) are required on all 100% vinyl siding buildings. Only existing rehabilitation developments may have 100% vinyl building exteriors.
27. Roof gable vents must be made of aluminum or vinyl materials.
28. All attics must be vented.
29. Carpet and Resilient flooring materials must meet minimum FHA standards.
30. Each bedroom and hallway, etc. must have, as required by Code (local, state or Federal) a hard-wired battery back-up smoke detector.
31. All materials for construction must meet all local, state, and federal and environmental regulations and specifications.
32. A carbon monoxide detector must be installed in each unit with gas mechanical systems or gas appliances. Units with an attached garage must also have a carbon monoxide detector installed. A combination unit smoke detector and carbon monoxide detector can be used to meet this requirement.
33. Pre-finished fascia and soffits must be vinyl covered aluminum and/or perforated cementitious panels with vents.
34. Gutter and downspout systems complete with splash blocks will be supplied surrounding all residential buildings.
35. Gazebos, Picnic Shelters, Mail Kiosks, etc.: Exposed components used as part of the structure must be constructed so that no wood is exposed. Concealment shall be with materials such as aluminum or vinyl siding or cementitious materials. Decorative rails and/or guard rail systems used shall be code compliant systems of vinyl, fiberglass or metal. Wood railings are not allowed. Gazebos and picnic shelters shall have table and bench seating.
36. At a minimum, all development must meet the 2006 International Energy Conservation Code.
37. Developments that have units, by bedroom size, smaller than the following square footages are considered to be obsolete units and are not eligible for funding:

<u>Bedrooms per Unit</u>	<u>Minimum Sq. Ft. per Unit</u>
One	500
Two	700
Three	850
Four	1,000

### **For All New Construction Developments:**

1. All units must be equipped with an Energy Star rated dishwasher and an Energy Star rated hot water heater with an energy factor of 0.61 for gas or 0.93 for electric. Submit manufacturer's data sheet with plans.
2. All units must have Energy Star rated windows. Submit manufacturer's data sheet with plans.
3. All units must have an Energy Star rated HVAC system. Submit manufacturer's data sheet with plans.
4. Lighting must be in all common area corridors, stairwells, and the community room. Interior light fixtures to be fitted with Energy Star light bulbs.
5. Low flow water saving features must be used- low flow showerheads, low flow kitchen and bathroom faucets, and low flow toilets. Submit manufacturer's data sheet with plans.
6. Washer/dryer hookups in all units.
7. A minimum 1200 square foot community building to include a kitchen/break room area equipped with, at a minimum, a sink and refrigerator and either a stove/microwave. Entire facility must be ADA compliant. The square footage counted towards this total may include a leasing office, an equipped exercise room, and an equipped computer center. Laundry rooms and storage/maintenance rooms will not be counted as part of the 1200 square foot minimum. For developments proposing the second phase of a previously completed contiguous tax credit development, the requirement for an additional 1200 square foot community building is waived. However, it is required that laundry facilities be provided to the new phase and must be constructed on the site of the proposed phase. The mandatory laundry facility requirements under Section V. Mandatory Design Criteria, item 14 must be met.
8. All units pre-wired for cable television hook-ups in the living room and one (1) per bedroom.
9. Units with three (3) or more bedrooms must have a minimum of two (2) full bathrooms.
10. The minimum bedroom size for the primary bedroom in each unit must be at least 168 square feet. All other bedrooms must be a minimum 120 square feet. The minimum bedroom square footage excludes the closet space.
11. All older persons (55+ years) and elderly developments will be one-story structures, or if greater than one story, all stories will be accessible by elevators.
12. All sidewalks and walkways shall be a minimum of 36" in width and made of concrete and shall provide access to all parking spaces, front entryway doors, common amenities and driveways and shall be ADA compliant.
13. Sliding glass doors are prohibited.
14. Water closets must be centered, at a minimum, 18 inches from sidewalls or vanity/lavatories.
15. Public use stairway components, such as stringers, treads, and risers must be constructed from steel or concrete. Handrails and pickets must be constructed from steel or aluminum.
16. Patio and porch/balcony components used as part of the building shall have concrete slabs or decks and must be constructed so that no wood is exposed. Concealment shall be with materials such as aluminum or vinyl siding or cementitious materials. Structural wood columns shall be at a minimum 6" x 6" pressure treated columns concealed as noted above with properly sized fiberglass, high density urethane or aluminum columns. Decorative rails and/or guard rail systems used at porches and patios shall be code compliant systems of vinyl, fiberglass or metal. Wood railings are not allowed.
17. Wall Framing: Sound proofing or sound batt insulation is required between the stud framing in party walls. A sound rating of STC 54 is required.
18. Fluorescent lighting is required in the kitchen.

### **For All Single Family Townhouse, and Duplex Developments:**

1. All detached single family homes must contain a minimum of three (3) bedrooms and two (2) full bathrooms.
2. All townhouses must contain a minimum of two (2) bedrooms and one and one-half bathroom. At a minimum, a half bathroom must be located on the first floor.
3. All duplexes must contain a minimum of two (2) bedrooms and one and one-half bathroom.
4. Developments must have concrete driveways, curbing at street and front entry walkways.
5. All new construction developments must have a washer and dryer hookup in each unit.
6. All HVAC and hot water heaters must be contained within the unit/building. These may not be located in the attic or crawl space.

### **For All Rehabilitation Developments:**

Any of the following mandatory items (not to include repainting of the entire unit) replaced on or after January 1, 2010 are not required to be replaced as part of the rehabilitation.

1. Replace and install new flooring in each unit. At a minimum, tile must be VCT or better.
2. Entire unit (all rooms and ceilings) must be repainted.
3. New bathroom fixtures must be installed to include the following:
  - a) New tub and new shower, re-glazing not allowed. Three piece surround insert is acceptable. All caulking must be replaced.

- b) Replace sink, vanity and plumbing fixtures with new. Vanity to include, at a minimum, a pull out drawer and/or storage area.
  - c) New toilet.
  - d) Install new re-circulating exhaust fan.
  - e) Install new water supply valves.
4. New kitchen fixtures must be installed to include the following:
    - a) Dual track sliding drawers.
    - b) New double sink and plumbing fixtures.
    - c) New stove with re-circulating exhaust fan.
    - d) New Energy Star rated refrigerator, with ice maker that is a minimum of 14 cubic feet.
    - e) Install new water supply valves.
  5. All entry doors must be steel or fiberglass doors that are insulated, paneled, and have a peephole.
  6. New Energy Star hot water heaters with an energy factor greater than 0.61/gas or 0.93/electric.
  7. Replace all windows with insulated, double pane glass in either vinyl or aluminum framing.
  8. All units wired for high speed (broadband) Internet hook-up with at least one (1) centrally located connection port or wireless computer network. All wires to be hidden.
  9. Units with existing washer/dryer connections must replace and install new water supply fixtures and valves.
  10. All older persons (55+ years) and elderly acquisition/rehabilitation developments may have more than one-story, provided that existing elevators, receiving regular maintenance, are in good working condition as of the initial Tax Credit Application submittal date and service all upper level rental units. Those developments without existing elevators will be required to install elevators.
  11. Window blinds and exterior window screens to be replaced.
  12. Replace all damaged and worn interior doors, jambs, frames, and hardware.

**For All Adaptive Reuse Developments:**

The definition of "adaptive reuse" is the conversion of an existing non-residential building(s) into a residential building(s). The architect must certify on **Exhibit G** that the development will meet the following requirements:

1. A minimum of fifty percent (50%) of the square footage of each existing building(s) must be converted to residential use; and
2. If additional buildings/units are constructed to provide additional space, the total square footage of the previously existing building(s) must constitute a minimum of fifty percent (50%) of the total square footage of the entire development.
3. Reseal all asphalt parking and roadway surfaces throughout the development.

**MARK the appropriate box(es) below, thereby indicating that the development will be designed and constructed incorporating the design criteria selected:**

**Optional Development Design Criteria:**

- 1. Roof shingles must be architectural style anti-fungal and warranted for a minimum of thirty (30) years.
- 2. Attic insulation rated at R-38 or higher.
- 3. Energy Star rated HVAC systems (15 SEER or grater) in all units.
- 4. All units must have a balcony, sunroom, or patio. A sunroom must contain a minimum of three (3) window panels and have distinct architectural separation from the living room. Patios must be at lease 64 sq. ft. Front porches are not considered patios.
- 5. Curbing for paved areas throughout the development site including the parking areas.
- 6. Gazebo (Must be covered and have bench seating; must be permanently affixed and constructed in place; be ADA compliant, accessible and contain a minimum of 100 square feet) or covered picnic shelter (must have a table and bench seating and must be ADA compliant and accessible) in an appropriate location.
- 7. Irrigation/sprinkler system serving all landscaped areas.
- 8. Underground utilities (gas/electric, cable and phone) throughout the development site.
- 9. Provide in the community room a minimum of two (2) current updated computer systems, manufactured within the last 12 months, to include new computers, new printers, and a new scanner. The computers must be equipped with high speed Internet service (e.g. broadband or cable).
- 10. Each unit must have an Energy Star ceiling fan with light fixture in the living room and all bedrooms. All ceiling fans and overhead lights must connect to wall switches.
- 11. Full size Energy Star refrigerator, with ice maker, having a minimum size of eighteen (18) cubic feet.
- 12. All units must be pre-wired for high speed (broadband) Internet hook-up with at least one (1) centrally located connection port and connection ports in all bedrooms or wireless computer network.
- 13. Over the range mounted microwave oven, with re-circulating fan, in all units.



- 14. All units must have a Range Queen, Fire Stop, Auto Stop or comparable extinguishing system over the stove.
- 15. A minimum square footage per unit based on the number of bedrooms per unit specified as follows. To qualify, all of the units must meet the minimum square footage per unit. The Authority considers the square footage of an individual unit to be the usable living space measured from the interior wall to interior wall.

Bedrooms per unit	Minimum Sq. Ft. per Unit
One	750
Two	950
Three	1100
Four	1250

- 16. Providing bathrooms per unit based on the number of bedrooms according to the following. To qualify, all the units must provide the minimum number of bathrooms as specified.

Bedrooms per unit	Bathrooms per unit
One	One Full
Two	One Full and One ¼ bath
Three	Two Full
Four	Two Full and One-Half

- 17. A minimum eight (8) camera video security system with at least one (1) camera monitoring all of the following areas: front of buildings, back of buildings, all levels of breezeways, community room, computer room, rental office, all site entrance/exit roadways, and parking area(s).
- 18. One (1) rental unit reserved for a security officer, on-site manager or maintenance person.
- 19. Walking trails, minimum 4 feet wide, paved and continuous. Trail should be a minimum 1250 linear feet. At a minimum one (1) permanently anchored weather resistant bench with back at the mid-point of the trail.
- 20. Perimeter fencing extending around all sides of the development site, except the development entrance(s). Chain link fencing not allowed.
- 21. Development to be built to meet, at a minimum, the Version 3.0 Energy Star Certification.
- 22. Provide an easily-accessible area that serves the entire development and is dedicated to the collection and storage of non-hazardous material for recycling, to include paper, corrugated cardboard, glass, plastics, and metals.

**The following Optional Development Design Criteria are for rehabilitation developments only:**

- 23. Install Energy Star rated dishwashers in all units.
- 24. Install overhead light fixture connected to a wall switch in the living room and all bedrooms. All light fixtures to be fitted with Energy Star light bulbs.
- 25. Provide one and one-half (1.5) bathrooms in all units with two (2) or more bedrooms.
- 26. Minimum bedroom size for all bedrooms in each unit is 120 square feet. The minimum bedroom square footage excludes the closet space.
- 27. Provide a minimum 1200 square foot community building excluding laundry and storage/maintenance areas.
- 28. Provide hookups for standard size washers/dryers in all units.
- 29. Energy Star rated windows in all units.
- 30. In all units, existing appliances replaced with full size Energy Star refrigerator, with ice maker, having a minimum size of eighteen (18) cubic feet; and an Energy Star rated dishwasher; and an Energy Star rated hot water heater with an energy factor greater than 0.61/gas or 0.93/electric.

**Development Criteria:**

- Development size- New Construction **(threshold):**  
 \_\_\_ Development has at least 32 total units but has no more than 72 total units.
- Development size- Rehabilitation **(choose only one):**  
 \_\_\_ Development has at least 24 total units and is at or below 88 total units.  
 \_\_\_ Development has 89 to 104 total units.
- Durable construction, with respect to each building, one of the following applies **(choose only one):**  
 \_\_\_ Brick/stone veneer or stucco minimum 60% and remaining exterior fiber cement and/or hardiplank.  
 \_\_\_ Brick/stone veneer or stucco minimum 50% and remaining exterior fiber cement and/or hardiplank.  
 \_\_\_ Brick/stone veneer or stucco minimum 30% and remaining exterior fiber cement and/or hardiplank.  
 \_\_\_ Brick/stone veneer or stucco minimum 50% and remaining exterior siding to be vinyl siding with a thickness of at least .044 mils; or full fiber cement.

**For Adaptive Reuse Developments Only:**

- \_\_\_ A minimum of fifty percent (50%) of the square footage of each existing building(s) must be converted to residential use; and
- \_\_\_ If additional buildings/units are constructed to provide additional space, the total square footage of the previously existing building(s) constitutes a minimum of fifty percent (50%) of the total square footage of the entire development.

**For proposed Older Persons and Elderly Developments:**

- \_\_\_ Yes \_\_\_ No Development contains all one-story units.
- \_\_\_ Yes \_\_\_ No Development currently has or will have elevator service to all upper level units.

**Architect and/or Professional Engineer Certification:**

The undersigned certifies to the South Carolina State Housing Finance and Development Authority (SCSHFDA) that (1) the above information is true and correct; (2) the development **will be** constructed in accordance with the mandatory and optional design criteria as stated in the body of this certification; and (3) the architect and/or professional engineer has reviewed the plans and specifications of the development to ensure that such plans and specifications comply with and the development has been constructed to comply with the accessibility and other requirements of Section 504 of the Rehabilitation Act, the Fair Housing Amendments to the Civil Rights Act of 1968, the American With Disabilities Act, 2010 Americans with Disabilities Act Accessibility Guidelines, local building codes, and any other applicable State or Federal legislation. The undersigned further certifies that s/he will verify that the construction of the development will meet, at a minimum, the following seven specific requirements based on HUD's Fair Housing Act regulations (24 C.F.R. Part 100 as modified or explained in guidelines, manuals, Q&A's, etc.): (1) accessible building entrance on an accessible route, (2) accessible and usable public and common use areas, (3) usable doors, (4) accessible route into and through the covered dwelling unit, (5) light switches, electrical outlets, thermostats and other environmental controls in accessible locations, (6) reinforced walls for grab bars, and (7) usable kitchens and bathrooms. **The undersigned acknowledges that the foregoing certifications will be relied upon by the SCSHFDA and that any misrepresentation, whenever discovered, will result in a) the undersigned and the Developer both being debarred from participation in any Authority administered programs for a minimum of one (1) year and b) the filing of a complaint against the architect/professional engineer with the S.C. Department of Labor, Licensing and Regulation.**

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

License #: \_\_\_\_\_

Its: \_\_\_\_\_

2017 FORM 2 - SITE SERVICE DISTANCES		PROJECT NAME:			Site Entrance(s) Longitude and Latitude GPS Coordinates:	
					Site Entrance No. 1	Site Entrance No. 2
Note: This form is prepared by the Applicant for the Authority's review and verification. It is within the Authority's sole discretion to make final determinations of distances and point allocations related to all items. See the applicable Qualified Allocation Plan or Low Income Housing Tax Credit Manual for additional information related to site service distances.		ADDRESS :			Longitude	Longitude
		CITY:			COUNTY :	Latitude
TAB NO.	SERVICE DESCRIPTION	SERVICE NAME	SERVICE STREET ADDRESS	DISTANCE TO SERVICE	ESTIMATED POINTS	SPECIAL NOTATIONS / COMMENTS
A	<b>FULL SERVICE GROCERY STORE -</b> Full service store with regular business hours offering a full range and variety of foods, cleaning and paper products.					
	Alternate Full Service Grocery Store-					
B	<b>PHARMACY OR DRUG STORE-</b> does not include speciality stores for patients of a designated practice					
	Alternate Pharmacy or Drug Store-					
C	<b>CONVENIENCE STORE and GAS STATION COMBINATION -</b> walkup or window only convenience service not allowed					
	Alternate Convenience Store and Gas Station combination-					
D	<b>RESTAURANT-</b> Must possess a current restaurant license issued by SC DHEC must have tables and chairs for dine in eating					
E	<b>ENTERTAINMENT VENUES:</b> Museums-Cinemas-Public Libraries-Bowling Alleys-Roller/Ice Skating Rinks-Miniature Golf- College/Professional Sporting Event Venue-Water Park-Zoo-Bingo Hall					
F	<b>RETAIL SHOPPING AREAS:</b> Malls or strip malls with a minimum of 4 retail stores.					
G	<b>DOCTOR'S OFFICE -</b> Staffed full time with General Practitioner or Nurse Practitioner and open to general public. Emergency Clinics, Urgent Care, Minute Clinics with full time Nurse Practitioner or Physician's Assistant.					
H	<b>PUBLIC SCHOOLS -</b> Elementary - Middle - High Schools must be open and operational at time of inspection					
I	<b>FIRE STATION OR VOLUNTEER FIRE STATION -</b> Must be open and operational at time of inspection					
J	<b>FULL SERVICE BANK OR PUBLIC CREDIT UNION-</b> free standing ATMs do not qualify					
K	<b>PUBLIC PARK - PLAYGROUND - SENIOR ACTIVITY CENTER - RECREATION CENTER - YMCAs -</b> Open to the public, no playgrounds at churches or schools, no private gyms					

Positive Site Service Point Scale						
	1/2 MI.	1 MI.	1 1/2 MI.	2 MI.	2 1/2 MI.	3 MILE
FULL SERVICE GROCERY STORE -	4 pts.	3.5	3	2.5	2	1.5
PHARMACY OR DRUG STORE	4 pts.	3.5	3	2.5	2	1.5
CONVENIENCE STORE AND GAS STATION COMBINATION	4 pts.	3.5	3	2.5	2	1.5
RESTAURANT-	3 pts.	2.5	2	1.5	1	0.5
ENTERTAINMENT VENUES:	3 pts.	2.5	2	1.5	1	0.5
RETAIL SHOPPING AREAS:	3 pts.	2.5	2	1.5	1	0.5
DOCTOR'S OFFICE	3 pts.	2.5	2	1.5	1	0.5
PUBLIC SCHOOLS	3 pts.	2.5	2	1.5	1	0.5
FIRE STATION OR VOLUNTEER FIRE STATION				1.5	1	0.5
FULL SERVICE BANK OR PUBLIC CREDIT UNION	3 pts.	2.5	2	1.5	1	0.5
PUBLIC PARK - PLAYGROUND - SENIOR ACTIVITY CENTER - RECREATION CENTER	3 pts.	2.5	2	1.5	1	0.5

Form 3

2017 Developer Relocation Certification and Tenant Profile Form  
For Acquisition/Rehabilitation Developments Only

Development Name: \_\_\_\_\_

Development Address: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

Total number of units in the development: \_\_\_\_\_

Total number of units currently occupied: \_\_\_\_\_

Total number of units currently vacant: \_\_\_\_\_

1. Will there be **permanent** relocation of tenants?  Yes or  No

Number of tenants to be permanently relocated: \_\_\_\_\_

Percentage of tenants to be permanently relocated: \_\_\_\_\_%

**NOTE: No more than 10% of the existing tenants may be displaced permanently.**

2. Will there be **temporary** relocation of tenants?  Yes or  No

Number of tenants to be temporarily relocated: \_\_\_\_\_

Percentage of tenants to be temporarily relocated: \_\_\_\_\_%

If there is to be temporary or permanent displacement of tenants in the proposed development then a relocation plan **must** be submitted with this certification. The following items must be clearly outlined in the plan:

- (1) Relocation coordinator's name and phone number;
- (2) How the tenants will be relocated;
- (3) Average cost per tenant and/or family for relocation;
- (4) Total relocation cost to be incurred; and
- (5) Source of funds paying for relocation.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

# EXHIBIT U

## Example of Utility Allowance Schedule

(Amounts are for example only and do not represent any actual utility allowances.)

Utilities	Gas/Electric/Oil	Utilities paid by:				Enter Allowances by Bedroom Size				
						0 BR	1 BR	2 BR	3 BR	4 BR
Heating	Electric		Owner	X	Tenant	10.64	14.88	19.20	23.44	29.84
Air Cond.	Electric		Owner	X	Tenant	9.44	13.20	16.96	20.72	26.32
Cooking	Electric		Owner	X	Tenant	4.40	6.16	7.92	9.68	12.32
Lighting	Electric		Owner	X	Tenant	13.04	18.16	23.44	28.64	36.40
Hot Water	Gas		Owner	X	Tenant	9.66	13.10	17.39	21.25	27.12
Elec. Facilities			Owner	X	Tenant	6.50	6.50	6.50	6.50	6.50
Gas Facilities			Owner	X	Tenant	3.00	3.00	3.00	3.00	3.00
Water		X	Owner		Tenant					
Sewer		X	Owner		Tenant					
Trash		X	Owner		Tenant					
Range			Owner		Tenant	N/A	N/A	N/A	N/A	N/A
Refrigerator			Owner		Tenant	N/A	N/A	N/A	N/A	N/A
Other			Owner		Tenant					
<b>Total Utility Allowance for Units:</b>						<b>56.68</b>	<b>75.00</b>	<b>94.41</b>	<b>113.23</b>	<b>141.50</b>
Tenant is not furnishing any appliances in these units.										
<b>Total Utility Allowance (rounded up to the nearest dollar):</b>						<b>57.00</b>	<b>75.00</b>	<b>95.00</b>	<b>114.00</b>	<b>142.00</b>

NOTE: This document is provided only as an example of the information to be furnished by the Applicant on the Source of Utility Allowance Calculation schedule on page 6 of the application. You do not need to submit this document with the application.

**Exhibit R**

**2017 Physical Needs Assessment Certification Form**

I, \_\_\_\_\_, have completed a physical needs assessment report for the proposed development, \_\_\_\_\_, which is located at \_\_\_\_\_, \_\_\_\_\_ County, South Carolina.

I hereby certify that all of the repairs outlined in the physical needs assessment report dated \_\_\_\_\_ are needed and necessary repairs and that said report is based on a **100% physical inspection of all units** in the development.

I hereby certify that the following major systems have not been replaced within the past seven (7) years: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Based on my calculations, I hereby certify that a total of \$\_\_\_\_\_ per unit in **hard construction costs** needed and necessary in the rehabilitation of this property.

Assessor's Signature: \_\_\_\_\_  
Assessor's Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Date: \_\_\_\_\_

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**2017 HOME  
Investment Partnerships  
Program Addendum**

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**Combined LIHTC & HOME Application Cycle**

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# HOME Investment Partnerships Program Addendum

## Purpose, Definitions, Guidelines and Exhibits

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### **Purpose and Intent**

The Authority's HOME Program is designed to promote partnerships among the U.S. Dept. of Housing and Urban Development (HUD) and other federal entities, state and local governments, and those in the nonprofit and for-profit sectors who build, own, manage, finance, and support low income housing initiatives. HOME provides the flexibility needed to fund a wide range of low income housing initiatives through creative and unique housing partnerships. The HOME Program was created under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990.

### **Definitions of Terms**

**"Appraisal"** means an estimated value of a piece of property by a licensed real estate appraiser. Appraisals must represent the income approach except in the case of vacant land. For vacant land the market data approach will be used.

**"Authority"** means the South Carolina State Housing Finance and Development Authority located at 300-C Outlet Point Blvd, Columbia, South Carolina, 29210.

**"Annual Income"** means the gross amount of income of all adult household members that is anticipated to be received during the coming 12-month period. This definition contains income "inclusions" - types of income that can be counted and income "exclusions" - types of income not considered.

**"Applicant"** means any eligible person or entity, public or private, for-profit or nonprofit, proposing to acquire, rehabilitate, reconstruct, and/or build housing in accordance with this Addendum in order to apply for HOME program funds.

**"Community Housing Development Organizations"** or **"CHDOs"** means private nonprofit organizations that are organized pursuant to the definition in the HUD Regulations.

**"Contact Person"** means a person with decision-making authority for the Participant, with whom the Authority will correspond concerning the Application.

**"Division"** means the Housing Development Division of the Authority which administers the HOME Program.

**"Development Costs"** means the sum total of all costs incurred in the development of a Project all of which shall be subject to the approval by the Authority as reasonable and necessary. Specific explanation of costs can be located in the Guidelines Section for each eligible activity.

**"Developer"** means any individual, association, corporation, joint venture, or partnership which possesses the requisite skills and experience to successfully produce affordable multifamily and single-family housing.

**"Disabled Person"** means a household composed of one or more persons who has a disability, and at least one of the household members is an adult. A person is considered to have a disability if the person has a physical, mental, or emotional impairment that: 1) Is expected to be of long-continued and indefinite duration; 2) Substantially impedes his or her ability to live independently; and 3) Is of such a nature that such ability could be improved by more suitable housing conditions.

**"Draw"** means the disbursement of funds to a HOME Project.

**"Elderly"** means a person 62 years of age or older.

**"Elderly Household"** means a household whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.



**“Eligible Person”** or **“Eligible Household”** means one or more persons or a family irrespective of race, creed, national origin or sex, determined by the Authority to be of low or very low income.

**“Family”** or **“Family Household”** means a household composed of one or more persons.

**“General Contractor”** means a duly licensed entity or individual licensed by the State of South Carolina who agrees, for a specific period, to furnish all materials, labor and services related to the renovation or new construction of a building or buildings.

**“HOME”** or **“HOME Program”** means the HOME Investment Partnerships Program pursuant to the HUD Regulations of 24 CFR Part 92.

**“HOME-Assisted Unit”** means a specific unit(s) that receives HOME funds.

**“HOME Project”** means any project which receives financial assistance from the Authority under the HOME Program. A project is a site or sites together with any building or buildings located on the site(s) that are under common ownership, management and financing and are to be assisted with HOME funds as a single undertaking under this part. The project includes all the activities associated with the site and building.

**“HUD”** means the United States Department of Housing and Urban Development.

**“HUD Regulations”** means the regulations of HUD in 24 CFR Part 92 (1991) issued under the authority of Title II of the National Affordable Housing Act of 1990.

**“Income Certification”** means all households that receive HOME assistance must be income eligible as defined in 24 CFR Part 5. HOME income certifications may be dated not earlier than six (6) months prior to eligibility determination. Certification involves identifying different sources of income, evaluating the income and verifying the income through third parties.

**“Initiation of Negotiations”** means the date of an execution of an agreement covering acquisition, rehabilitation, or demolition activities.

**“Letter of Commitment”** means an original executed letter or contract from a funding source verifying that a specific Participant has a commitment of funds for a project. This letter or contract must be dated within ninety (90) days of the HOME application submission deadline if submitted with the application. This letter should include the amount of funds, expiring conditions, if any, whether funds will be provided as a loan or a grant, loan to value ratios, and term and interest rate, if applicable.

**“Local Government”** or **“Unit of Local Government”** means any county, city, town or municipality in the State of South Carolina.

**“Low-Income”** means income which does not exceed 80% of the median income for the area, as determined by HUD, with adjustments for family size.

**“Minority Owned Business”** means a business that is at least 51% owned by a minority.

**“Marketing Plan”** means a document that consists of actions to provide information and attract eligible persons from all racial, ethnic and gender groups in a housing area to a potential affordable housing project.

**“Market Study”** means research done to review market conditions in a specified area, as well as a study of the economic forces of supply and demand and their impact on real estate returns, risks, and values.

**“Management Plan”** means a document that stipulates the duties and terms of the management company or individual handling the property.

**“Near Elderly Household”** means a household whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

**“Nonprofit”** means a qualified entity that has a tax exemption ruling from the Internal Revenue Service under section 501 (c)(3) or 501 (c)(4) of the Internal Revenue Code and has been incorporated to operate in the State of South Carolina.

**“Note”** means a unilateral agreement containing an express and absolute promise to pay to the Authority a principle sum of money for the HOME Program loan together with interest on a specified date. The Note will provide the interest rate and will be secured by a mortgage.

**“Participant”** means any **Applicant** that has been awarded HOME program funds.

**“Principal”** means any Applicant, owner, developer, guarantor, financial guarantor, or any other person, corporation, partnership, joint venture, or other entity, including any affiliate thereof, or any other person, firm, corporation, or entity of any kind whatsoever that is involved directly or indirectly with a project that receives a HOME award. NOTE: Consultants are not considered Principals.

**“Scattered site”** is defined as a development that is comprised of separate buildings located on noncontiguous parcels, meets all requirements of the Internal Revenue Code and meets the following requirements:

- a) All buildings must be under the ownership of one entity;
- b) All buildings must be developed under one plan of financing and considered a single development by all funding sources;
- c) All units must be managed by one management entity;
- d) The development must be appraised as a single proposed development;
- e) Positive site characteristics will be measured from the parcel with the longest distance (i.e. if parcel A is within 0.5 miles and parcel B is within 1.0 miles of a positive site characteristic, the development will received points based on parcel B);
- f) Detrimental site characteristics will be measured from the parcel with the closest distance (i.e. if parcel A is within 500 feet of a detrimental site characteristic and parcel B is within 1,000 feet of a detrimental site characteristic, the development will receive negative points based on parcel A);
- g) Consist of no more than three (3) noncontiguous parcels within a ½ mile radius of each other and within the same county and market area; and
- h) Each noncontiguous parcel contains at least four (4) units per parcel.

**“Single Room Occupancy”** or **“SRO”** means housing (consisting of single room dwelling units) that is the primary residence of its occupant or occupants. The unit must contain either food preparation or sanitary facilities (and may contain both). If the units do not contain sanitary facilities, the building must contain sanitary facilities that are shared by tenants.

**“Very Low-Income”** means income which does not exceed 50% of the median income for the area, as determined by HUD, with adjustments for family size.

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## General HOME Guidelines

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All HOME funds are subject to the U.S. Department of Housing and Urban Development (HUD) regulations and all other applicable federal and state requirements. Applications will be reviewed according to the LIHTC/HOME ranking process outlined in the 2017-2018 Low-Income Housing Tax Credit Qualified Allocation Plan (QAP) and the 2017-2018 Low-Income Housing Tax Credit Manual including all finalized technical changes. In the back of this addendum please find a checklist, **Exhibit 1**, which identifies documentation required to apply for HOME funds.

### Eligible Participants

- Units of General Local Governments
- Community Housing Development Organizations (CHDOs)
- Nonprofit Organizations
- For-profit Organizations
- Public Housing Authorities

### Eligible Rental Activities

- New Construction

- Acquisition/Rehabilitation
- Rehabilitation

### Eligible Properties

Properties may consist of a single building or scattered sites (see definition of “scattered sites on page 3 of this addendum).

### Ineligible Properties

- Public housing units
- Projects assisted under Title VI of NAHA (*Prepayment of Mortgages Issued by HUD*)
- Commercial Properties (*except when converted to residential*)
- Homeless Shelters
- Manufactured Housing
- Properties previously assisted with HOME funds that are still under the HOME affordability period
- Student Housing

### Terms and Limits of Financial Assistance

HOME funds can be applied for and combined with Low Income Housing Tax Credits only in conjunction with the LIHTC application cycle. HOME funds will be awarded to tax credit developments based on the following conditions:

- HOME funds, if available, will be awarded only to developments receiving an award of LIHTC.
- HOME funds may be requested ONLY during the tax credit funding cycle.
- The maximum HOME award any one (1) development can request is \$650,000. These awards will be available as deferred permanent loans with a one half percent (1/2%) interest rate and a term and amortization period of no longer than thirty (30) years. Principal and interest will be deferred.
- The minimum amount of HOME dollars invested cannot be **less than \$1,000 per HOME-assisted unit**.
- Except for the first year after completion, additional HOME funds may not be used to benefit a HOME-assisted project during its required period of affordability.
- HOME funds will be provided to the Set-Asides as follows: General - \$2,550,000; Underserved Counties - \$1,000,000; and Nonprofit - \$1,450,000. HOME funds will be awarded in descending point score order by Set-Aside until the HOME funds are exhausted. A development will be awarded HOME funds only if the HOME amount, as calculated by the Authority, is at least ninety percent (90%) of the unreduced amount that the development would have otherwise received. HOME funds not initially awarded in a Set-Aside will roll to the General Set-Aside. If HOME funds remain after all General Set-Aside awards are made then remaining funds may be applied to developments in the other Set-Asides. The Authority reserves the right to reduce the amount of HOME funds requested based on an underwriting analysis.
- All legally binding executed financial commitments from all funding sources must be submitted at the time of initial HOME application submission.
- HOME funds are not available to developments that have contracts to receive project based rental assistance from the Department of Housing and Urban Development (HUD) for 50% or more of the units.
- HOME funds may be awarded to any LIHTC development if, and only if, at least twenty percent (20%) of the development’s total units are rent and income restricted based on the fifty percent (50%) Area Median Income. The maximum HOME subsidy per unit cannot exceed the per unit Section 234-Condominium Housing, for elevator-type projects, basic mortgage limits by bedroom size as listed below:
 

1 bedroom -	\$ 66,923
2 bedroom -	\$ 81,377
3 bedroom -	\$ 105,276
4 bedroom -	\$ 115,560
- Only one HOME award will be allocated per development.
- In order to receive a conditional commitment of HOME funds in conjunction with LIHTC, each of the following provisions are applicable and must be met by the Applicant by March 3, 2017:
  - All 2014 HOME and previous HOME awards must be officially closed out; and/or
  - All 2015 HOME awards must have a minimum of seventy-five percent (75%) of the development completed; and

3. The completion percentage for previous HOME awards must be met by March 3, 2017. Written confirmation from Development's Awards Manager (completed and executed **Form M47T**), regarding HOME award completion percentages must be provided with the tax credit application submission.

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## Regulatory and/or Programmatic Guidelines

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### Property Standards

- a) Applicants must adhere to the written standards and specifications developed by the Authority and outlined in the 2017-2018 QAP/Tax Credit Manual including finalized technical changes as well as to all State and local standards, codes, ordinances, and zoning requirements in order to use HOME funds.
- b) Applicants must adhere to all mandatory design criteria included in the 2017-2018 QAP and 2017-2018 Tax Credit Manual as well as all development design criteria chosen for points.
- c) Where relevant, the housing must be constructed to mitigate the impact of potential disasters (e.g. earthquakes, hurricanes, flooding, and wildfires), in accordance with State and local codes, ordinances, or other State and local requirements, or such other requirements as HUD may establish. Authority staff will conduct site evaluations for each LIHTC/HOME application.

### Site & Neighborhood Standards

Housing provided through the HOME program must promote greater choice of housing opportunities.

- a) All HOME-provided housing must be suitable from the standpoint of facilitating and furthering full compliance with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d), Title VIII of the Civil Rights Act of 1968, as amended "The Fair Housing Act" (42 U.S.C. 3601) and Equal Opportunity in Housing (Executive Order 11063).
- b) Sites proposed for new construction developments or rehabilitation that includes increasing the number of units in an existing development must:
  1. be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
  2. have utilities available and have adequate streets to service the site;
  3. not be located in areas of minority concentration or in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents.
- i. Minority concentration, for purposes of this section, shall be defined as census tracts where the percentage of the total minority population and/or the population of any minority group listed below is greater than or equal to twenty percentage points higher than the population of the same group for the State as a whole. Those proposals which are located in a census track where the percentage of the total minority population and/or the population of a minority group is greater than or equal to the percentages listed below are deemed areas of minority concentration:

Minority Group	Statewide	Equal To or Greater Than
Total Minority Population	33.8 %	33.8 + 20 = <b>53.8 %</b>
Black or African American	27.9 %	27.9 + 20 = <b>47.9 %</b>
American Indian and Alaska Native	0.4 %	0.4 + 20 = <b>20.4 %</b>
Asian	1.3 %	1.3 + 20 = <b>21.3 %</b>
Native Hawaiian and Other Pacific Islander	0.1 %	0.1 + 20 = <b>20.1 %</b>
Hispanic or Latino	5.1 %	5.1 + 20 = <b>25.1 %</b>

Source: U.S. Census Bureau, 2010 Census

To determine whether a project is located in an area of minority concentration, the Authority will use the 2010 U.S. Census Bureau data for the census track where the project is located:

- A. Go to [www.factfinder.census.gov](http://www.factfinder.census.gov)
- B. Click on "Advanced Search;" the option "Show me all" will appear - click that box.
- C. Click on the "Geographies" box from the choices on the left hand side of the page.

- D. From the *Select Geographies* box that appears, see the second bullet “Select a geographic type” drop-down box; choose “Census Tract – 140.” A new pull down box will appear.
  - E. From the “Select a State” option, select “South Carolina” and the corresponding county and Census Tract for which your site is located.
  - F. Once you have selected your Census Tract, click the gray “Add to your selection” button at the bottom of the page. Close the *Select Geographies* box by selecting the “X” in the upper right hand corner.
  - G. Next to “Refine your search results,” type in topic or table name “QT-P6.” Two options will appear below the box once you have typed in the report number. Select the report related to “2010.” Click on the gray box to the right labeled “Go.”
  - H. A list of only one report should appear that reads “Race Alone or in Combination.” Click the check box next to this option; click on the table title itself to be taken to the report. You may also click on “View” or “Download” to see the report.
- ii. The two available exceptions to the prohibition against being located in an area of minority concentration as defined above are identified in 24 CFR 983.57(e)(3). They include:
1. The project is necessary to meet overriding housing needs that cannot be met in the housing market area.
    - To meet this exception, the overriding housing need must not be caused by the fact that discrimination on the basis of race, color, religion, sex, national origin, age, familial status, or disability renders sites outside areas of minority concentration unavailable. For example, the site is integral to the overall local strategy for the preservation or restoration of the immediate neighborhood and of sites in a neighborhood experiencing significant private investment that is demonstrably improving the economic character of the area (a “revitalizing area”).
  2. Sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration.
    - To meet this exception, units may be considered comparable opportunities if they have the same household type (elderly, disabled, family, large family) and occupant type (owner/renter); require approximately the same tenant contribution towards rent; serve the same income group; are located in the same housing market; and are in standard condition. Additionally, there must be an assessment of the overall impact of HUD-assisted housing on the availability of housing choices for low-income minority families in and outside areas of minority concentration which must take into account the extent to which the following factors are present, along with other factors relevant to housing choice:
      - a significant number of assisted housing units are available outside areas of minority concentration;
      - significant integration of assisted housing projects constructed or rehabilitated in the past 10 years relative to the racial mix of the eligible population;
      - whether there are racially integrated neighborhoods in the locality;
      - programs are operated by the locality to assist minority families that wish to find housing outside areas of minority concentration;
      - minority families have benefited from local activities (e.g., acquisition and write-down of sites, tax relief programs for homeowners, acquisitions of units for use as assisted housing units) undertaken to expand choice for minority families outside of areas of minority concentration;
      - a significant proportion of minority households have been successful in finding units in non-minority areas under the tenant-based assistance programs; and
      - comparable housing opportunities have been made available outside areas of minority concentration through other programs.

Units produced under this exception should produce a reasonable distribution of assisted units each year that, over a period of several years, will approach an appropriate balance of housing choices within and outside areas of minority concentration. An appropriate balance must be determined in light of local conditions affecting the range of housing choices available for low-

income minority families and in relation to the racial mix of the locality's population.

- iii. Should a proposal be located in an area of minority concentration but is eligible for an exception, the applicant must provide the Authority with an opinion letter that adequately addresses which exception applies and why. The Authority will allow information gained from discussions with city/county officials to be part of the letter if clearly relevant to one of the listed exceptions. Documentation should be attached in support of the letter. For example, if a development is located in a designated "Revitalization Area," documentation evidencing the designation must be included. **Exhibit 4** provides a sample letter for use by applicants.
  4. promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
  5. not be one which is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions;
  6. be accessible to social, recreational, educational, commercial, and health facilities and services, and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents;
  7. except for new construction housing designed for elderly persons, travel time and cost via public transportation or private automobile, from the neighborhood to places of employment providing a range of jobs for lower-income workers, must not be excessive.
- c) If the Authority determines any detrimental site characteristics exist on, adjacent to, or within unallowable distances from the site, the Authority may reject the application.
  - d) Complete and submit a *Site and Neighborhood Standards Certification (Form M-40)*.

#### **Environmental Review Requirements**

**Completion of the environmental review process, including HUD approval for use of HOME funds, is mandatory before taking action on a site, including the purchase of the site, or making a commitment or expenditure of HUD or non-HUD funds for property acquisition, rehabilitation, conversion, lease, repair or construction activities.** In accordance with 24 CFR Part 58 participants, recipients, owners, developers, sponsors or any third party partners CAN NOT take any physical actions on a site, begin construction, commit, expend, or enter into any legally binding agreements that constitute choice limiting actions for any HUD or non-HUD funds before the environmental review process has been completed and an "Authority to Use Grant Funds" has been received from HUD. **Any violation of the statutory regulation will result in the automatic de-obligation of a HOME conditional commitment.**

- a) The Authority will commission environmental consultants to prepare NEPA environmental reviews for all applications.
- b) Once HOME awardees have been environmentally cleared, the Authority will publish a Notice of Intent (NOI) and a Request for Release of Funds (RROF). Local governments are responsible for their own publishing of these notices.
- c) HOME funds will not be awarded to projects which require mitigation of any hazardous materials, other than lead-based paint and/or asbestos, found on, within, or adjacent to the proposed site(s).
- d) For projects involving acquisition, an option agreement on a proposed site or property is allowable prior to the completion of the environmental review if and only if the option agreement is conditional in nature so as not to provide legal claim to any amount of HOME funds to be used for the specific project or site until the environmental review process is completed. Sample language to meet this requirement is provided in the Authority's Environmental Review Manual.
- e) If the proposed project is already underway all work must cease immediately once the application for HOME funds has been made. No work or choice limiting actions may occur after the application date. Work may only recommence after an environmental review has been completed and an Authority to Use Grant Funds has been issued.
- f) All Applicants should refer to the Authority's Environmental Review Manual for further information. [http://www.schousing.com/library/HOME/Environmental%20Forms/Environmental%20Manual\\_rev2016.pdf](http://www.schousing.com/library/HOME/Environmental%20Forms/Environmental%20Manual_rev2016.pdf).

#### **Lead Based Paint Requirements**

HOME-assisted projects must comply with Lead-Based Paint Regulations. Effective September 15, 2000, the U.S. Department of Housing and Urban Development (HUD) issued a new regulation designed to protect young children

from lead-based paint hazards in housing that is financially assisted by the federal government or being sold by the government. The regulation, "Requirements for Notifications, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance," was published in the Federal Register on September 15, 1999. This regulation appears within title 24 of the Code of Federal Regulations as part 35 (24 CFR Part 35). The requirements apply to housing built before 1978, the year lead-based paint was banned nationwide for consumer use. The regulation sets hazard reduction requirements that give a much greater emphasis than previous regulations to reducing lead in house dust. The regulation requires dust testing after paint is disturbed to make sure the home is lead-safe. Specific requirements depend on whether the housing is being disposed of or assisted by the federal government, and also on the type and amount of financial assistance, the age of the structure, and whether the dwelling is rental or owner-occupied.

### **Types of Housing Covered**

- a) Federally-owned housing being sold
- b) Housing receiving a federal subsidy that is associated with the property, rather than with the occupants (project-based assistance)
- c) Public housing
- d) Housing occupied by a family (with a young child) receiving tenant-based subsidy (such as a voucher or certificate)
- e) Multifamily housing for which mortgage insurance is being sought
- f) Housing receiving federal assistance for rehabilitation, reducing homelessness, and other special needs

### **Types of Housing Not Covered**

- a) Housing built since January 1, 1978, when lead paint was banned for residential use
- b) Housing exclusively for the elderly or people with disabilities, unless a child under age 6 is expected to reside there
- c) Zero-bedroom dwellings, including efficiency apartments, single-room occupancy housing, dormitories, or military barracks
- d) Property that has been found to be free of lead-based paint by a certified lead-based paint inspector
- e) Property where all lead-based paint has been removed
- f) Unoccupied housing that will remain vacant until it is demolished
- g) Non-residential property
- h) Any rehabilitation of housing improvement that does not disturb a painted surface

See the *HOME Construction Manual* for information regarding HOME lead-based paint requirements. All combined LIHTC & HOME Application cycle applicants must complete and submit Lead-Safe Housing Rule Applicability (**Form M-7B**).

### **Income Targeting**

- a) Initial Occupancy - Rental housing will qualify as affordable only if the project meets the following requirements at initial occupancy:
  - 1. Has eighty percent (80%) of the HOME assisted rental units occupied by families who have annual incomes that are sixty percent (60%) or less of the area median income, adjusted for family size;
  - 2. Has at least twenty percent (20%) of the HOME assisted rental units occupied by families who have annual incomes that are fifty percent (50%) or less of the area median income, adjusted for family size;
- b) Long Term Occupancy - Applicants are required to maintain the following occupancy requirements throughout the affordability period:
  - 1. Eighty percent (80%) of the HOME-assisted units must be occupied by households with incomes at or below eighty percent (80%) of the area median income, adjusted for family size; and
  - 2. At least twenty percent (20%) of the HOME-assisted units must be occupied by households with incomes at or below fifty percent (50%) of the area median income, adjusted for family size.
- c) An Applicant must determine that each potential tenant (individual or family) is income eligible by determining the family's anticipated annual income as defined in 24 CFR Part 5.
  - 1. Income must be examined and verified by using third party source documents evidencing annual income (e.g., wage statement, interest statement, and unemployment compensation statement) for the family. In verifying incomes for potential HOME beneficiaries, Applicants should use the Authority's "*Determining Income Manual*" which can be downloaded from the Authority's website here: [www.schousing.com/HOME\\_Investment\\_Partnerships\\_Program/HOME\\_Forms\\_&\\_Announcements](http://www.schousing.com/HOME_Investment_Partnerships_Program/HOME_Forms_&_Announcements). HOME income limits are updated annually by HUD. Current HOME Income limits can also be downloaded from the Authority's website.

2. Rents for over-income households are adjusted dependent upon whether the over-income household resides in a fixed or floating unit.
  - i. Adjusting rents for over-income tenants in “fixed” units.  
Over-income tenants residing in fixed HOME assisted units must pay 30% of their adjusted income for rent and utilities. Unless state or local law imposes rent controls, there is NO RENT CAP for fixed units.
  - ii. Adjusting rents for over-income tenants in “floating” units.  
Over-income tenants residing in floating HOME assisted units must pay 30% of their adjusted income for rent and utilities, however, the rent may not exceed the market rent for comparable, unassisted units in the neighborhood.

### HOME Occupancy Requirements

HOME Rental housing developments funded in conjunction with LIHTC will qualify as affordable only if the project has at least twenty percent (20%) of the total units occupied by households at or below fifty percent (50%) of the area median income (AMI).

### Rent Levels

- a) Rents for HOME assisted units are determined on an annual basis by HUD and are restricted for the length of the applicable affordability period.
- b) The HOME Final Rule requires approval of all rents on an annual basis for developments with HOME units. The approval process will be handled by the Compliance Monitoring Department. Annual Rent Approval Form M-66 will be submitted to Compliance Monitoring staff to begin the approval process.
- c) Current HOME Rent limits can be found on the Authority’s website: [http://www.schousing.com/Housing\\_Partners/Income\\_&\\_Rent\\_Limits](http://www.schousing.com/Housing_Partners/Income_&_Rent_Limits).
- d) The rents, as listed, include all applicable utilities. Utilities paid by tenants must be subtracted from the rents to determine the maximum allowable rent. Rents may increase or decrease from year to year. Applicants must use the HOME Utility Allowances provided on the Authority’s website ONLY. These utility allowances are based on the HUD Model. The HOME Utility Allowances can be found here: [www.schousing.com/HOME\\_Investment\\_Partnerships\\_Program/HOME\\_Utility\\_Allowances](http://www.schousing.com/HOME_Investment_Partnerships_Program/HOME_Utility_Allowances).
- e) HOME rents are not necessarily representative of market conditions. Rather, these rents represent the following:
  1. **High HOME Rents** - The lesser of the Fair Market Rents for existing units as determined by HUD or thirty percent (30%) of sixty-five percent (65%) of median income, adjusted for family size.
  2. **Low HOME Rents** - The lesser of the Fair Market Rents for existing units as determined by HUD or thirty percent (30%) of fifty percent (50%) of median income, adjusted for family size.

Each Participant should be aware of the market conditions in the areas where projects are proposed. Each project should show market feasibility not based upon the High and Low HOME rents, but rather upon housing markets and HOME occupancy requirements which demand occupancy by low and very low-income persons. Rents shall not exceed the published High or Low HOME rents, adjusted for utility arrangements and bedroom size. However, because these rents must also be attractive to lower income tenants, actual rents may be lower than published High and Low HOME rents. Project budgets should be calculated in such a way that they take into consideration the market feasibility as well as financial feasibility.

### Affordability Terms

HOME-assisted units must remain affordable for varying terms, depending on the amount of HOME funds invested per unit:

<u>HOME Investment per Unit</u>	<u>Period of Affordability</u>
Under \$15,000 per unit	5 years
\$15,000 to \$40,000 per unit	10 years
Over \$40,000 per unit	15 years
For new construction	20 years

### Fixed and Floating Units

The owner must elect “fixed” or “floating” unit designations at the time of application:

- a) Fixed units – specific units are designated as HOME assisted units and therefore, subject to HOME rent and occupancy requirements. The designated units never change.



- b) Floating units – units are designated as HOME assisted and these units may change or float over time as long as the total number of HOME assisted units in the project remain constant and remain comparable in size, features, and number of bedrooms.

#### **HOME Loan Closing/Draw Information**

- a) The environmental review process must be successfully completed, the HOME Funding Agreement executed and the HOME loan closed and, at a minimum, the Authority in receipt of a copy of the clock marked date stamped or recorded HOME Mortgage before HOME funds can be drawn down.
- b) A note and mortgage will be recorded in all cases where HOME assistance is provided.
- c) This may be in a junior lien position to private lender financing.
- d) Upon project completion, the rent and occupancy requirements will be enforced by a recorded restrictive covenant amendment running with the property(s) for the duration of the affordability period.
- e) SC Housing State HOME funds are a permanent financing source and therefore may not be used during the course of project construction.
- f) HOME funds may only be requested once the following criteria have been met:
  - 1. The project is 100% complete and a certificate of occupancy has been issued by the local City/County officials; and
  - 2. The HOME final inspection has been requested, completed, and approved;
- g) If mechanics liens are recorded against a property, HOME funds may not be drawn down for that property.

#### **Eligible Project Costs**

All costs must be “reasonable and necessary,” included in the application, and approved as part of the development budget. Costs include the following:

- a) Development Hard Costs
  - i. Costs to meet the applicable building standards in effect at the time a building permit is obtained from the locality
  - ii. Costs to make essential improvements including the actual costs of construction or rehabilitation
  - iii. Energy-related repairs or improvements
  - iv. Improvements necessary to permit use by handicapped persons
  - v. Lead Based Paint Hazard Reduction
  - vi. Costs to repair or replace major housing systems in danger of failure in existing structures
  - vii. Costs to demolish existing structures
  - viii. Costs for improvement to the project site
  - ix. Costs of acquiring optioned improved or unimproved land for new construction or rehabilitation projects - only if currently being acquired or acquired within 12 months of March 3, 2016.
  - x. Improved or unimproved land for new construction or rehabilitation projects being acquired, must be valued at the lesser of the purchase price or the appraised value submitted with application
- b) Acquisition Costs
  - i. Costs of acquiring improved or unimproved real property
  - ii. Costs cannot exceed appraised property value
- c) Related Soft Costs
  - i. Loan origination fees
  - ii. Credit report fees
  - iii. Title report and update fees
  - iv. Recordation fees
  - v. Preparation and filing legal document fees
  - vi. Appraisals
  - vii. Market Study Report fees
  - viii. Attorney's fees
  - ix. Loan processing fees
  - x. Developer fees
  - xi. Architectural fees
  - xii. Engineering fees
  - xiii. Preparation of work write-ups/cost estimate fees
  - xiv. Project audit costs (only eligible under certain circumstances)
  - xv. Affirmative marketing and fair housing costs
- d) Project Pre-Development Costs

- e) Relocation Costs (if applicable) - If the rehabilitation is such that it will require the tenant to be temporarily relocated, the associated costs are an eligible cost of the project.

### **Mixed Income Developments**

All HOME funds used in conjunction with a mixed income development shall be used solely for the benefit of the affordable units in the development. Housing that accounts for less than 100 percent of the dwelling units in a development qualifies as affordable housing if the HOME-assisted units meet the rent and occupancy limitations as previously stated. Common area costs will be prorated based upon the number of affordable units and other units.

### **Mixed Use Developments**

A building that is designed in part for other than residential housing may qualify as affordable housing under the HOME program if, at least fifty-one percent (51%) of the total space is residential and meets the rent and occupancy limitations. A development that contains laundry and/or community facilities for the exclusive use of the development residents and their guests is considered residential use. Costs for common areas shared by both residential and commercial tenants shall be prorated. Each building in a development must contain residential living space.

**Prohibited Activities** - HOME funds may not be used for:

- a) Utility connections – (i.e. Tap Fees, Lift or Pump stations)
- b) Project reserves (including operating, rent-up and replacement reserves)
- c) Limitations on Actions Pending Environmental Clearance. HOME funds may not be used to reimburse a non-governmental entity for project-related costs incurred after the Applicant has submitted an application for HOME funds and before the environmental review process has been completed, approved by HUD and the Authority in receipt of the Authority to Use Grant Funds
- d) Delinquent taxes, fees or charges on properties to be assisted with HOME funds
- e) Any cost that is not eligible under §§ 92.206 through 92.209
- f) Infrastructure costs in projects where HOME funds will be used for infrastructure only
- g) Playground equipment
- h) Student Housing

### **Tenant Selection Procedures**

Applicants must ensure that tenant selection policies and criteria are written and include the following:

- a) Consistent with the purpose of providing housing for very low and low-income families;
- b) Reasonable, given HOME Program eligibility and acceptance requirements;
- c) Consideration to housing needs of families with federal preferences for admission to Section 8 and public housing;
- d) Select tenants from a written waiting list in chronological order; and
- e) Give prompt written notification of rejection and the grounds for such rejection.

### **Uniform Relocation Act**

- a) All HOME projects are subject to the Uniform Relocation Act (URA).
- b) According to Federal Regulations, residential tenants may be eligible for permanent or temporary relocation. Relocation payments and other relocation assistance for both permanently and temporarily relocated tenants, both residential and business, are eligible HOME project costs.
- c) All residential tenants in place prior to the submission of an application for rehabilitation must be provided the opportunity to lease and occupy a suitable, decent, safe, sanitary and affordable dwelling unit in the building(s) upon completion of the project. Existing tenants can only be evicted for cause. Documentation must be maintained that demonstrates reasons for evictions. Not renewing the lease of an existing tenant due to credit score or criminal background history is considered permanent displacement and is prohibited.
- d) If the rehabilitation is such that it will require the tenant to be temporarily relocated, the associated costs (i.e. moving costs, cable and telephone transfer fees, etc.) incurred by the tenant are an eligible cost of the project. Tenants that are the legal residents residing in a unit at the project at the time of application submission must be provided certain protections. These include:
  - 1. Written notices of their right to remain in the unit or the need to be temporarily or permanently relocated;
  - 2. Payments for the cost of temporary relocation;
  - 3. Payments to those tenants which are required to move permanently.
- e) Units occupied by over-income tenants CANNOT be designated as HOME units.

- f) As part of the HOME application, all Applicants proposing projects involving relocation must provide the following:
1. A completed Tenant Profile Form (Form M-39) for ALL households in occupied units;
  2. A copy of each General Information Notice (Exhibits 2 or 3), that was provided to each household **AND a copy of the documentation indicating how it was delivered**;
  3. General Information Notices may be delivered by certified mail, return receipt requested or in-person. Documentation of the method of service, as well as the tenants served, must be submitted as part of the application. Failure to follow these requirements will disqualify the application from funding consideration;
  4. Completed Form M-67 Project Occupancy Report that includes which units are occupied and which are vacant;
  5. A relocation plan addressing temporary and permanent relocation;
  6. Relocation requirements apply to all occupants of a project for which HOME assistance is sought, even if less than one hundred percent (100%) of the units are HOME-assisted;
  7. Notice to Seller for the Acquisition of Property with Federal Funds (Form M-52) is required. It must be initiated at the time of the option or contract and must be submitted with the application.

### Displacement

- a) A tenant is considered displaced if they permanently move from the property as a direct result of rehabilitation, demolition, or acquisition of a HOME-assisted project.
- b) A tenant is **not** considered displaced if:
  1. The tenant is evicted for cause, assuming the eviction was not carried out to evade URA obligations;
  2. The person has no legal right to occupy the property under State or local law (e.g., squatter);
  3. The tenant moved in after the application was submitted for funding and before commencing occupancy they were provided written notice of the planned project stating construction and the possible impact such construction may have on the person (e.g., the person may be displaced, temporarily relocated, or experience a rent increase), and that they would not qualify as a "displaced person" as a result of the project; and
  4. The Authority, with HUD's approval, determines they are not displaced.
- c) A temporarily displaced tenant is not considered displaced.

### Displacement May Be Triggered in the Following Ways

- a) Before Application: A tenant moves permanently from the property before the Applicant submits an application for HOME assistance and the Authority or HUD determines that the displacement was a direct result of the rehabilitation, demolition, or acquisition of the HOME project (e.g., the Authority determines that the Applicant displaced tenants in order to propose a vacant building for HOME assistance).
- b) After Application or Approval: A tenant moves permanently from the property after submission of the application because:
  1. The Applicant requires the tenant to move permanently because of the unit size or the unit is eliminated;
  2. The Applicant fails to provide timely required notices to the tenant;
  3. The tenant is required by the Applicant to move temporarily and the Applicant does not pay all actual, reasonable out-of-pocket expenses or because the conditions of the move are unreasonable;
  4. The tenant moves permanently from the project because the tenant is not provided the opportunity to lease a suitable, affordable unit in the project. Such tenants are considered economically displaced;
  5. The tenant receives temporary relocation assistance beyond one year; therefore, are considered displaced and are eligible for permanent relocation assistance.
- c) **The Authority HIGHLY ENCOURAGES Applicants to make EVERY effort to not trigger displacement.**
  1. Applicants should offer tenants the opportunity to lease an affordable suitable unit within the project if possible.
  2. All Applicants should become familiar with the URA and Section 104(d) of the Housing and Community Development Act (also known as the "Barney Frank Amendments" and any applicable relocation rules).

### Tenant Protections

- a) The Applicant is required to:
  1. Follow the provisions of 24 CFR Part 92.253 of the HOME regulations for tenant lease protections;
  2. Execute a lease agreement for a minimum of twelve (12) months, unless by mutual consent, the tenant and owner agree to a lesser term.

- b) An owner may not terminate the tenancy or refuse to renew the lease of a tenant for rental housing assisted with HOME funds except for serious or repeated violations of the terms of the lease; for violation of applicable federal, state or local law; or for other good cause.
- c) Any termination or refusal to renew must be preceded by no less than thirty (30) days written notice specifying the grounds for the action.
- d) Owners may not refuse, except for just cause, to lease a HOME-assisted unit to a family, which holds a rental certificate or voucher or a comparable document under the HOME Program.

**Prohibited Lease Terms**

- a) Agreement to be sued: Agreement by the tenant to be sued, admit guilt or to a judgment in favor of the owner in a lawsuit brought in connection with the lease.
- b) Treatment of Property: Agreement by the tenant that the owner may take, hold, or sell personal property of household members without notice to the tenant and a court decision on the rights of the parties. This prohibition however, does not apply to an agreement by the tenant concerning disposition of personal property remaining in the housing unit after the tenant has moved out of the unit. The owner may dispose of this personal property in accordance with State law.
- c) Excusing the Owner from Responsibility: Agreement by the tenant not to hold the owner or the owner's agents legally responsible for actions or failure to act, whether intentional or negligent.
- d) Waiver of Notice: Agreement by the tenant that the owner may institute a lawsuit without notice to the tenant.
- e) Waiver of Legal Proceedings: Agreement by the tenant that the owner may evict the tenant or household members without instituting a civil court proceeding in which the tenant would have the opportunity to present a defense.
- f) Waiver of Legal Trial: Agreement by the tenant to waive any right to a jury trial.
- g) Waiver of Right to Appeal Court Decision: Agreement by the tenant to waive their right to appeal or to otherwise challenge in court a decision in connection with the lease.
- h) Tenant Chargeable with Cost of Legal Actions regardless of Outcome: Agreement by the tenant to pay attorney fees or other legal costs even if the tenant wins the court proceeding by the owner against the tenant. The tenant however, may be obligated to pay costs if the tenant loses.
- i) Requirement for tenants to participate in mandatory services.

**Construction and Procurement Requirements**

- a) New construction projects must submit detailed 11" x 17" preliminary plans and specifications.
- b) Applicants must ensure that every entity awarded a contract to be paid for with HOME funds is not on the list of Parties Excluded from Federal Procurement or Non-Procurement Programs as published by the U. S. General Services Administration and HUD Regional and Field Offices' Limited Denials of Participation lists.
- c) Applicants must have completed an environmental review and received an Authority to Use Grant Funds notice from HUD before executing a construction contract, starting construction, or taking any physical actions on a site.
- d) If the proposed project is already underway, all work must cease immediately once the application for HOME funds has been made. No work or choice limiting actions may occur after the application submission date. Work may only recommence after an environmental review has been completed and an Authority to Use Grant Funds notification has been received. Projects already underway are only eligible if they were started without the intent of using Federal assistance.
  - 1. Procurement must be performed using a competitive sealed bid process when costs exceed \$100,000. Applicants must have an established procurement procedure that is submitted as part of the HOME application. These procedures must reflect applicable state, local laws and regulations, along with compliance with Federal regulations 24 CFR 85.36. Procurement policies and bid selection procedures must also comply with regulations of Section 3, MBE/WBE, Minority Outreach requirements and Federal Labor Standards, if applicable.
  - 2. A minimum of three bids is preferred. The bids shall be from general contractors who are licensed in the State of South Carolina. All bids shall be submitted with line item costs. The acceptable bid shall be no more than 10% higher or lower than the independent cost analysis or the work write-up approved by the Authority. Any exception to the above items shall be approved in writing by the Authority.
  - 3. All applicants must maintain and follow the written procurement policies approved during the application approval process. Procurement policies or bid selection procedures must comply with the regulations of Section 3, MBE/WBE outreach requirements, and federal labor standards when applicable.
  - 4. All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The recipient shall be alert to organizational conflicts of interest as

well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. Solicitations shall clearly set forth all requirements that the bidder shall fulfill in order for the bid to be evaluated by the recipient. Bidders must be informed of all the federal requirements the project will be subject to. Contracts shall be entered into only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

5. Identity of Interest Relationships: In circumstances where the HOME award recipient is also the owner, and wishes to act as the general contractor, the recipient must request approval in writing, and then complete the Identity of Interest Certification, Form M-8. Recipients with an Identity of Interest relationship must still adhere to all applicable procurement requirements when awarding **subcontracts**.

### **Davis-Bacon Requirements**

- a) All HOME-assisted projects containing twelve (12) or more HOME-assisted units shall comply with the Davis-Bacon Act. When funds are used in twelve (12) or more units, the Applicant must comply with the provisions requiring the payment of not less than the prevailing wages in the locality.
- b) The wage rates are predetermined by the Secretary of Labor pursuant to the Davis-Bacon Act, to all laborers and mechanics employed in the development of any part of the housing.
- c) The Applicant will be required to enforce labor standards, process weekly payroll forms, and include the Federal Labor Standards Provisions and Wage Rates in all applicable contracts.
- d) The Authority will randomly conduct on-site inspections for employee interviews.
- e) Every contractor participating in the HOME Program must be cleared by the Authority to ensure that they are not on the list of Parties Excluded from Federal Procurement or Non-Procurement Programs as published by the U. S. General Services Administration and HUD Regional and Field Offices' Limited Denials of Participation lists.
- f) Refer to the HOME Construction Manual for more details.

### **Section 3 Requirements**

- a) The purpose of Section 3 of the Housing and Urban Development Act of 1968, as amended is to ensure that "the employment and other economic opportunities generated by Federal financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low and very low income persons, particularly those who are recipients of government assistance for housing."
- b) To the greatest extent feasible, HOME participants and their contractors and subcontractors must provide opportunities for job training, employment, contracting and subcontracting to Section 3 residents and businesses. See 24 CFR Part 135 for regulations enacted in furtherance of Section 3.
- c) Section 3 requirements apply to the following HOME-assisted projects:
  1. Projects assisted with HUD funds for construction and rehabilitation activities in excess of \$200,000; and
  2. Contracts and subcontracts exceeding \$100,000 that were awarded in connection with projects assisted with HUD funds for construction and rehabilitation activities in excess of \$200,000.
- d) If a new construction or rehabilitation project is assisted with any HUD program funds in excess of \$200,000 but no single contractor or subcontractor is awarded more than \$100,000 in association with the project then only the organization that directly received the HOME assistance is subject to comply with the Section 3 requirements concerning training, employment and contracting activities.
- e) If there are contracts and subcontracts awarded in conjunction with the Section 3 applicable project, then Section 3 requirements apply to the organization that directly received the HOME funds and all the contracts and subcontracts for work awarded in connection with the HOME project that are in excess of \$100,000.
- f) These include **all** contracts and subcontracts awarded in excess of \$100,000, even those not funded with HOME funds and those that are for non-construction related activities.
- g) There is a HUD sponsored Section 3 Business Registry now available here: <http://www.hud.gov/Sec3Biz>. The registry can be used to search for self-certified Section 3 businesses or to register a business for inclusion as Section 3 eligible.
- h) Refer to the HOME Construction Manual for more details or <http://www.hud.gov/section3>.

### **Section 504 Requirements**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in the operation of programs receiving Federal financial assistance. HUD regulations implementing Section 504 contain accessibility requirements for new construction and rehabilitation of housing as well as requirements for ensuring

that the programs themselves are operated in a manner that is accessible to and usable by persons with disabilities.

- a) New Construction projects with five (5) or more total units must have a minimum of five percent (5%) of the total units accessible to individuals with mobility impairments AND an additional two percent (2%) of the total units accessible to individuals with sensory impairments.
- b) Rehabilitation projects with fifteen (15) or more total units and rehabilitation costs that will be seventy-five percent (75%) or more of the replacement costs of the completed facility must have a minimum of five percent (5%) of the total units accessible to individuals with mobility impairments AND an additional two percent (2%) of the total units accessible to individuals with sensory impairments.

### **Other Federal Requirements**

Applicants shall comply with all other federal requirements that may not be listed in this manual that are outlined in 24 CFR Part 92 and 24 CFR Part 92 Subpart H such as, but not limited to:

- a) General Audit Requirements
- b) Affirmative Marketing
- c) Equal Opportunity and Fair Housing
- d) Affirmatively Furthering Fair Housing
- e) Conflict of Interest
- f) Debarment and Suspension
- g) Flood Insurance and Executive Order 12372

### **Monitoring and Compliance**

All projects are subject to HOME compliance monitoring requirements. At a minimum, the owners of projects are responsible for conducting the following annually:

- a) Maximum rent and utility allowances must be reviewed and recalculated annually upon the anniversary of the lease renewal date. Updated HOME rents are published annually by HUD and are provided on the Authority's website.
- b) The HOME Final Rule requires approval of **all** rents on an annual basis for developments with HOME units. The approval process will be handled by the Compliance Monitoring Department. Annual Rent Approval Form M-66 will be submitted to Compliance Monitoring staff to begin the approval process.
- c) HUD Utility Schedule Model. All utility allowance calculations on the Excel Spreadsheets as part of the HUD Utility Schedule Model must be provided. The Authority reserves the right to review all backup data used for calculations. HUD link: <http://www.huduser.org/portal/resources/utimodel.html>.
- d) The annual income or annual gross income of tenants in HOME projects must be reviewed and verified each year. Updated HOME incomes are published annually by HUD and are provided on the Authority's website.
- e) The annual income definition found at 24 CFR Part 5: income is the gross amount of income of all adult household members that is anticipated to be received during the coming 12 month period.
- f) On-site inspections for compliance with the Uniform Physical Conditions Standards (UPCS) should be conducted by the owners:
  - 1. The Authority conducts periodic on-site compliance reviews throughout the affordability period to ensure compliance with HOME rental program requirements. These reviews include, but are not limited to, occupancy requirements and property standards. Refer to the *HOME Compliance Manual* located on the Authority's website for further compliance monitoring requirements.
- g) At least annually, the Authority will examine the financial condition of HOME-assisted projects with ten (10) or more HOME-assisted units to determine the continued viability of the project.

### **General**

No member, officer, agent, or employee of the Authority shall be personally liable concerning any matters arising out of or in relation to, the commitment of HOME Program funds with regard to feasibility or viability of the proposed development.

South Carolina State Housing Finance and Development Authority  
HOME Program

HOME Addendum Application Checklist

Participant Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Participants must initial each category for which documents are included and complete.**

Attachment Item		Initial
<b>HOME Rental Addendum Application</b>		
<b>CHDO Designation Letter</b> (if applicable)		
<b>HOME Eligibility Certification (Form M-47T)</b>		
<b>URA Requirements</b> <i>Notice to Seller (Form M-52) ALL Applications</i>  <b>Rehabilitation Only:</b> <i>General Information Notices (Exhibits 2 and 3)</i> <i>Evidence of Exhibit 2 and 3 Delivery – as discussed on page 12 (f) 2.</i> <i>Tenant Profile Form (Form M-39)</i> <i>Project Occupancy Report (Form M-67)</i> <i>Relocation Plan</i>		
<b>Site and Neighborhood Standards Certification (Form M-40)</b> <i>(new construction projects or rehabilitation that includes increasing the number of units in an existing project)</i> <b>Exhibit 4</b> (if applicable based on the percentage of total minority population for the project's census tract – see pages 5-7)		
<b>Lead-Safe Housing Rule - Applicability Form (Form M-7B)</b>		

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Exhibit 2 - General Information Notice  
Residential Tenant that WILL NOT BE DISPLACED

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**GUIDEFORM GENERAL INFORMATION NOTICE RESIDENTIAL TENANT NOT DISPLACED**

**Applicant's Letterhead  
(Date)**

Dear \_\_\_\_\_:

\_\_\_\_\_, is interested in rehabilitating the property you currently occupy at \_\_\_\_\_ for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the HOME Investment Partnerships Program.

The purpose of this notice is to inform you that you will not be displaced in connection with the proposed project.

If the project application is approved and federal financial assistance provided, you may be required to move temporarily so that the rehabilitation can be completed. If you must move temporarily, suitable housing will be made available to you and you will be reimbursed for all reasonable out of pocket expenses, including moving costs and any increase in housing costs. You will need to continue to pay your rent and comply with all other lease terms and conditions.

Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions not to exceed the greater of (a) your current rent/average utility costs, or (b) 30% of your average monthly gross household income.

If federal financial assistance is provided for the proposed project, you will be protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered.

**(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)**

We urge you not to move at this time. If you choose to move, you will not be provided relocation assistance.

**Please Remember:**

- **This is not a notice to vacate the premises.**
- **This is not a notice of relocation eligibility.**

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact: (name) \_\_\_\_\_, (title) \_\_\_\_\_, (address) \_\_\_\_\_, (phone) \_\_\_\_\_.

Sincerely,  
(name and title) \_\_\_\_\_

=====NOTES.  
The application must include documentation of the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. This is a guide form. It should be revised to reflect the circumstances



---

Exhibit 3 - General Information Notice  
Residential Tenant TO BE DISPLACED

---

GUIDEFORM GENERAL INFORMATION NOTICE RESIDENTIAL TENANT TO BE DISPLACED

**Applicant's Letterhead**

**(Date)**

Dear \_\_\_\_\_:

\_\_\_\_\_ is interested in \_\_\_\_\_  
the property you currently occupy at \_\_\_\_\_ for a proposed project which may receive  
funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the HOME  
Investment Partnerships Program.

The purpose of this notice is to inform you that you may be displaced as a result of the proposed project. This notice also serves to inform you of your potential rights as a displaced person under a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). You may be eligible for relocation assistance and payments under the URA, if the proposed project receives HUD funding and if you are displaced as a result of acquisition, rehabilitation or demolition for the project.

- **This is not a notice to vacate the premises.**
- **This is not a notice of relocation eligibility.**

If you are determined to be eligible for relocation assistance in the future, you may be eligible for: 1) Relocation advisory services including help to you find another place to live; 2) At least 90 days advance written notice of the date you will be required to move; 3) Payment for your moving expenses; and 4) Replacement housing payments to enable you to rent, or if you prefer to purchase, a comparable replacement home. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered. The enclosed HUD brochure, "Relocation Assistance To Tenants Displaced From Their Homes" provides an explanation of this assistance and other helpful information.

**(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)**

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility you will not be eligible to receive relocation assistance. It is important for you to contact us before making any moving plans.

**Again, this is not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time.** If you are determined to be displaced and are required to vacate the premises in the future, you will be informed in writing. In the event the proposed project does not proceed or if you are determined not to be displaced, you will also be notified in writing.

If you have any questions about this notice or the proposed project, please contact: (name) \_\_\_\_\_,  
(title) \_\_\_\_\_, (address) \_\_\_\_\_, (phone) \_\_\_\_\_.

Sincerely,

(Name and title) \_\_\_\_\_

Enclosure

=====NOTES

**The application must include documentation of the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. This is a guide form. It should be revised to reflect the circumstances.**

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## Exhibit 4 - HOME 24 CFR Part 983.57 (e) Site and Neighborhoods Standards

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HOME Program  
South Carolina State Housing Finance and Development Authority  
300-C Outlet Pointe Blvd.  
Columbia, South Carolina 29210

Re:     Name of Development  
          Address of Development  
          Applicant

Ladies and Gentlemen:

I am the \_\_\_\_\_ for \_\_\_\_\_ the above referenced development. As such, I have reviewed 24 CFR Part 983.57(e) and am of the opinion that under 24 CFR Part 983.57(e)(3), this site, while in an area of minority concentration, should be permitted because of \_\_\_\_\_ [select the applicable exceptions in (e)(3)].

[Explanation of how the exception is met.]

It is my intention that the South Carolina State Housing Finance and Development Authority may rely on this opinion in making its determination whether or not this development should be awarded a HOME award.

Yours very truly,

---

Exhibit 2 - General Information Notice  
Residential Tenant that WILL NOT BE DISPLACED

---

**GUIDEFORM GENERAL INFORMATION NOTICE RESIDENTIAL TENANT NOT DISPLACED**

**Applicant's Letterhead  
(Date)**

Dear \_\_\_\_\_:

\_\_\_\_\_, is interested in rehabilitating the property you currently occupy at \_\_\_\_\_ for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the HOME Investment Partnerships Program.

The purpose of this notice is to inform you that you will not be displaced in connection with the proposed project.

If the project application is approved and federal financial assistance provided, you may be required to move temporarily so that the rehabilitation can be completed. If you must move temporarily, suitable housing will be made available to you and you will be reimbursed for all reasonable out of pocket expenses, including moving costs and any increase in housing costs. You will need to continue to pay your rent and comply with all other lease terms and conditions.

Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions not to exceed the greater of (a) your current rent/average utility costs, or (b) 30% of your average monthly gross household income.

If federal financial assistance is provided for the proposed project, you will be protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered.

**(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)**

We urge you not to move at this time. If you choose to move, you will not be provided relocation assistance.

**Please Remember:**

- **This is not a notice to vacate the premises.**
- **This is not a notice of relocation eligibility.**

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact: (name) \_\_\_\_\_, (title) \_\_\_\_\_, (address) \_\_\_\_\_, (phone) \_\_\_\_\_.

Sincerely,  
(name and title) \_\_\_\_\_

=====NOTES.  
**The application must include documentation of the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. This is a guide form. It should be revised to reflect the circumstances**

---

Exhibit 3 - General Information Notice  
Residential Tenant TO BE DISPLACED

---

GUIDEFORM GENERAL INFORMATION NOTICE RESIDENTIAL TENANT TO BE DISPLACED

**Applicant's Letterhead  
(Date)**

Dear \_\_\_\_\_:

\_\_\_\_\_ is interested in \_\_\_\_\_  
the property you currently occupy at \_\_\_\_\_ for a proposed project which may receive  
funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the HOME  
Investment Partnerships Program.

The purpose of this notice is to inform you that you may be displaced as a result of the proposed project. This notice also serves to inform you of your potential rights as a displaced person under a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). You may be eligible for relocation assistance and payments under the URA, if the proposed project receives HUD funding and if you are displaced as a result of acquisition, rehabilitation or demolition for the project.

- **This is not a notice to vacate the premises.**
- **This is not a notice of relocation eligibility.**

If you are determined to be eligible for relocation assistance in the future, you may be eligible for: 1) Relocation advisory services including help to you find another place to live; 2) At least 90 days advance written notice of the date you will be required to move; 3) Payment for your moving expenses; and 4) Replacement housing payments to enable you to rent, or if you prefer to purchase, a comparable replacement home. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered. The enclosed HUD brochure, "Relocation Assistance To Tenants Displaced From Their Homes" provides an explanation of this assistance and other helpful information.

**(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)**

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility you will not be eligible to receive relocation assistance. It is important for you to contact us before making any moving plans.

**Again, this is not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time.** If you are determined to be displaced and are required to vacate the premises in the future, you will be informed in writing. In the event the proposed project does not proceed or if you are determined not to be displaced, you will also be notified in writing.

If you have any questions about this notice or the proposed project, please contact: (name) \_\_\_\_\_,  
(title) \_\_\_\_\_, (address) \_\_\_\_\_, (phone) \_\_\_\_\_.

Sincerely,

(Name and title) \_\_\_\_\_

Enclosure

=====NOTES

**The application must include documentation of the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. This is a guide form. It should be revised to reflect the circumstances.**



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Relocation Plan: (Check all that apply)

- N/A - Tenants will remain in current unit during rehabilitation.
- Temporary Relocation- Tenants will be moved to other units in the complex during rehabilitation and will return to rehabilitated unit once renovations are completed.
- Temporary Relocation- Tenants will be moved off-site during rehabilitation and will return to rehabilitated unit once renovations are completed.
- Permanent Relocation- Tenants will be permanently displaced from the project.
- Other: Attach a detailed explanation

SC Housing Staff Initials

Note: New tenants moving in after the submission of the funding application to SC Housing must be provided a **M-68 Move-In Notice** prior to signing a lease.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Yes

No

Occupied

Vacant

---

## Exhibit 4 - HOME 24 CFR Part 983.57 (e) Site and Neighborhoods Standards

---

HOME Program  
South Carolina State Housing Finance and Development Authority  
300-C Outlet Pointe Blvd.  
Columbia, South Carolina 29210

Re:     Name of Development  
          Address of Development  
          Applicant

Ladies and Gentlemen:

I am the \_\_\_\_\_ for \_\_\_\_\_ the above referenced development. As such, I have reviewed 24 CFR Part 983.57(e) and am of the opinion that under 24 CFR Part 983.57(e)(3), this site, while in an area of minority concentration, should be permitted because of \_\_\_\_\_ [select the applicable exceptions in (e)(3)].

[Explanation of how the exception is met.]

It is my intention that the South Carolina State Housing Finance and Development Authority may rely on this opinion in making its determination whether or not this development should be awarded a HOME award.

Yours very truly,



## EXHIBIT A

### South Carolina State Housing Finance and Development Authority 2017 LIHTC VERIFICATION OF 10% EXPENDITURE Application Checklist

This Application Package Checklist must be submitted with the Verification of 10% Expenditure Application.

Development Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please check off each category for which documents are submitted or mark as N/A.

TAB	Document	Comments	Check Off
1	Verification of 10% Expenditure Application	All required signatures must be originals. Faxes will not be accepted.	
2	Verification of 10% Expenditure Application Checklist	Exhibit A Verification of 10% Expenditure	
3	Attorney Opinion Letter	Exhibit F Verification of 10% Expenditure Qualification	
4	Cost Information	Exhibit H Certification of Costs Incurred	
		Exhibit I CPA Verification of 10% Expenditure Certification Letter	
5	Gross Floor Rent Election (if applicable)	Exhibit N	
6	Site Control	If land cost is being used to meet the 10% Test then a copy of the executed deed or executed minimum fifty (50) year land lease with a recorder's clock mark or a recorder's receipt must be provided. The grantee on the deed or the land lease must be the same entity as the owner listed on the Reservation Certificate and Carryover Allocation application. The recordation date <u>must</u> reflect that the deed was recorded no later than six (6) months from the allocation date or the LIHTC allocation will be cancelled.	

If, upon the submission of the Verification of 10% Expenditure Information, it is determined that the development is not substantially the same as the development described in the Initial Tax Credit Application, the development will not receive an allocation of Low-Income Housing Tax Credits.

## EXHIBIT F

### **Attorney Opinion Letter For All Developments Submitting Verification of 10% Expenditure**

**(Letter Must Be Typed On Attorney's Letterhead)**

Low-Income Housing Tax Credit Program  
South Carolina State Housing Finance and Development Authority  
300-C Outlet Pointe Blvd.  
Columbia, South Carolina 29210

Re: Name of Development  
Address of Development  
Applicant

Ladies and Gentlemen:

This opinion is rendered in compliance with the requirements of the Low-Income Housing Tax Credit Program.

The undersigned is a licensed attorney-at-law licensed to practice before the highest court in the state in which I practice. A significant portion of my practice relates to tax matters and the interpretation of the Internal Revenue Code of 1986 (the "Code"), as amended. I am familiar with the provisions of Section 42 of the Internal Revenue Code, as amended, and have advised the owner with regard to its applicability to the above-referenced development.

Based upon an independent investigation into the facts and circumstances surrounding the above-referenced development, I am of the opinion that said development has met the requirements for a Carryover Allocation of Low-Income Housing Tax Credits pursuant to Code Section 42, including the requirements of Code Section 42(h)(1)(E)(ii). I have reviewed and signed the above-referenced development application dated \_\_\_\_\_.

It is my intention that the South Carolina State Housing Finance and Development Authority may rely on this opinion in making its determination whether or not this development qualifies for a Carryover Allocation of the Low-Income Housing Tax Credit.

Yours very truly,

**EXHIBIT H**

**South Carolina State Housing Finance and Development Authority  
Certification of 10% Expenditure**

Development Name: \_\_\_\_\_ No. of Bldgs. \_\_\_\_\_

Development Street Number and Name: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
(Undersigned) hereby certifies under penalty of perjury that:  
\_\_\_\_\_  
(Owner) has incurred more than **10%** of the reasonably expected basis in  
the development (land and depreciable basis). \_\_\_\_\_ (Owner) has attached a  
Certified Public Accountant's written certification (**Exhibit I**) as supporting documentation to this exhibit.

		<b>Amount</b>	
	<b>Column A *</b> Eligible 10% Test Expenditures Incurred as of _____ (Date)	<b>Column B</b> Taxpayer's Reasonably Expected Total Basis in the development as of _____ (Date)	
1.	Land & Buildings	_____	_____
2.	Site Work	_____	_____
3.	Rehabilitation & Construction	_____	_____
4.	Other Fees	_____	_____
5.	Interim Costs	_____	_____
6.	Financing Fees & Expenses	_____	_____
7.	Soft Costs	_____	_____
8.	Developer Cost	_____	_____
9.	Sub Total	_____**	_____
10.	Syndication Costs	_____	_____
11.	Development Reserves	_____	_____
12.	Total Development Cost	_____	_____***
13.	Development Cost not included in Reasonably Expected Total Basis (List below an explanation and amount for each development cost not included)		_____
	_____		{ _____ }
	_____		{ _____ }
	_____		{ _____ }
14.	Reasonably Expected Total Basis		_____
15.	Carryover Qualification Test	$\frac{\text{Line 9 Column A}}{\text{Line 14 Column B}} = \text{_____}\%$	

\*Include only eligible cost or portion of eligible cost attributable to residential rental property for the development.

\*\*Consult your tax attorney to determine those eligible cost line items which may be included in the 10% expenditure for carryover qualification which are eligible under section 42 of the IRS Code, as amended.

\*\*\*Total Development Cost must agree with Total Development Cost in the Tax Credit Application.

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Its:** \_\_\_\_\_

## EXHIBIT I

### CPA Certification of Costs and 10% Expenditure

(Must Be Submitted On CPA's Letterhead)

We have examined the accompanying Certification of 10% Expenditure (Exhibit H) of the Owner for \_\_\_\_\_ (the "Project") as of \_\_\_\_\_, \_\_\_\_\_. Exhibit H is the responsibility of the Owner and the Owner's management. Our responsibility is to express an opinion on Exhibit H based on our examination.

We have not examined or reviewed the project's Total Development Cost or Reasonably Expected Basis and therefore express no opinion or any other form of assurance on them.

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining on a test basis, evidence supporting the information presented in the Exhibit H and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the column entitled Eligible 10% Test Expenditures Incurred presents, in all material respects, the Project's Eligible 10% Test Expenditures Incurred as of \_\_\_\_\_, \_\_\_\_\_ using the accrual method of accounting in accordance with Internal Revenue Code (IRC) Section 461 and also the 10% carryover rules in accordance with IRC Section 42(h)(1)(E) and Treasury Regulation Section 1.42-6.

In addition to examining Exhibit H, we have performed certain procedures as stated below agreed to by the General Partner of the Owner with respect to the documents supplied to us. These procedures were performed solely to assist you in determining that appropriate items and amounts were included in the computation of the 10 percent carryover rule in accordance with Internal Revenue Code (IRC) Section 42(h)(1)(E) and Treasury Regulation Section 1.42-6 (the "Computation"). Management of the Owner is responsible for the Computation. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the Owner and the South Carolina State Housing Finance and Development Authority. Consequently, we make no representations regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We performed the following procedures:

- We calculated, based on estimates of total development costs provided by the Owner, the Project's total reasonably expected basis, as defined in Treasury Regulation Section 1.42-6, to be \$ \_\_\_\_\_ \* as of \_\_\_\_\_, \_\_\_\_\_.
- We calculated the reasonably expected basis incurred by the Owner as of \_\_\_\_\_, \_\_\_\_\_ to be \$ \_\_\_\_\_.
- We calculated the percentage of the development fee incurred by the Owner as of \_\_\_\_\_, \_\_\_\_\_ to be \_\_\_\_\_% of the total development fee.
- We compared the reasonably expected basis incurred as of \_\_\_\_\_, \_\_\_\_\_ to the total reasonably expected basis of the Project, and calculated that \_\_\_\_\_% had been incurred as of \_\_\_\_\_, \_\_\_\_\_.

**EXHIBIT I (page 2)**

**CPA Certification of Costs and 10% Expenditure**

- Based on the amount of total reasonably expected basis listed above, for the Owner to meet the 10% test in accordance with Internal Revenue Code Section 42(h)(1)(E) and Treasury Regulation Section 1.42-6, we calculated that the Project needed to incur at least \$\_\_\_\_\_ of costs prior to \_\_\_\_\_, \_\_\_\_\_. As of \_\_\_\_\_, \_\_\_\_\_, costs of at least \$\_\_\_\_\_\*\* had been incurred, which represents \_\_\_\_\_%\*\*\* of the total reasonably expected basis of the Project.

**Firm Name:** \_\_\_\_\_

**Signature of CPA:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\* Amount must equal the amount in Column B on Line 14 in the Exhibit H

\*\* Amount must equal the amount in Column A on Line 9 in the Exhibit H

\*\*\* Percentage must equal the calculation percentage in Exhibit H

**EXHIBIT N**

**South Carolina State Housing Finance and Development Authority  
2017 Gross Rent Floor Designation**

Pursuant to Section 42(h)(1) of the Internal Revenue Code of 1986, as amended (the "Code"), the undersigned ("Owner") has received an allocation of low-income housing tax credits ("Credits") from the South Carolina State Housing Finance and Development Authority ("Authority") with respect to the following property and the buildings therein to which this Designation is to apply.

Development Name: \_\_\_\_\_

Development ID #: \_\_\_\_\_

Pursuant to Revenue Procedure 94-57, the Internal Revenue Service ("Service") will treat the gross rent floor in Section 42 (g)(2)(A) of the Code as taking effect on the date the Authority initially allocated\* Credits to the above-referenced property, unless the Owner designates the date the property places in service as the date on which the gross rent floor will take effect for such property. As the undersigned owner of the above referenced development I hereby elect \_\_\_\_\_ **the Allocation date** \_\_\_\_\_ **the building placed in service date** as the date the Gross Rent Floor takes effect.

(\* If the property is tax-exempt bond financed (as defined by Section 42(h)(4)(B)), the Service will treat the gross rent floor as taking effect on the date the Authority initially issues a determination letter unless the Owner designates that the placed-in-service date should be used.)

**Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

## EXHIBIT A

### South Carolina State Housing Finance and Development Authority 2017 LIHTC PLACED-IN-SERVICE Application Checklist

This Application Package Checklist must be submitted with the Placed-In-Service Application.

Development Name: \_\_\_\_\_ County: \_\_\_\_\_

Please check off each category for which documents are submitted or mark as N/A.

TAB	Document	Comments	Check Off
1	Placed-In-Service Application	All required signatures must be originals. Faxes will not be accepted.	
	Fees	The first fifteen (15) years compliance monitoring fee. The fee is equal to \$35.00 for each LIHTC unit in the development. Refer to page 31 in the 2017-2018 Tax Credit Manual. <b>Not applicable for TEB projects.</b>	
		The first year's TEB administrative fee. The fee is equal to \$50.00 for each LIHTC unit in the development. <b>Not applicable for 9% projects.</b>	
2	Placed-In-Service Application Checklist	Exhibit A - Placed-In-Service Checklist	
3	Attorney Opinion Letters	Exhibit C (Tax Credit Eligibility)	
		Exhibit D (Acquisition/Rehabilitation Projects)	
		Exhibit E (Nonprofit Eligibility)	
4	Architect and/or Professional Engineer Certification	Exhibit G Placed-In-Service	
		Final detailed "AS-BUILT" site plan drawings (8½" x 11") to include all parking spaces (ADA included), ramps, access aisleways, crosswalks, dumpsters, landscapped areas, playground, mail boxes, building placements, retention ponds, etc.	
5	Cost Information	Exhibit J-1 CPA Placed-In-Service Certification Letter	
		Exhibit J-2 CPA Schedule of Eligible & Qualified Basis by Building	
		Exhibit J-3 CPA Schedule of Total Development Cost	
		Exhibit J-4 CPA Schedule of Qualified Basis	
		Exhibit M Certification of Sources and Uses	
		CPA Certification of Percentage of Aggregate Basis Financed by Tax Exempt Bonds (applies only to developments with bond financing that are seeking low-income housing tax credits)	
		Deferred Developer Fee - Note evidencing the principal amount and terms of repayment of any deferred repayment obligation.	
6	Entity Agreements	Final Partnership Agreement	
		Operating Agreement of LLC's (if applicable)	
7	Rent Roll	Certified Rent Roll- both new construction and rehabilitation projects	
		Form Q- Rent Roll Addendum	
		Current Applicable Utility Cost Estimate	
		LEED, EarthCraft, etc. Certification Forms (if applicable)	
8	Permanent Financing Information	RHS Form RD 3560-51 (if applicable)	
		Permanent Loan Commitment(s)	
		Other Commitments	
9	Syndication Information	Syndication Agreement Letter - This document must include: Syndication Proceeds Amount, Syndication Value per Tax Credit dollar, and Expected Annual Tax Credit.	
10	Completion Information	Certificate(s) of Occupancy - For new construction and rehabilitation projects, the Authority requires that ALL units in ALL buildings be 100% complete and available for immediate occupancy.	

If, upon the submission of the Placed-in-Service Application, it is determined that the development is not substantially the same as the development described in the Initial Tax Credit Application, the development will not receive an allocation of Low-Income Housing Tax Credits. It is expected that developments to which Low-Income Housing Tax Credits were allocated will be the same as the developments that are placing in service.

## EXHIBIT G

### South Carolina State Housing Finance and Development Authority 2017 Placed in Service Architect and/or Professional Engineer Certification

Development Name: \_\_\_\_\_ Total # of Bldgs. in the project: \_\_\_\_\_

#### Low Income Units

Unit Type:	# of Units:	# of Baths:	Heated Area:	Total Heated Area:
Efficiency	_____	_____	_____ s.f.	_____ s.f.
1 Bedroom	_____	_____	_____ s.f.	_____ s.f.
2 Bedroom	_____	_____	_____ s.f.	_____ s.f.
3 Bedroom	_____	_____	_____ s.f.	_____ s.f.
4 Bedroom	_____	_____	_____ s.f.	_____ s.f.
<b>Living Units Total:</b>	_____		<b>Sub-Total Residential Heated Sq. Ft.:</b>	_____ s.f. (A)

Type:	# of Type:	Area:	Total Area:
Covered Porches	_____	_____ s.f.	_____ s.f.
Breezeways	_____	_____ s.f.	_____ s.f.
Outside Storage	_____	_____ s.f.	_____ s.f.
Other: _____	_____	_____ s.f.	_____ s.f.
<b>TOTAL NON-HEATED AREA:</b>			_____ s.f.

#### Market Rate Units

Unit Type:	# of Units:	# of Baths:	Heated Area:	Total Heated Area:
Efficiency	_____	_____	_____ s.f.	_____ s.f.
1 Bedroom	_____	_____	_____ s.f.	_____ s.f.
2 Bedroom	_____	_____	_____ s.f.	_____ s.f.
3 Bedroom	_____	_____	_____ s.f.	_____ s.f.
4 Bedroom	_____	_____	_____ s.f.	_____ s.f.
<b>Living Units Total:</b>	_____		<b>Sub-Total Residential Heated Sq. Ft.:</b>	_____ s.f. (B)

Type:	# of Type:	Area:	Total Area:
Covered Porches	_____	_____ s.f.	_____ s.f.
Breezeways	_____	_____ s.f.	_____ s.f.
Outside Storage	_____	_____ s.f.	_____ s.f.
Other: _____	_____	_____ s.f.	_____ s.f.
<b>TOTAL NON-HEATED AREA:</b>			_____ s.f.

#### COMMON AREAS

Office Area:	_____ s.f.	_____ s.f.
Laundry:	_____ s.f.	_____ s.f.
Exercise Room:	_____ s.f.	_____ s.f.
Computer Room:	_____ s.f.	_____ s.f.
Community Building:	_____ s.f.	_____ s.f.
Other: _____	_____ s.f.	_____ s.f.
<b>Sub-Total Non-Residential Heated Sq. Ft.:</b>		_____ s.f. (C)

**TOTAL HEATED AREA (A+B+C):** \_\_\_\_\_ s.f.

**NOTE:** All square footages listed on Exhibit G must match those listed in the tax credit application. All heated and non-heated square footage for the entire development must be included on this form and on any submitted drawings.



## MANDATORY DESIGN CRITERIA

The development has been designed and constructed incorporating the following **Mandatory Design Criteria** included at no extra cost to the tenants.

### **For All Development Types:**

1. Window coverings for each window, including glass doors, must be installed. Metal blinds are not permitted.
2. All kitchen and bathroom interior cabinets must be solid wood or wood/plastic veneer products with dual slide tracks on drawers. New cabinets must have solid wood dual sidetrack drawers and no laminate or particleboard fronts for doors or drawer fronts. Cabinets shall meet the ANSI/KCMA A1 61.1 performance and construction standard for kitchen and vanity cabinets. Cabinets shall bear the certification seal of KCMA (Kitchen Cabinet Manufacturers Association).
3. All entry doors must be metal-clad wood, steel or fiberglass doors that are insulated, paneled, and have a peephole. Deadbolt locks are required in entry doors. Dead bolt locks on entry doors should have "thumb latch" on interior side. Double keyed dead bolt locks are prohibited. The minimum clear width of all exterior doors shall be 34 inches.
4. Bi-fold and sliding interior doors are prohibited. All doors must be side hinged.
5. A landscaping plan must be submitted indicating areas to be sodded and landscaped. Landscaping plan(s) must follow any applicable landscape municipal ordinance. At a minimum, sod shall be installed on the front and side areas to a point twenty (20'-0") feet from the building(s). Landscaping may incorporate sod and drought resistant plants and shrubs. All disturbed areas not sodded must be seeded. The Authority reserves the right to approve the final landscaping installation and require modifications.
6. All retention and/or detention ponds must be fenced in unless a letter is provided from the Department of Health and Environmental Control (DHEC) that a fence is not required. The storm water retention/detention basin design, maintenance and management shall be the sole responsibility of the owner/developer and shall be in strict accordance with all applicable federal, state, local and environmental regulations governing storm water retention/detention basins.
7. A recreation area suitable for proposed tenant targeting:
  - a. For family developments – (i) Playground for children located away from automobile traffic patterns with commercial quality play equipment (the playground area must have a minimum of four (4) separate pieces of equipment or a structure that encompasses a minimum of four (4) pieces of equipment) accessible to handicapped traffic and at least one permanently anchored, weather resistant bench, with a back, or (ii) an exercise room with a minimum of three nautilus-type work-out machines (this room's square footage may be included in the minimum 1,200 sq. ft. community building);
  - b. For older persons developments – (i) An exercise room with a minimum of three (3) nautilus type work-out machines (this room's square footage may be included in the minimum 1,200 sq. ft. community building), or (ii) a minimum of one gazebo that is covered, with bench seating, equipped with an Energy Star ceiling fan with light fixture.
8. A new development sign at the entrance(s) to the complex affixed with a Fair Housing logo.
9. Exterior lighting fixtures at all entry doors including individual apartment units, community buildings, and common areas within the building(s). Fixtures at the individual apartment units are to be controlled from the interior of the unit.
10. Enclosed trash dumpsters and/or compactors. The dumpster must be enclosed by solid fencing on at least three sides. The pad and approach pad to the dumpster must be concrete and not asphalt. The trash dumpster/compactor must be ADA accessible and located on an ADA accessible route.
11. Roofing materials shall be anti-fungal shingles with a minimum 25-year warranty.
12. The following Energy Star appliances must be provided in each unit: Full sized refrigerator-freezer, with ice maker, having a minimum size of fourteen (14) cubic feet.
13. At least fourteen (14) SEER HVAC units must be installed. If the Physical Needs Assessment, completed for a rehabilitation development, does not recommend replacement of existing HVAC units in the development, this mandatory criterion is waived. However, any replacement HVAC units installed in the development must be at least fourteen (14) SEER. All refrigeration lines must be insulated. All developments must have central heat and air. Window units are not allowed for any development type.
14. A laundry facility containing: (a) at least one (1) commercial washer and one (1) commercial dryer per twenty-four (24) units; and (b) adequate seating and at least one (1) table for folding clothes. For developments containing more than one hundred (100) rental units that also provide washer and dryer hookups in all units, a minimum of one (1) commercial washer and one (1) commercial dryer per thirty-two (32) units is required. Single family detached unit, townhouse, or duplex developments must provide a washer and dryer hookup in every unit. Developments providing washers and dryers in all rental units are not required to provide a laundry facility.
15. 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.

16. Wall switch controlled Energy Star rated overhead lighting is required in all rooms.
17. Sites located in a Radon Zone-1 (highest level) will require Radon Resistant New Construction Practices. Rehabilitation projects must meet the Radon Mitigation Standards as required by the Environmental Protection Agency.
18. All new construction developments must submit a complete site specific soils report and boring site plan, not more than one year old at the time of submission of final plans and specifications, bound within the project specifications. Rehabilitation projects adding any new building foundations must submit a foundation specific soils report. The soils report must reflect the results of laboratory tests conducted on a minimum of one (1) soil boring per planned building location and a minimum total of two (2) soil borings at the planned paved areas of the development. A registered professional engineer or a certified testing agency with a current license to practice in the State of South Carolina must prepare the report. Rehabilitation projects adding any new building foundations must also submit a foundation specific soils report and boring site plan.
19. Metal flashing or 20 mil polyethylene when used in conjunction with a self- adhering polyethylene laminate flashing, must be installed above all exterior door and window units.
20. Mailboxes, playground and all exterior project amenities must be ADA accessible.
21. Exterior wall insulation must have an overall R-11 minimum for the entire wall assembly and roof or attic insulation must have an R-30 rating minimum.
22. Tub/shower units must have minimum dimensions of 30-inch width by 60-inch length and be equipped with anti-scald valves. All shower units without a tub must have minimum dimensions of 30-inch width by 48-length (ADA approved shower). All tubs in designated handicap accessible units must come complete with "factory-installed grab bars".
23. Mirror length must extend to top of vanity backsplash with top of mirror a minimum of 6'-0" above finish floor. Framed decorative mirrors or medicine cabinets with mirrors are allowed with a minimum size of 14" x 24" and must be hung with the top of mirror a minimum of 6'-0" above finish floor. Vanity cabinets or a medicine cabinet shall be provided in all units. All cabinets in designated handicap accessible units must be installed at ADA mounting heights.
24. Water heaters must be placed in drain pans with drain piping plumbed to disposal point as per the latest approved addition of the International Plumbing Code.
25. Pipe all Temperature & Pressure (T&P) relief valve discharges to disposal point as per the latest approved edition of the International Plumbing Code.
26. Exterior shutters (new not recycled) are required on all 100% vinyl siding buildings. Only existing rehabilitation developments may have 100% vinyl building exteriors.
27. Roof gable vents must be made of aluminum or vinyl materials.
28. All attics must be vented.
29. Carpet and Resilient flooring materials must meet minimum FHA standards.
30. Each bedroom and hallway, etc. must have, as required by Code (local, state or Federal) a hard-wired battery back-up smoke detector.
31. All materials for construction must meet all local, state, and federal and environmental regulations and specifications.
32. A carbon monoxide detector must be installed in each unit with gas mechanical systems or gas appliances. Units with an attached garage must also have a carbon monoxide detector installed. A combination unit smoke detector and carbon monoxide detector can be used to meet this requirement.
33. Pre-finished fascia and soffits must be vinyl covered aluminum and/or perforated cementitious panels with vents.
34. Gutter and downspout systems complete with splash blocks will be supplied surrounding all residential buildings.
35. Gazebos, Picnic Shelters, Mail Kiosks, etc.: Exposed components used as part of the structure must be constructed so that no wood is exposed. Concealment shall be with materials such as aluminum or vinyl siding or cementitious materials. Decorative rails and/or guard rail systems used shall be code compliant systems of vinyl, fiberglass or metal. Wood railings are not allowed. Gazebos and picnic shelters shall have table and bench seating.
36. At a minimum, all development must meet the 2006 International Energy Conservation Code.
37. Developments that have units, by bedroom size, smaller than the following square footages are considered to be obsolete units and are not eligible for funding:

<u>Bedrooms per Unit</u>	<u>Minimum Sq. Ft. per Unit</u>
One	500
Two	700
Three	850
Four	1,000

### **For All New Construction Developments:**

1. All units must be equipped with an Energy Star rated dishwasher and an Energy Star rated hot water heater with an energy factor of 0.61 for gas or 0.93 for electric. Submit manufacturer's data sheet with plans.
2. All units must have Energy Star rated windows. Submit manufacturer's data sheet with plans.
3. All units must have an Energy Star rated HVAC system. Submit manufacturer's data sheet with plans.
4. Lighting must be in all common area corridors, stairwells, and the community room. Interior light fixtures to be fitted with Energy Star light bulbs.
5. Low flow water saving features must be used- low flow showerheads, low flow kitchen and bathroom faucets, and low flow toilets. Submit manufacturer's data sheet with plans.
6. Washer/dryer hookups in all units.
7. A minimum 1200 square foot community building to include a kitchen/break room area equipped with, at a minimum, a sink and refrigerator and either a stove/microwave. Entire facility must be ADA compliant. The square footage counted towards this total may include a leasing office, an equipped exercise room, and an equipped computer center. Laundry rooms and storage/maintenance rooms will not be counted as part of the 1200 square foot minimum. For developments proposing the second phase of a previously completed contiguous tax credit development, the requirement for an additional 1200 square foot community building is waived. However, it is required that laundry facilities be provided to the new phase and must be constructed on the site of the proposed phase. The mandatory laundry facility requirements under Section V. Mandatory Design Criteria, item 14 must be met.
8. All units pre-wired for cable television hook-ups in the living room and one (1) per bedroom.
9. Units with three (3) or more bedrooms must have a minimum of two (2) full bathrooms.
10. The minimum bedroom size for the primary bedroom in each unit must be at least 168 square feet. All other bedrooms must be a minimum 120 square feet. The minimum bedroom square footage excludes the closet space.
11. All older persons (55+ years) and elderly developments will be one-story structures, or if greater than one story, all stories will be accessible by elevators.
12. All sidewalks and walkways shall be a minimum of 36" in width and made of concrete and shall provide access to all parking spaces, front entryway doors, common amenities and driveways and shall be ADA compliant.
13. Sliding glass doors are prohibited.
14. Water closets must be centered, at a minimum, 18 inches from sidewalls or vanity/lavatories.
15. Public use stairway components, such as stringers, treads, and risers must be constructed from steel or concrete. Handrails and pickets must be constructed from steel or aluminum.
16. Patio and porch/balcony components used as part of the building shall have concrete slabs or decks and must be constructed so that no wood is exposed. Concealment shall be with materials such as aluminum or vinyl siding or cementitious materials. Structural wood columns shall be at a minimum 6" x 6" pressure treated columns concealed as noted above with properly sized fiberglass, high density urethane or aluminum columns. Decorative rails and/or guard rail systems used at porches and patios shall be code compliant systems of vinyl, fiberglass or metal. Wood railings are not allowed.
17. Wall Framing: Sound proofing or sound batt insulation is required between the stud framing in party walls. A sound rating of STC 54 is required.
18. Fluorescent lighting is required in the kitchen.

### **For All Single Family Townhouse, and Duplex Developments:**

1. All detached single family homes must contain a minimum of three (3) bedrooms and two (2) full bathrooms.
2. All townhouses must contain a minimum of two (2) bedrooms and one and one-half bathroom. At a minimum, a half bathroom must be located on the first floor.
3. All duplexes must contain a minimum of two (2) bedrooms and one and one-half bathroom.
4. Developments must have concrete driveways, curbing at street and front entry walkways.
5. All new construction developments must have a washer and dryer hookup in each unit.
6. All HVAC and hot water heaters must be contained within the unit/building. These may not be located in the attic or crawl space.

### **For All Rehabilitation Developments:**

Any of the following mandatory items (not to include repainting of the entire unit) replaced on or after January 1, 2010 are not required to be replaced as part of the rehabilitation.

1. Replace and install new flooring in each unit. At a minimum, tile must be VCT or better.
2. Entire unit (all rooms and ceilings) must be repainted.
3. New bathroom fixtures must be installed to include the following:
  - a) New tub and new shower, re-glazing not allowed. Three piece surround insert is acceptable. All caulking must be replaced.

- b) Replace sink, vanity and plumbing fixtures with new. Vanity to include, at a minimum, a pull out drawer and/or storage area.
  - c) New toilet.
  - d) Install new re-circulating exhaust fan.
  - e) Install new water supply valves.
4. New kitchen fixtures must be installed to include the following:
    - a) Dual track sliding drawers.
    - b) New double sink and plumbing fixtures.
    - c) New stove with re-circulating exhaust fan.
    - d) New Energy Star rated refrigerator, with ice maker that is a minimum of 14 cubic feet.
    - e) Install new water supply valves.
  5. All entry doors must be steel or fiberglass doors that are insulated, paneled, and have a peephole.
  6. New Energy Star hot water heaters with an energy factor greater than 0.61/gas or 0.93/electric.
  7. Replace all windows with insulated, double pane glass in either vinyl or aluminum framing.
  8. All units wired for high speed (broadband) Internet hook-up with at least one (1) centrally located connection port or wireless computer network. All wires to be hidden.
  9. Units with existing washer/dryer connections must replace and install new water supply fixtures and valves.
  10. All older persons (55+ years) and elderly acquisition/rehabilitation developments may have more than one-story, provided that existing elevators, receiving regular maintenance, are in good working condition as of the initial Tax Credit Application submittal date and service all upper level rental units. Those developments without existing elevators will be required to install elevators.
  11. Window blinds and exterior window screens to be replaced.
  12. Replace all damaged and worn interior doors, jambs, frames, and hardware.

**For All Adaptive Reuse Developments:**

The definition of “adaptive reuse” is the conversion of an existing non-residential building(s) into a residential building(s). The architect must certify on **Exhibit G** that the development will meet the following requirements:

1. A minimum of fifty percent (50%) of the square footage of each existing building(s) must be converted to residential use; and
2. If additional buildings/units are constructed to provide additional space, the total square footage of the previously existing building(s) must constitute a minimum of fifty percent (50%) of the total square footage of the entire development.
3. Reseal all asphalt parking and roadway surfaces throughout the development.

**MARK the appropriate box(es) below, thereby indicating that the development has been designed and constructed incorporating the design criteria selected:**

**Optional Development Design Criteria:**

- 1. Roof shingles must be architectural style anti-fungal and warranted for a minimum of thirty (30) years.
- 2. Attic insulation rated at R-38 or higher.
- 3. Energy Star rated HVAC systems (15 SEER or grater) in all units.
- 4. All units must have a balcony, sunroom, or patio. A sunroom must contain a minimum of three (3) window panels and have distinct architectural separation from the living room. Patios must be at lease 64 sq. ft. Front porches are not considered patios.
- 5. Curbing for paved areas throughout the development site including the parking areas.
- 6. Gazebo (Must be covered and have bench seating; must be permanently affixed and constructed in place; be ADA compliant, accessible and contain a minimum of 100 square feet) or covered picnic shelter (must have a table and bench seating and must be ADA compliant and accessible) in an appropriate location.
- 7. Irrigation/sprinkler system serving all landscaped areas.
- 8. Underground utilities (gas/electric, cable and phone) throughout the development site.
- 9. Provide in the community room a minimum of two (2) current updated computer systems, manufactured within the last 12 months, to include new computers, new printers, and a new scanner. The computers must be equipped with high speed Internet service (e.g. broadband or cable).
- 10. Each unit must have an Energy Star ceiling fan with light fixture in the living room and all bedrooms. All ceiling fans and overhead lights must connect to wall switches.
- 11. Full size Energy Star refrigerator, with ice maker, having a minimum size of eighteen (18) cubic feet.
- 12. All units must be pre-wired for high speed (broadband) Internet hook-up with at least one (1) centrally located connection port and connection ports in all bedrooms or wireless computer network.
- 13. Over the range mounted microwave oven, with re-circulating fan, in all units.

- 14. All units must have a Range Queen, Fire Stop, Auto Stop or comparable extinguishing system over the stove.
- 15. A minimum square footage per unit based on the number of bedrooms per unit specified as follows. To qualify, all of the units must meet the minimum square footage per unit. The Authority considers the square footage of an individual unit to be the usable living space measured from the interior wall to interior wall.

Bedrooms per unit	Minimum Sq. Ft. per Unit
One	750
Two	950
Three	1100
Four	1250

- 16. Providing bathrooms per unit based on the number of bedrooms according to the following. To qualify, all the units must provide the minimum number of bathrooms as specified.

Bedrooms per unit	Bathrooms per unit
One	One Full
Two	One Full and One ¼ bath
Three	Two Full
Four	Two Full and One-Half

- 17. A minimum eight (8) camera video security system with at least one (1) camera monitoring all of the following areas: front of buildings, back of buildings, all levels of breezeways, community room, computer room, rental office, all site entrance/exit roadways, and parking area(s).
- 18. One (1) rental unit reserved for a security officer, on-site manager or maintenance person.
- 19. Walking trails, minimum 4 feet wide, paved and continuous. Trail should be a minimum 1250 linear feet. At a minimum one (1) permanently anchored weather resistant bench with back at the mid-point of the trail.
- 20. Perimeter fencing extending around all sides of the development site, except the development entrance(s). Chain link fencing not allowed.
- 21. Development to be built to meet, at a minimum, the Version 3.0 Energy Star Certification.
- 22. Provide an easily-accessible area that serves the entire development and is dedicated to the collection and storage of non-hazardous material for recycling, to include paper, corrugated cardboard, glass, plastics, and metals.

**The following Optional Development Design Criteria are for rehabilitation developments only:**

- 23. Install Energy Star rated dishwashers in all units.
- 24. Install overhead light fixture connected to a wall switch in the living room and all bedrooms. All light fixtures to be fitted with Energy Star light bulbs.
- 25. Provide one and one-half (1.5) bathrooms in all units with two (2) or more bedrooms.
- 26. Minimum bedroom size for all bedrooms in each unit is 120 square feet. The minimum bedroom square footage excludes the closet space.
- 27. Provide a minimum 1200 square foot community building excluding laundry and storage/maintenance areas.
- 28. Provide hookups for standard size washers/dryers in all units.
- 29. Energy Star rated windows in all units.
- 30. In all units, existing appliances replaced with full size Energy Star refrigerator, with ice maker, having a minimum size of eighteen (18) cubic feet; and an Energy Star rated dishwasher; and an Energy Star rated hot water heater with an energy factor greater than 0.61/gas or 0.93/electric.

**Development Criteria:**

- Development size- New Construction **(threshold):**  
 \_\_\_ Development has at least 32 total units but has no more than 72 total units.
- Development size- Rehabilitation **(choose only one):**  
 \_\_\_ Development has at least 24 total units and is at or below 88 total units.  
 \_\_\_ Development has 89 to 104 total units.
- Durable construction, with respect to each building, one of the following applies **(choose only one):**  
 \_\_\_ Brick/stone veneer or stucco minimum 60% and remaining exterior fiber cement and/or hardiplank.  
 \_\_\_ Brick/stone veneer or stucco minimum 50% and remaining exterior fiber cement and/or hardiplank.  
 \_\_\_ Brick/stone veneer or stucco minimum 30% and remaining exterior fiber cement and/or hardiplank.  
 \_\_\_ Brick/stone veneer or stucco minimum 50% and remaining exterior siding to be vinyl siding with a thickness of at least .044 mils; or full fiber cement.

**For Adaptive Reuse Developments Only:**

- \_\_\_ A minimum of fifty percent (50%) of the square footage of each existing building(s) must be converted to residential use; and
- \_\_\_ If additional buildings/units are constructed to provide additional space, the total square footage of the previously existing building(s) constitutes a minimum of fifty percent (50%) of the total square footage of the entire development.

**For proposed Older Persons and Elderly Developments:**

- \_\_\_ Yes \_\_\_ No Development contains all one-story units.
- \_\_\_ Yes \_\_\_ No Development currently has or will have elevator service to all upper level units.

**Architect and/or Professional Engineer Certification:**

The undersigned certifies to the South Carolina State Housing Finance and Development Authority (SCSHFDA) that (1) the above information is true and correct; (2) the development **have been** constructed in accordance with the mandatory and optional design criteria as stated in the body of this certification; and (3) the architect and/or professional engineer has reviewed the plans and specifications of the development to ensure that such plans and specifications comply with and the development has been constructed to comply with the accessibility and other requirements of Section 504 of the Rehabilitation Act, the Fair Housing Amendments to the Civil Rights Act of 1968, the American With Disabilities Act, 2010 Americans with Disabilities Act Accessibility Guidelines, local building codes, and any other applicable State or Federal legislation. The undersigned further certifies that s/he will verify that the construction of the development will meet, at a minimum, the following seven specific requirements based on HUD's Fair Housing Act regulations (24 C.F.R. Part 100 as modified or explained in guidelines, manuals, Q&A's, etc.): (1) accessible building entrance on an accessible route, (2) accessible and usable public and common use areas, (3) usable doors, (4) accessible route into and through the covered dwelling unit, (5) light switches, electrical outlets, thermostats and other environmental controls in accessible locations, (6) reinforced walls for grab bars, and (7) usable kitchens and bathrooms. **The undersigned acknowledges that the foregoing certifications will be relied upon by the SCSHFDA and that any misrepresentation, whenever discovered, will result in a) the undersigned and the Developer both being debarred from participation in any Authority administered programs for a minimum of one (1) year and b) the filing of a complaint against the architect/professional engineer with the S.C. Department of Labor, Licensing and Regulation.**

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

License #: \_\_\_\_\_

Its: \_\_\_\_\_

EXHIBIT J - 1

Form Of CPA Final Allocation Certification Letter

(Letter must be typed on the CPA's letterhead making the certification)

Owner's Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

We have audited the costs included in the accompanying South Carolina State Housing Finance and Development Authority **Low-Income Housing Tax Credit Application and schedule of eligible and qualified development costs** of \_\_\_\_\_ (the "Owner") related to the development of the \_\_\_\_\_ Apartments ("the Project") as of \_\_\_\_\_, \_\_\_\_\_. The application and schedule are the responsibility of the Owner and the Owner's management. Our responsibility is to express an opinion on the application and schedule based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the application and schedule are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the application and schedule. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the application and schedule. We believe that our audit provides a reasonable basis for our opinion.

The accompanying application and schedule were prepared in conformity with the accounting practices prescribed by the Internal Revenue Service, under the accrual method of accounting, and in conformity with the format and qualified allocation plan rules set by the South Carolina State Housing Finance and Development Authority, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the accompanying **Low-Income Housing Tax Credit Application and the schedule of eligible and qualified development costs** present fairly, in all material respects, the actual costs of \$\_\_\_\_\_ and eligible basis of \$\_\_\_\_\_ incurred by \_\_\_\_\_ (the "Owner") for the \_\_\_\_\_ Apartments ("the Project") as of \_\_\_\_\_, \_\_\_\_\_, on the basis of accounting described above.

This report is intended solely for the information and use of the Owner and the Owner's management and for filing with the South Carolina State Housing Finance and Development Authority and should not be used for any other purpose.

We are a firm of independent public accountants of which a significant portion of our practice relates to tax matters and interpretation of the Internal Revenue Code of 1986, as amended.

We have no financial interest in the Project other than in the practice of our profession.

\_\_\_\_\_  
Signature of CPA

\_\_\_\_\_  
Date

**Exhibit J - 2**

**CPA Schedule of Eligible and Qualified Basis (by building)**

Building Designation	BIN	Address	Eligible Basis	QCT/DDA 130%	Applicable Fraction	Qualified Basis	Placed-In-Service Date	Applicable Federal Rate
			<b>Total</b>					

**Note: This Exhibit must be submitted with each column completed. Exhibits with columns left blank will be rejected.**  
 Please copy and use additional sheets as necessary.

**THIS FORM IS AVAILABLE IN EXCEL SPREADSHEET FORMAT (See CPA Final Cost Certification Package at [www.schousing.com](http://www.schousing.com))**



**Exhibit J - 3**  
**CPA Schedule of Total Development Cost**

Line #	Itemized Costs	TOTAL DEVELOPMENT COSTS				INELIGIBLE COSTS			
		New Construction	Rehab	Acquisition/Rehab		New Construction	Rehab	Acquisition/Rehab	
				Acq. Costs	Rehab Costs			Acq. Costs	Rehab Costs
<b>Purchase of Land and Buildings</b>									
1	Land					0.00	0.00	0.00	0.00
2	Existing Structure								
3	Demolition								
4	Other								
	Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Site Work</b>									
5	On-Site Improvement								
6	Off-site Improvement								
7	Other								
	Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Rehabilitation and New Construction</b>									
8	New Building								
9	Rehabilitation								
10	Accessory Building								
11	General Requirements								
12	Contractor Overhead								
13	Contractor Profit								
14	Contractor Bond Fee								
15	Contractor Contingency								
16	Other								
	Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Other Fees</b>									
17	Architect Fee-Design								
18	Architect Fee-Supervision								
19	Real Estate Attorney								
20	Consultant								
21	Other								
	Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Interim Costs</b>									
22	Construction Insurance								
23	Construction Interest								
24	Construction Loan Origination								
25	Credit Enhancement								
26	Taxes, Maintenance, Other								
	Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Financing Fees and Expenses</b>									
27	Bond Premium								
28	Credit Report								
29	Permanent Loan Origination					0.00	0.00	0.00	0.00
30	Permanent Loan Closing					0.00	0.00	0.00	0.00

**Exhibit J - 3**  
**CPA Schedule of Total Development Cost**

Line #	Itemized Costs	TOTAL DEVELOPMENT COSTS				INELIGIBLE COSTS			
		New Construction	Rehab	Acquisition/Rehab		New Construction	Rehab	Acquisition/Rehab	
				Acq. Costs	Rehab Costs			Acq. Costs	Rehab Costs
31	Underwriter Discount								
32	Title & Recording								
33	Counsel's Fee								
34	Other								
	Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Soft Costs</b>								
35	Appraisal (feasibility)								
36	Market Study								
37	Environment Review								
38	Tax Credit Fees								
39	Tax Attorney Fees								
40	Other								
	Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Syndication Costs</b>								
41	Partnership Organization					0.00	0.00	0.00	0.00
42	Bridge Loan Expenses					0.00	0.00	0.00	0.00
43	Tax Opinion					0.00	0.00	0.00	0.00
44	Other					0.00	0.00	0.00	0.00
	Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Developer Costs</b>								
45	Developer Fee								
46	Developer Overhead								
47	Other								
	Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Development Reserves</b>								
48	Rent-up Reserve					0.00	0.00	0.00	0.00
49	Operating Reserve					0.00	0.00	0.00	0.00
50	Other					0.00	0.00	0.00	0.00
	Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51	<b>TOTALS</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**NOTE: Amounts in the shaded cost categories MUST be included as Ineligible Costs on this schedule.**

**THIS FORM IS AVAILABLE IN EXCEL SPREADSHEET FORMAT (See CPA Final Cost Certification Package at [www.schousing.com](http://www.schousing.com))**

**Exhibit J - 4**

**CPA Schedule of Qualified Basis**

Itemized Costs	New Construction	Rehab	Acquisition/Rehab		Total
			Acq. Costs	Rehab Costs	
Total Development Cost	0.00	0.00	0.00	0.00	0.00
Less Cost of Land (line 1 from Exhibit J-3)	0.00	0.00	0.00	0.00	0.00
Less Portion of Federal Grant used to Finance Qualifying Development Cost	0.00	0.00	0.00	0.00	0.00
Less Ineligible Costs [Ineligible Costs (line 51) - Land (line 1) from Exh. J-3]	0.00	0.00	0.00	0.00	0.00
Less Amount of Non-qualified Nonrecourse Financing	0.00	0.00	0.00	0.00	0.00
Less Nonpaying Excess Portion of Higher Quality	0.00	0.00	0.00	0.00	0.00
Less Historic Tax Credits (Residential Only)	0.00	0.00	0.00	0.00	0.00
<b>Total Eligible Basis</b>	0.00	0.00	0.00	0.00	0.00
Multiplied by Applicable Fraction	1.00	1.00	1.00	1.00	
Multiplied by Basis Boost (130% only for Qualified Census Tract or Difficult Development Area)	1.00	1.00	1.00	1.00	
<b>Total Qualified Basis</b>	0.00	0.00	0.00	0.00	0.00

**THIS FORM IS AVAILABLE IN EXCEL SPREADSHEET FORMAT (See CPA Final Cost Certification Package at [www.schousing.com](http://www.schousing.com))**

## EXHIBIT M

### 2017 Certification of Sources and Uses

Development Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

This form is completed to certify the actual cost of a property's construction and development and is to be returned to the South Carolina State Housing Finance and Development Authority with the Application for IRS Form 8609.

#### Owner Certification:

The owner hereby certifies the following:

1. In connection with the Application for IRS Form 8609 for the above-named development I have obtained and attached an Independent Auditor's Report and CPA Final Certification Schedules (Exhibits J2, J3, J4). I have disclosed all costs and all uses of funding to the person or firm preparing such Report and Schedules including all kickbacks, rebates, adjustments, discounts or gifts of value made or to be made to the general contractor, architect or any corporation, trust, partnership, joint venture, or other legal or business entity in which the aforementioned entities, or any of their members, stockholders, officers, directors, beneficiaries, or partners hold any interest.
2. I have disclosed all of the development's funding sources and uses, as well as its total financing, and will disclose any future changes in funding to the Authority in a timely manner.
3. I have provided the Authority with the final Partnership Agreement or other ownership agreement (as amended).

Owner: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

#### Syndication/Investor Certification:

For purposes of this Certification, documentation of tax credit syndication activity is deemed to include the final Partnership Agreement or other ownership agreement (as amended) and all contracts or other agreements by and between persons or entities which are party to, directly or indirectly, the owner, general partner, members, architect, syndicator/investor, general contractor, or any corporation, trust, partnership, joint venture, or other legal or business entity in which the aforementioned entities, or any of their members, stockholders, officers, directors, beneficiaries, or partners hold any interest. Tax credit syndication activity is deemed to include disbursements of funds, gifts of value or loans to the partnership by and between persons or entities as described above.

The limited partner/investor member hereby certifies the following:

1. The Final Partnership Agreement or other ownership agreement (as amended) and other documentation of tax credit syndication activity included in the Application for IRS Form 8609 is complete and accurate and discloses all funds or gifts of value paid to such parties as described above.
2. If applicable, attached to or made part of this Certification is a signed statement fully describing any side deals, agreements, contracts or undertakings entered into or contemplated, thereby altering, amending or cancelling contracts.

Limited Partner/Investor Member: \_\_\_\_\_ Title: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_



## EXHIBIT L

### South Carolina State Housing Finance and Development Authority 2017 Progress Report

**Note:** The Authority reserves the right to amend this Progress Report at any time or require additional information to further establish the progress of the development toward completion and lease-up. In such instances, the Authority will notify Applicant(s) prior to the progress report deadline and within a reasonable timeframe so as to allow the Applicant sufficient time to submit the information prior to the report deadline.

Development ID #:	_____	Date:	_____
Development Name:	_____		
Development Address:	_____	_____	_____
	(street)	(city)	(zip)
Owner/Applicant:	_____		
Contact Person:	_____	Phone #:	_____
Email Address:	_____	Fax #:	_____

Progress Reports are due no later than the 7<sup>th</sup> day of the month following the end of each calendar quarter. The first progress report will be due on April 7, 2017, and every quarter thereafter until the development reaches a stabilized occupancy of at least 93%. Faxed reports are acceptable to ensure reports are received by the deadline. Forward all Progress Reports to the attention of the Tax Credit Division. A penalty fee of \$1,000 for each business day will be assessed against any project whose Progress Report is not received by the due date. Late Progress Reports will not be accepted unless turned in with the appropriate penalty fee. Fees must be in the form of a cashier's check made payable to the South Carolina State Housing Finance and Development Authority.

#### DEVELOPMENT INFORMATION

Has the land been purchased by the ownership entity and a copy of the recorded deed been submitted to the Authority? Yes \_\_\_\_\_ No \_\_\_\_\_

Have final project plans and specifications been submitted to the Authority? Yes \_\_\_\_\_ No \_\_\_\_\_

Has the Authority received a letter from Architect certifying all design and amenity items for which points have been awarded are incorporated into the plans? Yes \_\_\_\_\_ No \_\_\_\_\_

Has the construction loan closed? Yes \_\_\_\_\_ No \_\_\_\_\_

Has a certified copy of the executed recorded construction mortgage been submitted to the Authority? Yes \_\_\_\_\_ No \_\_\_\_\_

Has a copy of the executed binding commitment for syndication been submitted to the Authority? Yes \_\_\_\_\_ No \_\_\_\_\_

New Construction will start/was started on \_\_\_\_/\_\_\_\_/\_\_\_\_

Rehabilitation will start/was started on \_\_\_\_/\_\_\_\_/\_\_\_\_

If construction has not started, explain why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Currently the development is \_\_\_\_\_% complete.

Briefly describe the development's progress to date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is estimated that the **FIRST BUILDING** will be available for occupancy on \_\_\_\_\_, 20\_\_\_\_

It is estimated that the **LAST BUILDING** will be available for occupancy on \_\_\_\_\_, 20\_\_\_\_

It is estimated that the **PLACED IN SERVICE APPLICATION** will be submitted \_\_\_\_\_, 20\_\_\_\_

It is estimated that the **INITIAL LEASING DATE** will be \_\_\_\_\_, 20\_\_\_\_

Project is currently \_\_\_\_\_% leased.

Explain any lack of progress in any of the above categories since your last Progress Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all of the above information is true and accurate. I/We recognize and accept our obligation to notify **SCSHFDA** immediately if I/We become aware of any subsequent events or information which would change any statements or representations in the application previously submitted to **SCSHFDA**.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Authorized Representative**

This form is due not later than 6 months after the Entity's year end.

### ANNUAL OPERATING EXPENSE CERTIFICATION

Project Number: \_\_\_\_\_ New Const. or Rehab.: \_\_\_\_\_  
Project Name: \_\_\_\_\_ Tenant Population: \_\_\_\_\_  
Number of Units: \_\_\_\_\_ City: \_\_\_\_\_  
Year Ended: **12/31/2016** County: \_\_\_\_\_

INCOME		MAINTENANCE EXPENSES	
Gross Income (Low Income)	0.00	Painting/Repairs	0.00
Gross Income (Market)	0.00	Cleaning/Decorating	0.00
Other Income	0.00	Pest Control	0.00
LESS Vacancy/Concessions/Bad Debt	0.00	#DIV/0! Grounds Maintenance	0.00
		Parking Lot Maintenance	0.00
EFFECTIVE GROSS INCOME:	0.00	Office/ Clubhouse Maintenance	0.00
		Maintenance Payroll	0.00
		Maint PR Taxes/Emp Insurance & Benefits	0.00
ADMINISTRATIVE/OPERATING EXPENSES		Elevator Maintenance	0.00
Marketing/Advertising	0.00	Supplies	0.00
Management Fee	0.00	Others	0.00
Legal/Partnership	0.00	TOTAL MAINTENANCE:	0.00
Accounting/Audit	0.00	TAXES/INSURANCE	
Licenses/Permits	0.00	Insurance (Non Payroll Related)	0.00
Compliance Monitoring Fees	0.00	Real Estate Taxes	0.00
Administrative Payroll	0.00	Other Taxes & Assessments(Non Payroll)	0.00
PR Taxes/Emp Insurance & Benefits	0.00	TOTAL TAXES/INSURANCE:	0.00
Office Expenses	0.00	TOTAL ANNUAL EXPENSES:	0.00
Telephone	0.00	NET OPERATING INCOME:	0.00
Security	0.00		
Other Admin/Oper Expenses	0.00		
TOTAL ADMIN/OPER EXPENSES:	0.00		
UTILITIES EXPENSES		FUNDED RESERVES	
Fuel/Gas	0.00	Replacement Reserve Balance at Year End	0.00
Electricity	0.00	Operating Reserve Balance at Year End	0.00
Water/Sewer	0.00	TOTAL FUNDED RESERVES:	0.00
Trash Removal	0.00		
TOTAL UTILITIES EXPENSES:	0.00		

I hereby certify that the information presented on this form is true and correct and is supported by the attached financial statements. I understand that providing false or misleading information to the Authority may result in debarment of all owner(s) and/or principal(s) of the development from future participation in Authority programs, in any capacity whatsoever, regardless of when such false or misleading information is discovered.

Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Email: \_\_\_\_\_  
Date: \_\_\_\_\_



# South Carolina State Housing Finance and Development Authority Extranet File Upload Instructions

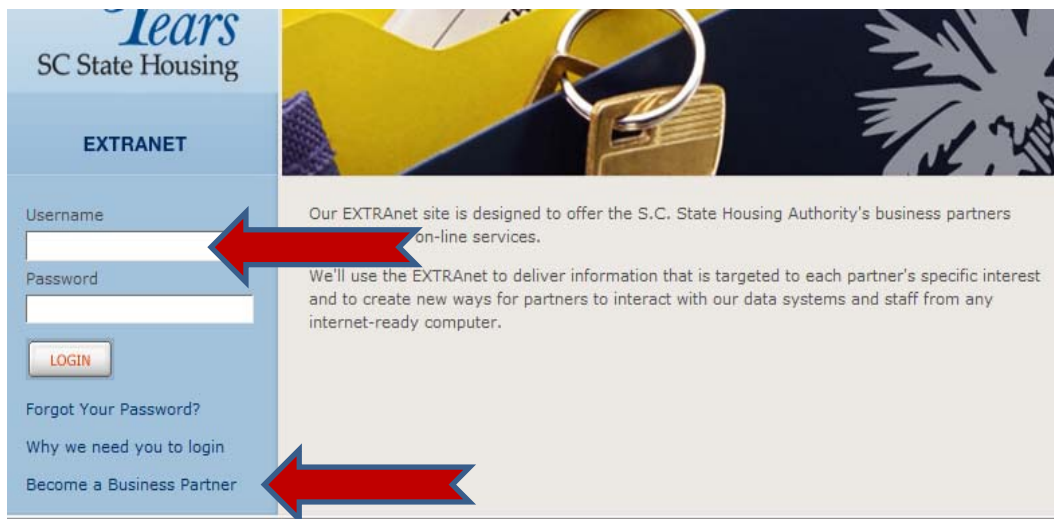
File Types must be PDF files - no other types of files will be accepted.

## File Upload Process:

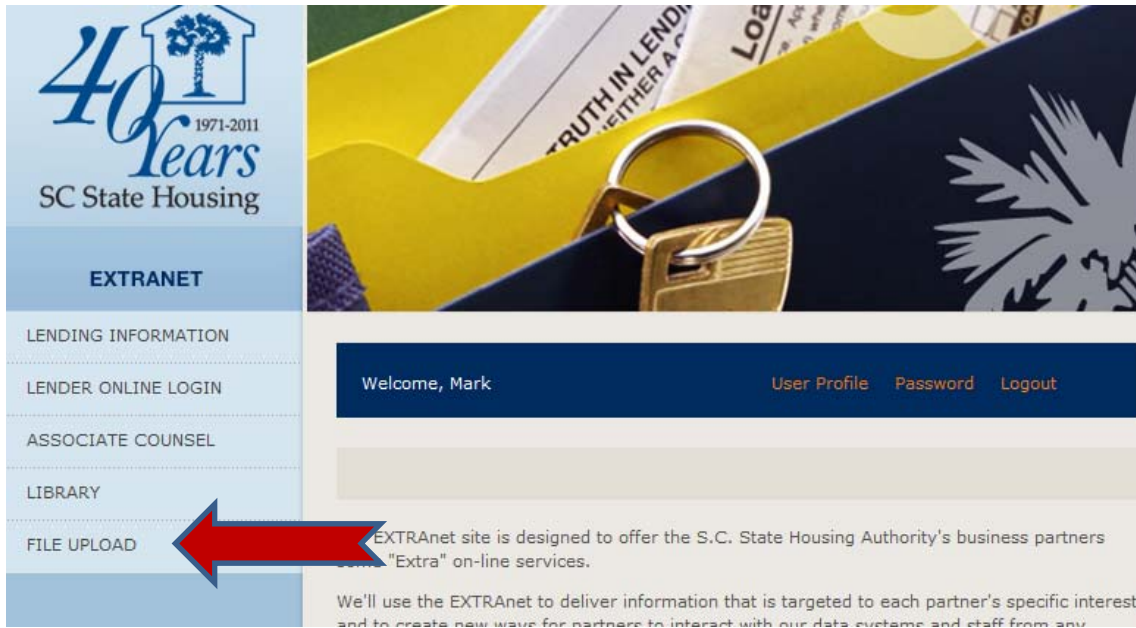
The link is located on our “**Extranet**”. To access the Extranet, use your internet browser to go our website at [www.schousing.com](http://www.schousing.com). Locate the **Extranet** link on the left of the screen and click on the link.



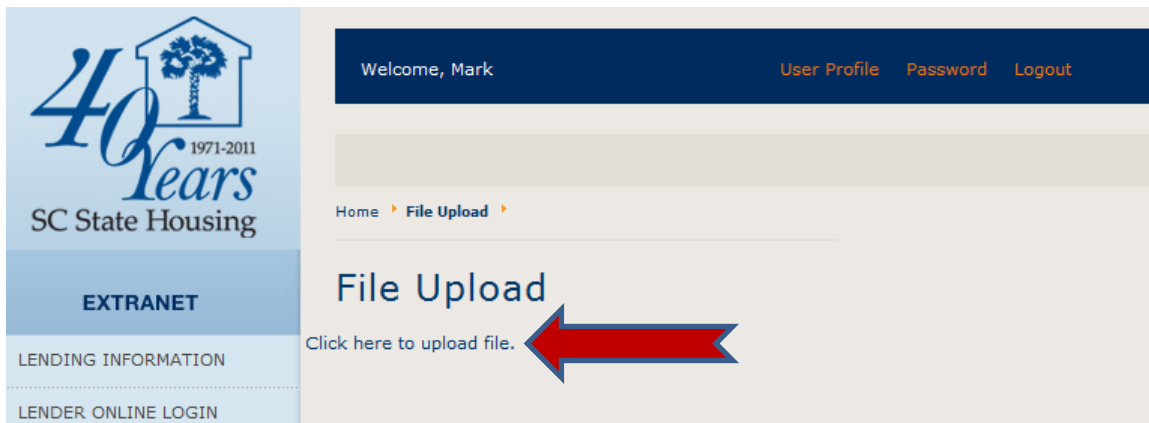
If you are already registered as a business partner, simply log on. If you do not have a login, click on “Become a Business Partner” to obtain login credentials. Fill out the form and you will receive a Username and Password within a few minutes via email.



After you logon, click on the “**FILE UPLOAD**” link on the left side of the screen.



On the screen shown below, click on the “[Click here to upload file.](#)” link.



This screen will display:

Which Department is the file going to?
--Select Department--
Who do you wish to contact?
Who is this file from?
Note concerning file:
Select the file you want to upload.
<input type="text"/> <input type="button" value="Browse..."/>
Upload the selected file. <input type="button" value="Upload File"/>
Received the following file:
<b>File Name:</b>
<b>File Type:</b>
<b>File Size:</b>

**Do the following to upload your file:**

- 1) Select Tax Credits as the Department.
- 2) A new drop down box will appear to the right asking about the file type you are sending.
- 3) Select the appropriate file type based on the four choices.
- 4) Tell us who you are.
- 5) Enter a message to the recipient if you wish.
- 6) Select the file you wish to upload by clicking on the Browse button and browsing to the file or enter the file path and file name manually in box.
- 7) Click on the "Upload File" button.

The screenshot shows a web browser window titled "ShaUpload". The form contains the following elements with numbered annotations:

- 1**: A dropdown menu labeled "Which Department is the file going to?" with "Tax Credits" selected.
- 2**: A dropdown menu labeled "What file type are you sending?" with "-- Select File Type --" selected.
- 3**: A list of file types: "10 % Market Advantage Review", "Use of Replacement Reserves Request", "Rent Increases Request", and "Annual Audited Financial Statements/Annual Operating Expense".
- 4**: A text input field labeled "Who is this file from?".
- 5**: A text area labeled "Note concerning file:".
- 6**: A text input field for the file path and a "Browse..." button.
- 7**: An "Upload File" button.

The file upload will begin. However, it may take several minutes to upload large files. Do not exit your browser until the "Received the following file" section has been populated and "File Uploaded" is displayed.

The screenshot shows a confirmation screen with the following information:

Received the following file:	
<b>File Name:</b>	1900.pdf
<b>File Type:</b>	application/pdf
<b>File Size:</b>	209521

**File Uploaded.**

Email confirmation sent to : [Laura.Nicholson@schousing.com](mailto:Laura.Nicholson@schousing.com)

An email will be sent to the recipient indicating that a file has been received.

SOUTH CAROLINA STATE HOUSING  
FINANCE AND DEVELOPMENT AUTHORITY  
300-C OUTLET POINTE BOULEVARD  
COLUMBIA SC 29210

**Statement of Award (UPDATED)**

Posting Date: March 17, 2015

**Solicitation:** 5400005034

**Description:** Market Study for Low Income Housing Tax Credit

**Agency:** South Carolina State Housing Finance and Development Authority

The State made final selections of contractors for inclusion on the Approved Market Study Provider List and posted that list on November 7, 2012. The Approved Market Study Provider List was updated and posted as shown on the State's Procurement Services website.

This document serves as an update to the Approved Market Study Provider List, and is effective immediately. Unless otherwise provided in the solicitation, the final statement of award and subsequent updates serve as removal or acceptance of contractors on the aforementioned list.

Contractor should not perform work on or incur any costs associated with inclusion on the Approved Market Study Provider List. Any contracts for completion of a market study will be between the Approved Market Study Provider(s) and the Low Income Housing Tax Credit (LIHTC) Applicant. The State assumes no liability for any expenses incurred as part of the contract between the Approved Market Study Provider and the LIHTC Applicant.

**Maximum Period for the  
Approved Market Study**

**Provider List:** November 6, 2012 through November 5, 2017

**Procurement Officer**  
DEBRA WOOD

## ATTACHMENT 1: Approved Market Study Provider List

**\*\* - Vendor cannot serve as a Market Analyst for Tax Credit Developments due to being awarded the contract for the 3<sup>rd</sup> Party Market Analyst.**

<p>Woods Research Inc. James Woods 5209 Trenholm Road Columbia, SC 29206 Ph: 803-782-7700 Fax: 803-782-2007 <a href="mailto:Woodsresearch@AOL.com">Woodsresearch@AOL.com</a></p>	<p>Valbridge Property Adisors\Allgeier Company Jonathan S. Beery 214 S. 8<sup>th</sup> Street, Suite 200 Louisville, KY 40202 Ph: 502-585-3651, Fax: 502-589-7480 <a href="mailto:jbeery@valbridge.com">jbeery@valbridge.com</a></p>
<p>Bowen National Research Patrick Bowen 155 E. Columbus Street, Suite 220. Pickerington, OH 43147 Ph: 614-833-9300, Fax: 614-324-2621 <a href="mailto:patrickb@bowennational.com">patrickb@bowennational.com</a></p>	<p><b>** : SEE NOTE ABOVE.</b> Vogt Santer Insights Rob Vogt 896 West Goodale Blvd Columbus, OH 43212 Ph: 614-224-4300, Fax: 614-225-9505 <a href="mailto:chips@vsinsights.com">chips@vsinsights.com</a></p>
<p>Gibson Consulting, LLC Thomas Ford Gibson 5077 Chapel Lake Circle Douglasville, GA. 30135 Ph: 318-524-0177, Fax: 318-524-0214 <a href="mailto:ford@fgibsonconsulting.com">ford@fgibsonconsulting.com</a></p>	<p>John Wall And Associates John Wall 801 S. McDuffie Street Anderson, SC 29624 Ph: 864-261-3147, Fax: 864-226-5728 <a href="mailto:jwa_ofc@bellsouth.net">jwa_ofc@bellsouth.net</a></p>
<p>T Ronald Brown Research &amp; Analysis Ronald Brown 204 Palace Green Cary, NC 27518, Ph: 919-233-0670 <a href="mailto:trb@tronaldbrown.com">trb@tronaldbrown.com</a></p>	<p>Koontz &amp; Salinger Jerry Koontz P O Box 37523 Raleigh, NC 27627 Ph: 919-362-9085, Fax: 919-362-4867 <a href="mailto:vonkoontz@aol.com">vonkoontz@aol.com</a></p>
<p>Market Analyst Professionals Chris Vance 5400 Washburn Avenue South Minneapolis, MN 55410 Ph: 248-515-0496, Fax: 815-417-6310 <a href="mailto:cavance@mindspring.com">cavance@mindspring.com</a></p>	<p>National Land Advisory Group Richard Barnett 2404 E. Main Street Columbus, OH 43209 Ph: 614-545-3900, Fax: 614-545-4900 <a href="mailto:rbarnett@landadvisory.biz">rbarnett@landadvisory.biz</a></p>
<p>Real Property Research Group Tad Scepaniak 3227 South Cherokee Lane, Suite 1360 Woodstock, GA 30188 Ph: 770-517-2666, Fax: 866-243-5057 <a href="mailto:tad@rprg.net">tad@rprg.net</a></p>	<p>Shaw Research &amp; Consulting Steven R. Shaw P O Box 38 Bad Axe, MI 48413 Ph: 989 415-3554, Fax: 898-803-5904 <a href="mailto:steveshaw@shaw-research.com">steveshaw@shaw-research.com</a></p>
<p>Novogradac &amp; Company Ed Mitchell 2325 Lakeview Parkway, Suite 450 Alpharetta, GA 30009 Ph: 678-339-3658 <a href="mailto:Ed.Mitchell@novoco.com">Ed.Mitchell@novoco.com</a></p>	

## Exhibit S

### 2017 Market Study Guideline Procedures

\*All relevant tables should be placed with corresponding text.

#### **Market Study Process:**

The Applicant will be required to submit a cashier's check in the amount of \$600.00 at Application submission or the application will be disqualified.

1. Applicants must use an Authority approved market analysts to complete market studies. All market analysts **must adhere** to Market Study terminology as sanctioned by the National Council of Housing Market Analysts. The Market Study Terminology list is available at: [www.housingonline.com/Resources.aspx](http://www.housingonline.com/Resources.aspx). An electronic copy of the market study must be submitted with the Tax Credit Application in the form of a CD, DVD or Flash Drive.
2. Submitted market studies must conform to the requirements in these Guideline Procedures and Exhibit S-2. The market study should reflect conclusions based on the proposed development. This includes capture rates, absorption periods, market advantage, etc. An Exhibit S-2 form and S-2 Calculation sheet must be completed and included with the market study. The market study should also include the table provided in the S-2 Worksheet.
3. The Applicant's market analyst must indicate within the conclusion and recommendations section of the market study a conclusion regarding the ability of the market area to support the proposed development. This conclusion should further address the depth of the rental market and whether the proposed development will have a negative long-term impact on existing rental communities.
4. Upon receipt of the Tax Credit Applications, the Authority will forward a copy of the market study to the Authority's third party market analyst who will perform a review of each individual market study.
5. The Authority's third party market analyst will have six (6) weeks to complete the review of all market studies. Applicants and the market analyst that prepared the market study will be notified by the Authority's third party market analyst via email of any deficiencies found in the submitted market study. All issues must be resolved to the satisfaction of the Authority's market analyst and Authority staff in order for the study to be deemed acceptable.
6. In conjunction with the Authority's third party market analyst, the Authority will consider the market study, the market, marketability factors, and any additional information available to determine if an acceptable market exists for a development as proposed. The Authority is not bound by the conclusions or recommendations of the market study submitted by the applicant and reserves the right to disqualify any application in the competition if it determines an acceptable market does not exist.

#### **Market Study Requirements:**

##### **A. Project Description**

1. Give the following information for the proposed subject as provided by the LIHTC Applicant:
  - a. Development Location;
  - b. Construction Type: New Construction, Rehab, Acquisition and Rehab, Adaptive Reuse;
  - c. Occupancy Type: Family, Older Persons, etc.;
  - d. Target Income Group: 50% AMI, 60% AMI, Market Rate;
  - e. Special Needs Population (if applicable);
  - f. Number of units by bedroom/bathroom;
  - g. Number of buildings and stories and if there will be an elevator;
  - h. Unit Size(s);
  - i. Structure Type/Design: Townhouse, Garden Apartment, etc.;
  - j. Proposed Rents and Utility Allowances including energy source (Gas, Oil, Electric) and if utility is Tenant or Owner's responsibility;
  - k. Status of Project Based Rental Assistance: None, Existing, Proposed;
  - l. Proposed Development Amenities;
  - m. Proposed Unit Amenities;

- n. For rehab proposals, please provide: current occupancy levels, current rents being charged (versus proposed rents), tenant incomes, as well as detailed information about the scope of work planned and how the rehabilitation will be carried out.

## **B. Site Description**

1. Give the date(s) the senior analyst/market study author made a site visit including surrounding market area developments.
2. Describe physical features of the site, adjacent parcels, surrounding structures and neighborhoods. Give a brief description of the surrounding land uses. Note any obvious environmental concerns or any other visible concerns.
3. Give the site's general physical location to surrounding roads, public transportation, community amenities, employment, and services. It is extremely important to identify the closest shopping areas, schools, and employment centers, medical facilities and other amenities that would be important to the targeted population.
4. Indicate if there are any road or infrastructure improvements planned or under construction in the proposed market area.
5. Provide information or statistics as well as local perceptions of crime in the neighborhood, if applicable.
6. Comment on access, ingress/egress, and visibility to site.
7. Describe overall positive and negative attributes about the site as they relate to marketability.

## **C. Market Area**

1. A map of the Primary Market Area (PMA) including the subject site. Identify boundaries by census tracts, jurisdictions, street names, or other geography forming the boundaries. Define the larger geographic area in which the PMA is located (i.e. city, county, MSA, etc.);
2. A physical description of the PMA including the methodology used to define it;
3. A detailed narrative that includes market specific language rather than a list of generic concepts or factors considered. The narrative must also:
  - (a) Explain how the market area was determined and
  - (b) Discuss whether prospective tenants within the PMA will be able to afford the Pro Forma rents and if they cannot provide further comments on where eligible demand will come from;
4. Identify the borders of the market area and approximate distance from the subject property/site;
5. Census tracts that encompass the PMA;
6. Provide the most recent statistics on race available for the census tract in which the development is located; and
7. The analyst may provide information about the secondary market area if desired; however, demand should be based solely on the PMA.

## **D. MARKET AREA ECONOMY**

1. A **map** of the site as compared to the locations of major employment concentrations.
2. Employment by industry--numbers and percentages (i.e. Manufacturing: 150,000 (20%)).
3. The major current employers and anticipated expansions, contractions in their workforces, as well as newly planned employers and their impact on employment in the market area.
4. Total workforce figures and employment and unemployment trends for the county and, where possible, the PMA. Provide numbers and percentages for both. Provide annualized figures for these trends (i.e. average annual increase of unemployment of 1.2%).
5. If relevant, comment on the availability of housing for low- to very low-income employees of businesses and industries that draw from the PMA.
6. Provide commuting patterns for workers such as how many workers in the PMA commute from surrounding areas outside the PMA.

## **E. COMMUNITY DEMOGRAPHIC DATA**

Provide the following demographic information for the market area, giving historical data as well as current data and estimates. Include data on population and household trends from 2010 to 2016 and projected to 2019. Historical 2000 Census data can also be included to provide further insight into the historical demographic trends. However, the 2000 Census data is not required. Projections must be prepared by a reputable source such as Nielsen, ESRI, or

Ribbon Demographics. U.S. Census data prior to the 2010 Census is only acceptable as historical data. If the Market Analyst does not agree with these projections, s/he must provide the reasoning, along with substitute projections. **Both numbers and percentages should be shown for the data below. Annualized growth figures should be included.** Please include a brief narrative of overall conclusions.

1. Population Trends
  - a. Total Population
  - b. Population by age groups
  - c. Number of older persons (for older persons projects)
  - d. If a special population is proposed for the development (i.e. migrant workers, homeless), provide additional information on population growth patterns specifically related to this population.
2. Household Trends
  - a. Total number of households, average household size, and group quarter.
  - b. Households by tenure (If appropriate, breakout by older persons and non-older persons).
  - c. Households by income. (Older person(s) proposals should reflect the income distribution of those households only).
  - d. Renter households by number of persons in the household.

#### F. Project-Specific Demand Analysis

1. **Income Restrictions:** Use the applicable incomes and rents in the subject's application. Be aware of the specific income restrictions which apply to the tax credit program. Analysts must take the income restrictions designated in the application into account when estimating demand.
  - The maximum income for the proposed units will be based on 1.5-persons per bedroom (rounded up to the nearest whole person for those that end in 0.5). For elderly developments, the maximum incomes will be capped at the 2-person limits.
2. **Affordability:** Analysts must assume that no family households are able to pay more than 35% of gross income towards gross rent and no elderly households are able to pay more than 40% of their gross income toward gross rent. Any such additional indicators should be calculated separately and be easily added or subtracted from the required demand analysis.
3. The demand analysis should clearly indicate the minimum and maximum income range for each targeted group.

In cases where the proposed rents for projects with Project Based Rental Assistance are higher than the maximum allowable LIHTC rents, two separate demand analyses must be shown: One with the rental assistance (thereby allowing \$0 for the minimum income) and one without the rental assistance. For the second demand calculation without rental assistance, analysts should use tax credit rents regardless of market conditions.

For projects with market rate units, the analyst must make some reasonable determination of a maximum income level beyond which a household would not likely be a participant in the rental market. The analyst should clearly state the assumptions used in making the aforementioned determination.

4. **Demand:** The demand should be derived from the following sources using data established from a reputable source:
  - a. **Demand from New Renter Households:** New rental units required in the market area due to projected renter household growth. Determinations must be made using the current base year of 2016 and projecting forward to the anticipated placed-in-service date of 2019. The household projections must be limited to the age and income cohort and the demand for each income group targeted (i.e. 50% of median income) must be shown separately.
    - In instances where a significant number (more than 20%) of proposed rental units are comprised of three-bedroom units or larger, analysts must conduct the required capture rate analysis, followed by an additional refined large-household capture rate analysis for the proposed three-bedroom units or larger by considering the number of large households (three-persons and larger). A demand analysis which does not evaluate both the overall capture rate as well as the additional refined large-households (three-person and larger) analysis may not accurately illustrate the demographic support base.



b. **Demand from Existing Households:** The second source of demand should be determined using 2010 census data or the most current American Community Survey (ACS) data and projected from:

- 1) **Rent over-burdened households**, if any, within the age group, income cohort and tenure targeted for the proposed development. In order to achieve consistency in methodology, all analysts should assume that the rent-overburdened analysis includes households paying greater than 35% or in the case of elderly 40% of their gross income toward gross rent rather than some greater percentage. If an analyst feels strongly that the rent-overburdened analysis should focus on a greater percentage, they must give an in-depth explanation why this assumption should be included. Any such additional indicators should be calculated separately and be easily added or subtracted from the required demand analysis.
- 2) **Households living in substandard housing.** Households in substandard housing should be adjusted for age, income bands and tenure that apply. The analyst should use their own knowledge of the market area and project to determine if households from substandard housing would be a realistic source of demand.
  - The Market Analyst is encouraged to be conservative in his/her estimate of demand from both households that are rent-overburdened and/or living in substandard housing.
- 3) **Elderly Homeowners likely to convert to rentership:** The Authority recognizes that this type of turnover is increasingly becoming a factor in the demand for elderly tax credit housing. A narrative of the steps taken to arrive at this demand figure should be included. The elderly homeowner conversion demand component shall not account for more than 20% of the total demand.
- 4) **Other:** Please note, the Authority does not, in general, consider household turnover rates other than those of elderly to be an accurate determination of market demand. However, if an analyst firmly believes that demand exists which is not being captured by the above methods, s/he may be allowed to consider this information in their analysis. The analyst may also use other indicators to estimate demand if they can be fully justified (e.g. an analysis of an under-built or over-built market in the base year). Any such additional indicators should be calculated separately and be easily added or subtracted from the demand analysis described above.

5. **Method:** Please note that the Authority’s stabilized level of occupancy is 93%.

- a. **Demand:** The two overall demand components added together 4a and 4b above represent demand for the project.
- b. **Supply:** Comparable/competitive units funded, under construction, or placed in service since the base year of demand (2016) must be subtracted to calculate net demand. Vacancies incomparable/competitive projects placed in service which have not reached stabilized occupancy (93%) must also be considered as part of the supply.
- c. **Capture rates:** Capture rates must be calculated for each targeted income group and each bedroom size proposed as well as for the project overall.
- d. **Absorption rates:** The absorption rate determination should consider such factors as the overall estimate of new renter household growth, the available supply of comparable/competitive units, observed trends in absorption of comparable/competitive units, and the availability of subsidies and rent specials.

6. **Example of Method:**

a. **Demand**

Overall Demographic Demand by Targeted Income			
	Households at 50% Median Income (min. income to max. income)	Households at 60% of Median Income (min. income to max. income)	Project Total (min. income to max. income)
Demand from New Households (age and income appropriate)			
+	+	+	
Demand from Existing Households			

Rent-Overburdened			
+	+	+	
Demand from Existing Households Renters in Substandard Housing			
+	+	+	
Demand from Existing Households Elderly Homeowner Turnover			
=	=	=	
Total Demand			
-	-	-	
Supply			
=	=	=	
Net Demand			
Proposed Subject Units			
Proposed Subject Units Divided by Net Demand			
Overall Capture Rate by Income Level			

**b. Net Demand and Capture Rates**

Demographic Demand by Bedroom Size					
Bedrooms	Total Demand	Supply	Net Demand	Units Proposed	Capture Rate
1 Bedroom % AMI					
2 Bedroom % AMI					
3 Bedroom % AMI					
4 Bedroom % AMI					

In instances where a significant number (more than 20%) of proposed rental units are comprised of three-bedroom units or larger, the following large households (3-person and larger) demographic demand by targeted income level evaluation must be conducted for the proposed three-bedroom or larger units.

Large-Household (3-Person and Larger) Demographic Demand by Targeted Income			
	Households at 50% Median Income (min. income to max. income)	Households at 60% of Median Income (min. income to max. income)	Project Total (min. income to max. income)
Demand from New 3-Person+ Large-Households (income appropriate)			
+	+	+	
Demand from Existing 3-Person Large-Households Rent-Overburdened			
+	+	+	
Demand from Existing 3-Person+ Large Households Renters in Substandard Housing			
=	=	=	
Total 3-Person+ Large Household Demand			
-	-	-	
Supply (3-Bedroom+ Units)			
=	=	=	
Net 3-Person+ Large Household Demand			
Proposed 3-Bedroom+ Subject Units			
Proposed 3-Bedroom+ Subject Units Divided by Net 3-Person Large Household Demand			
Large-Household (3-Person+) Capture Rate by Income Level			

## G. Supply Analysis (Comparable/Competitive Rental Developments)

The supply analysis will be given significant weight in the Authority's review of the market study. The senior analyst/market study author must visit all comparable/competitive developments. The analysis must include all existing LIHTC projects and other projects that would compete with or be affected by the proposed project. Specifically, comparable/competitive developments refer to LIHTC projects with units at similar income targets, rent levels and targeted age cohorts. In addition to these comparable/competitive LIHTC projects, comparable/competitive developments may also include Rural Development properties both subsidized and unsubsidized, HUD properties, etc. The analyst must include and consider all developments under construction and/or in the pipeline in the analysis.

1. The following information should be included for each comparable/competitive development:
  - a. Name, Address, and Phone Number
  - b. Contact Person's Name and phone number of the comparable/competitive property development
  - c. Photograph
  - d. Monthly Rents and utilities included in the rent, if any
  - e. Type of development (RHS, tax credit, conventional, bond, bond and tax credits, etc.)
  - f. Breakdown of unit sizes by bedroom/bathroom count
  - g. Square footage for each comparable/competitive unit type
  - h. Project age and Condition
  - i. Population Served
  - j. Description of unit amenities (include kitchen equipment) and site amenities
  - k. Concessions given, if any
  - l. Current vacancy rates broken down by bedroom size. Vacancy rates are to be determined using the most current information provided by property management.
  - m. Waiting list information, if any
  - n. Number of units receiving rental assistance, description of assistance as project or tenant based.
  - o. For developments in the planning or construction stages, provide the name, address/location, name of owner, number of units, unit configuration, rent structure, estimated date of market entry, and any other relevant market analysis information. If there are no developments in the planning stages or under construction, a statement to that effect must be provided.
  - p. If the proposed project is an additional phase of an existing project, include a tenant profile as well as any information about a waiting list.

The above information should be provided in a comparative framework **including** the proposed project and those projects under construction and/or in the pipeline. For example, in addition to providing a page of information along with a picture for each comparable/competitive development, the analyst should also provide comparative charts that show such factors as the proposed project's rents, square footages, amenities, etc. as compared to the other projects.

2. A **map** showing the comparable/competitive developments in relation to the proposed site. The map should have an identifiable usable scale.
3. If applicable to the proposed development, provide data on three and four bedroom single-family rentals, OR provide information on rental trailer homes and single family homes in rural areas lacking sufficient three and four bedroom rental units in an attempt to identify where potential tenants are currently living.
4. Derive the market rent and compare them to the proposed development's rents. Quantify and discuss market advantage of the subject and impact on marketability. Market advantages should be provided for each unit type and the project overall.
5. Calculate the overall market vacancy rate, the overall comparable/competitive vacancy rate, and the overall vacancy rate for all LIHTC projects in the market area. (Do not include new projects in the process of "renting up" in vacancy rate.)
6. The cost and availability of homeownership and mobile home living, if applicable.
7. Conclusion as to the immediate and long term impact that the proposed project will have on the occupancy of comparable rental communities in the PMA, specifically other LIHTC communities.

## H. Interviews

11/7/16

Final

The results of formal or informal interviews with property managers, town planning officials or anyone with relevant information relating to the overall demand for the proposed development should be summarized in this section. Include the name and phone number of the person you talked to.

### **I. Recommendations**

Market Analysts must provide a recommendation that clearly states whether a proposed project should be approved as proposed. The Market Analyst must provide a brief summary of all the major factors that led to their conclusion.

The completed market study must meet the minimum threshold requirements stated in the 2017 and 2018 QAP. If the development cannot meet the threshold requirements the development will be disqualified.

### **J. Signed Statement Requirements**

The signed statement must include the following language:

I affirm that I have made a physical inspection of the market and surrounding area and the information obtained in the field has been used to determine the need and demand for LIHTC units. I understand that any misrepresentation of this statement may result in the denial of further participation in the South Carolina State Housing Finance & Development Authority's programs. I also affirm that I have no financial interest in the project or current business relationship with the ownership entity and my compensation is not contingent on this project being funded. This report was written according to the SCSHFDA's market study requirements. The information included is accurate and can be relied upon by SCSHFDA to present a true assessment of the low-income housing rental market.

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Market Analyst Author

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Date

**2017 EXHIBIT S – 2 SCSHFDA PRIMARY MARKET AREA ANALYSIS SUMMARY:**

Development Name: \_\_\_\_\_ Total # Units: \_\_\_\_\_  
 Location: \_\_\_\_\_ # LIHTC Units: \_\_\_\_\_  
 PMA Boundary: \_\_\_\_\_  
 Development Type:  Family  Older Persons \_\_\_\_\_ Farthest Boundary Distance to Subject: \_\_\_\_\_ miles

**RENTAL HOUSING STOCK (found on page \_\_)**

Type	# Properties	Total Units	Vacant Units	Average Occupancy
All Rental Housing				%
Market-Rate Housing				%
Assisted/Subsidized Housing not to include LIHTC				%
<b>LIHTC (All that are stabilized)*</b>				%
Stabilized Comps**				%
Non-stabilized Comps				%

\* Stabilized occupancy of at least 93% (Excludes projects still in initial lease up).

\*\* Comps are those comparable to the subject and those that compete at nearly the same rent levels and tenant profile, such as age, family and income.

Subject Development					Adjusted Market Rent			Highest Unadjusted Comp Rent	
# Units	# Bedrooms	Baths	Size (SF)	Proposed Tenant Rent	Per Unit	Per SF	Advantage	Per Unit	Per SF
				\$	\$	\$	%	\$	\$
				\$	\$	\$	%	\$	\$
				\$	\$	\$	%	\$	\$
				\$	\$	\$	%	\$	\$
				\$	\$	\$	%	\$	\$
<b>Gross Potential Rent Monthly*</b>				\$	\$		%		

\*Market Advantage is calculated using the following formula: (Gross Adjusted Market Rent (minus) Gross Proposed Tenant Rent) (divided by) Gross Adjusted Market Rent. The calculation should be expressed as a percentage and rounded to two decimal points. The Rent Calculation Excel Worksheet must be provided with the Exhibit S-2 form.

**DEMOGRAPHIC DATA (found on page \_\_)**

	2010	2016	2019
Renter Households	%	%	%
Income-Qualified Renter HHs (LIHTC)	%	%	%
Income-Qualified Renter HHs (MR)	%	%	%

**TARGETED INCOME-QUALIFIED RENTER HOUSEHOLD DEMAND (found on page \_\_)**

Type of Demand	50%	60%	Market-rate	Other: __	Other: __	Overall
Renter Household Growth						
Existing Households (Overburd + Substand)						
Homeowner conversion (Seniors)						
Other:						
Less Comparable/Competitive Supply						
<b>Net Income-qualified Renter HHs</b>						

**CAPTURE RATES (found on page \_\_)**

Targeted Population	50%	60%	Market-rate	Other: __	Other: __	Overall
Capture Rate						

**ABSORPTION RATE (found on page \_\_)**

Absorption Period \_\_\_\_\_ months

2017 S-2 RENT CALCULATION WORKSHEET

# Units	Bedroom Type	Proposed Tenant Paid Rent	Gross Proposed Tenant Rent	Adjusted Market Rent	Gross Adjusted Market Rent	Tax Credit Gross Rent Advantage
	0 BR		\$0		\$0	
	0 BR		\$0		\$0	
	0 BR		\$0		\$0	
	1 BR		\$0		\$0	
	1 BR		\$0		\$0	
	1 BR		\$0		\$0	
	2 BR		\$0		\$0	
	2 BR		\$0		\$0	
	2 BR		\$0		\$0	
	3 BR		\$0		\$0	
	3 BR		\$0		\$0	
	3 BR		\$0		\$0	
	4 BR		\$0		\$0	
	4 BR		\$0		\$0	
	4 BR		\$0		\$0	
Totals	0		\$0		\$0	#DIV/0!

Effective January 1, 2017

**2017 Qualified Census Tracts (QCTs) and Difficult Development Areas (DDAs)**

**2017 IRS Section 42(d)(5)(B) Metropolitan Qualified Census Tracts  
(2010 Census and 2008-2012, 2009-2013 and 2010-2014 American Community Survey (ACS) Data;  
OMB Metropolitan Area Definitions, February 28, 2013)**

<b>METROPOLITAN AREA Augusta-Richmond County, GA-SC MSA</b>											
<b>COUNTY/COUNTY EQUIVALENT</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>
Aiken County	206.02	210.02	211.02	214.00	216.01						
<b>METROPOLITAN AREA Charleston- N. Charleston- Summerville, SC MSA</b>											
<b>COUNTY/COUNTY EQUIVALENT</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>
Berkeley County	202.02	208.10	210.00								
Charleston County	4.00	5.00	6.00	7.00	9.00	10.00	11.00	27.01	27.02	31.04	31.05
	31.10	31.15	33.00	34.00	36.00	37.00	38.00	40.00	43.00	44.00	50.00
	51.00	53.00	54.00	55.00							
Dorchester County	102.00										
<b>METROPOLITAN AREA Charlotte-Gastonia-Rock Hill, NC-SC MSA</b>											
<b>COUNTY/COUNTY EQUIVALENT</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>
Chester County	202.00										
Lancaster County	105.00	107.00									
York County	602.00	603.00	604.01	604.02	605.01	609.01	616.01	616.02			
<b>METROPOLITAN AREA Columbia, SC MSA</b>											
<b>COUNTY/COUNTY EQUIVALENT</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>
Fairfield County	9601.00	9604.00	9605.00								
Kershaw	9708.00										
Lexington County	201.00	202.01	205.05	208.04	208.05	209.03	214.02	214.03			
Richland County	1.00	2.00	3.00	5.00	9.00	10.00	13.00	16.00	21.00	26.03	26.04
	28.00	29.00	30.00	104.09	104.11	104.12	105.01	106.00	107.01	107.02	108.03
	108.04	109.00									
Saluda	9601.00	9602.02									

**2017 IRS Section 42(d)(5)(B) Metropolitan Qualified Census Tracts  
(2010 Census and 2008-2012, 2009-2013 and 2010-2014 American Community Survey (ACS) Data;**

OMB Metropolitan Area Definitions, February 28, 2013)  
-Continued-

<b>METROPOLITAN AREA Florence, SC MSA</b>											
<b>COUNTY/COUNTY EQUIVALENT</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>
Darlington County	107.00	111.00	114.00								
Florence County	5.00	7.00	8.00	9.00	10.00	20.00	22.01	26.00			
<b>METROPOLITAN AREA Greenville-Mauldin-Easley, SC MSA</b>											
<b>COUNTY/COUNTY EQUIVALENT</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>
Anderson County	6.00	7.00									
Greenville County	4.00	5.00	7.00	8.00	9.00	15.02	17.00	20.01	20.03	20.05	21.04
	21.05	21.06	21.07	21.08	22.01	22.02	23.01	23.02	23.03	23.04	25.04
	25.05	34.01	35.00	36.01	36.02	37.04	37.05	37.06	43.00		
Laurens County	9206.00	9207.00	9208.00								
Pickens County	104.01	110.01	111.02	112.04	112.05						
<b>METROPOLITAN AREA Hilton Head Island-Bluffton-Beaufort, SC MSC</b>											
<b>COUNTY/COUNTY EQUIVALENT</b>	<b>Tact</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>
Beaufort County	1.00	2.00	11.02	108.00							
Jasper County	9502.02										
<b>METROPOLITAN AREA Myrtle Beach-Conway-North Myrtle Beach, SC-NC MSA</b>											
<b>COUNTY/COUNTY EQUIVALENT</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>
Horry County	101.00	201.00	506.00	507.00	509.00	601.01	601.02	604.05	703.00	704.00	707.02
<b>METROPOLITAN AREA Spartanburg, SC MSA</b>											
<b>COUNTY/COUNTY EQUIVALENT</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>
Spartanburg County	203.01	204.00	205.00	207.01	207.02	208.00	210.01	214.03	215.00	217.00	218.02
	218.04	219.01	223.03	229.00	233.02						
Union County	302.00	308.00									



Effective January 1, 2017

(2010 Census and 2008-2012, 2009-2013 and 2010-2014 American Community Survey (ACS) Data;  
OMB Metropolitan Area Definitions, February 28, 2013)

-Continued-

METROPOLITAN AREA	Sumter, SC MSA										
COUNTY/COUNTY EQUIVALENT											
Sumter County	8.00	11.00	13.00	15.00	16.00						

Effective January 1, 2017

**2017 IRS Section 42(d)(5)(B) Nonmetropolitan Qualified Census Tracts  
(2010 Census Data; 2008-2012, 2009-2013, 2010-2014 American Community Survey (ACS) Data);  
OMB Metropolitan Area Definitions, February 28, 2013**

<b>NONMETROPOLITAN PART OF STATE: SOUTH CAROLINA</b>											
<b>COUNTY/COUNTY EQUIVALENT</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>	<b>Tract</b>
Abbeville County	9505.00										
Allendale County	9702.00	9703.00	9704.00								
Bamberg County	9601.00	9604.00									
Barnwell County	9702.00	9703.00									
Cherokee County	9703.02	9705.02									
Chesterfield County	9501.02	9505.02									
Clarendon County	9605.00	9608.01									
Colleton County	9701.00	9705.00									
Dillon County	9704.00										
Georgetown County	9202.01	9202.02	9206.00	9208.00							
Greenwood County	9701.02	9705.00	9708.00								
Hampton County	9205.00										
Lee County	9202.00	9203.02									
Marion County	9503.00	9506.00	9508.00								
Marlboro County	9601.00	9602.00	9604.00	9605.00							
Newberry County	9505.02										
Oconee County	307.02										
Orangeburg County	102.00	106.00	108.00	111.00	112.00	113.00	115.00				
Williamsburg County	9703.00	9704.00	9705.01	9705.02	9707.00	9708.01	9709.00				

**2017 IRS Section 42(d)(5)(B) Metropolitan Difficult Development Areas  
(OMB Metropolitan Area Definitions, February 28, 2013 (MSA) and derived FY2016 HUD Metro SAFMR Area Definitions (HMFA))**

<b>South Carolina</b>											
<b>Metropolitan Area</b>	<b>DDA ZCTAs</b>										
Charleston-North Charleston, SC MSA	29404	29439	29451	29464	29466	29482	29492				
Columbia, SC HMFA	29229										
Greenville-Mauldin-Easley, SC HMFA	29635										
Kershaw County, SC HMFA	29045										
Myrtle Beach-North Myrtle Beach-Conway, SC HMFA	29576										
Sumter, SC MSA	29152	29154									

- ZCTAs are Zip Code Tabulations Areas and are not postal codes
- ZCTAs are held constant based on the decennial census
- Partial ZCTAs are noted with a \* at the end of the number
- Must use the HUD mapping tool at [www.huduser.gov/portal/sadda/sadda\\_qct.html](http://www.huduser.gov/portal/sadda/sadda_qct.html) to determine if a site is in a ZCTA
- SAFMRA is a Small Area Fair Market Rent Area
- HMFA is a HUD Metro Fair Market Rent Area

Effective January 1, 2017

**2017 IRS Section 42(d)(5)(B) NonMetropolitan Difficult Development Areas  
(OMB Metropolitan Area Definitions December 1, 2009)**

<b>STATE</b>	<b>Non-Metropolitan Counties or County Equivalent</b>			
<b>South Carolina</b>	<b>Allendale County</b>	<b>Bamberg County</b>	<b>Cherokee County</b>	<b>Chesterfield County</b>
	<b>Clarendon County</b>	<b>Colleton County</b>	<b>Dillon County</b>	<b>Greenwood County</b>
	<b>Hampton County</b>	<b>Lee County</b>	<b>Marion County</b>	<b>Marlboro County</b>
	<b>Orangeburg County</b>	<b>Williamsburg County</b>		