

RICHLAND COUNTY
ADMINISTRATION & FINANCE
COMMITTEE AGENDA



Tuesday, MARCH 26, 2019

6:00 PM

COUNCIL CHAMBERS

The Honorable Joyce Dickerson, Chair

County Council District 2

The Honorable Bill Malinowski

County Council District 1

The Honorable Yvonne McBride

County Council District 3

The Honorable Joe Walker

County Council District 6

The Honorable Dalhi Myers

County Council District 10

RICHLAND COUNTY COUNCIL 2019



Bill Malinowski
District 1
2018-2022



Joyce Dickerson
District 2
2016-2020



Yvonne McBride
District 3
2016-2020



Paul Livingston
District 4
2018-2022



Allison Terracio
District 5
2018-2022



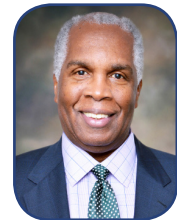
Joe Walker, III
District 6
2018-2022



Gwendolyn Kennedy
District 7
2016-2020



Jim Manning
District 8
2016-2020



Calvin "Chip" Jackson
District 9
2016-2020



Dalhi Myers
District 10
2016-2020



Chakisse Newton
District 11
2018-2022





Richland County Administration & Finance Committee

March 26, 2019 - 6:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

1. **CALL TO ORDER** The Honorable Joyce Dickerson
2. **APPROVAL OF MINUTES** The Honorable Joyce Dickerson
 - a. February 26, 2019 [PAGES 7-8]
3. **APPROVAL OF AGENDA** The Honorable Joyce Dickerson
4. **ITEMS FOR ACTION**
 - a. Approval of Purchase: Fire Pumper Truck [PAGES 9-11]
 - b. Richland Rebuilds (1228 Tolliver Street) - Required Change Order [PAGES 12-13]
 - c. Affordable Housing Development Project [PAGES 14-139]
 - d. Southeast Sewer Project Award [PAGES 140-143]
 - e. Restructuring Ordinance Phase II [PAGES 144-227]
 - f. Internal Auditor [PAGES 228-230]
5. **ITEMS FOR DISCUSSION/INFORMATION**
 - a. I move that Council be informed in regard to the attached figure provided by Richland County Administrator on February 13, 2019 whether 1 or 2 Assistant County Administrator position vacancy(s) were advertised [MANNING]
 - b. I move that Richland County Council pass a resolution urging the South Carolina State Legislature to pass the

Equal Rights Amendment, making it the final state required to ratify the Amendment. [TERRACIO]

- c. Council needs to create an evaluation method for the employees they are responsible for, the Administrator, Clerk to Council and Attorney. Once done, the evaluation process must take place. [MALINOWSKI]

6. ITEMS PENDING ANALYSIS: NO ACTION REQUIRED

- a. Develop incentives and tax credits for Green Economy. This promotes green collar jobs in environmentally focused industries in environmentally sensitive areas [N. JACKSON]
- b. Explore developing municipal enterprises for economically distressed communities with conservation and other properties owned by Richland County [N. JACKSON]
- c. I Move that Richland County remove the salary history question on employment applications in an effort to ensure fair hiring practices. The mandated change should apply to employment applications in print and online and the salary history question should also be removed from verbal interviews and employment screenings. [TERRACIO]

7. ADJOURN



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Richland County Council

ADMINISTRATION AND FINANCE COMMITTEE

February 26, 2019 – 6:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Joyce Dickerson, Chair; Bill Malinowski, Yvonne McBride, Joe Walker and Dalhi Myers

OTHERS PRESENT: Michelle Onley, Trena Bowers, Sandra Yudice, Kimberly Williams-Roberts, Larry Smith, Stacey Hamm, Edward Gomeau, Ashiya Myers, Ashley Powell, Janet Claggett, James Hayes, Jennifer Wladischkin, Melissa Watts, and Ronaldo Myers

1. **CALL TO ORDER** – Ms. Dickerson called the meeting to order at approximately 6:00 PM.
2. **APPROVAL OF MINUTES**
 - a. **December 18, 2018** – Ms. Myers moved, seconded by Ms. McBride, to approve the minutes as distributed.

Mr. Malinowski stated on pp. 8, near the bottom of the page, he asked how the it [Station 22] was run before the grant came about 3 years ago. Dr. Yudice stated they will have to research that and get back with you. He stated Mr. N. Jackson, on pp. 11, said he wanted to know the same thing. The answers have not been received and he would still like to know.

Ms. Myers stated we are just approving the minutes.

Mr. Malinowski stated he understands that, but he was bringing up the point that things were asked for 30 days and he still does not have them.

In Favor: Malinowski, Myers, Walker, Dickerson and McBride

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Mr. Malinowski moved, seconded by Ms. Myers, to adopt the agenda as published.

In Favor: Malinowski, Myers, Walker, Dickerson and McBride

The vote in favor was unanimous.

4. **ELECTION OF CHAIR** – Mr. Malinowski moved, seconded by Ms. McBride, to nominate Ms. Dickerson for the position of Chair.

In Favor: Malinowski, Myers, Walker, Dickerson and McBride

The vote in favor was unanimous.

5. **ITEMS FOR ACTION**

- a. Alvin S. Glenn Detention Center: Award of Contract for Inmate Healthcare – Mr. Malinowski stated on pp. 15 under “Fiscal Impact” it gives some figures. He inquired if that was the cost provided by the highest ranked offeror, or is that the amount we currently pay.

Ms. Wladischkin stated the amount reflected is the amount proposed by the highest ranked offeror. The current contract is \$4,239,517.

Mr. Malinowski inquired what the annual cost proposed by the other offeror.

Ms. Wladischkin stated the other offeror proposed \$3,917,983.

Mr. Malinowski inquired on pp. 17 what the “Functional Requirements” includes.

Ms. Wladischkin stated the “Functional Requirements” would include their overall qualifications, their demonstrated experience and ability, pharmacy services, management and operation services and inmate medical care services.

Ms. Myers inquired as to what the budget amount is in the line item for this year.

Ms. Wladischkin stated it is the current contract amount.

Ms. Myers moved, seconded by Mr. Malinowski, to forward this item to Council with a recommendation to award the contract to the highest ranked offeror: Correct Care Solutions, LLC.

In Favor: Malinowski, Myers, Walker, Dickerson and McBride

The vote in favor was unanimous.

6. **ITEMS FOR INFORMATION/DISCUSSION**

- a. I move that the County engage a third party to conduct an audit of all penny expenditures as required under the ordinance & contract & that such future audits be calendared & occur during the normal RC audit cycle [MYERS] – Ms. Myers withdrew her motion.

7. **PENDING ANALYSIS: NO ACTION REQUIRED**

- a. Explore developing municipal enterprises for economically distressed communities with conservation and other properties owned by Richland County [N. JACKSON] – It was suggested that the Renaissance Ad Hoc Committee take this item up.
- b. Develop incentives and tax credits for Green Economy. This promotes green collar jobs in environmentally focused industries in environmentally sensitive areas [N. JACKSON] – It was suggested that the Economic Development Committee take this item up.

8. **ADJOURNMENT** – The meeting adjourned at approximately 6:12 p.m.



Briefing Document

Agenda Item

Approval of Purchase: Fire Pumper Truck

Background

Richland County needs additional fire trucks in its fleet to meet front-line demand and reserve truck capacity. Currently, there are four available reserve trucks; however, the County should increase the number of reserves to maintain its current ISO Public Protection Classification. Community Development notified Emergency Services that there are Community Development Block Grant (CDBG) funds available to replace the Capital View Fire Station's fire pumper truck. The older truck currently in use at the station will become a reserve apparatus.

Richland County began the procurement process to identify available trucks. The bid request asked for alternative bids for demos and stock vehicles to reduce the delivery time as well as the time needed for the bid and evaluation process. The industry standard for delivery of new vehicles built to specifications can be up to 300 days (10 months).

After evaluating the bids, the lowest responsible and responsive bidder for our need is Rosenbauer. Rosenbauer submitted a bid for a stock/demo pumper. Listed below are the two (2) manufacturers that placed bids. Because stock/demo trucks are available on a first come - first purchase basis, this purchase is time sensitive.

| | |
|------------------------------|--------------|
| Safe Ind. – KME (stock/demo) | \$461,200.00 |
| Rosenbauer (stock/demo) | \$430,650.00 |

Issues

Because of the funding mechanism, the truck must be purchased and paid for by May 31, 2019.

Fiscal Impact

The purchase will be funded through the Community Development Block Grant (CDBG) program; no additional funds are needed. There is no impact to the Fire Revenue Fund or the General Fund.

| | |
|-------------------|---------------------------|
| Cost of the truck | \$430,650.00 |
| Tax | \$500.00 |
| Total | <hr/> \$431,150.00 |

Past Legislative Actions

None.

Alternatives/Solutions

1. Award the bid for purchase of the fire pumper truck to Rosenbauer, or
2. Do not award the bid

Staff Recommendation

Staff recommends Council award the bid to Rosenbauer for the purchase of the demo fire pumper truck in the amount of \$431,150.00 using funds from CBDG. Due to the limited availability of the truck, if the Committee approves and forwards the item to Council, upon approval thereof, staff requests Council to reconsider the item at its April 2, 2019, meeting so the purchase order can be issued.

Motion Requested

1. I move to accept staff's recommendation to award the bid to Rosenbauer for the purchase of the demo fire pumper truck in the amount of \$431,150.00 and forward it to County Council.

Attachment

1. Consolidated bid evaluation

Submitted by

Michael A. Byrd, Director, Emergency Services Department

Consolidated Evaluations

| Evaluation Criteria RC-143-BV-2019 Fire Pumper Apparatus | Maximum Points | Rosenbauer | Safe Ind. KME |
|---|-----------------------|-------------------|----------------------|
| Cost | 45 | | |
| Evaluator 1 | | 45 | 42 |
| Evaluator 2 | | 45 | 42 |
| | 90 | 90 | 84 |
| Delivery | 15 | | |
| Evaluator 1 | | 15 | 15 |
| Evaluator 2 | | 15 | 15 |
| | 30 | 30 | 30 |
| Service | 10 | | |
| Evaluator 1 | | 10 | 10 |
| Evaluator 2 | | 10 | 10 |
| | 20 | 20 | 20 |
| Capabilities | 10 | | |
| Evaluator 1 | | 10 | 10 |
| Evaluator 2 | | 10 | 10 |
| | 20 | 20 | 20 |
| Design | 10 | | |
| Evaluator 1 | | 10 | 8 |
| Evaluator 2 | | 10 | 7 |
| | 20 | 20 | 15 |
| Performance History | 10 | | |
| Evaluator 1 | | 10 | 10 |
| Evaluator 2 | | 10 | 10 |
| | 20 | 20 | 20 |
| GRANDTOTAL | 200 | 200 | 189 |



Briefing Document

Agenda Item

Richland Rebuilds (1228 Tolliver Street) - Required Change Order

Background

Staff requests additional funds to cover a required change order for costs associated with the 1228 Tolliver Street rebuild. The home has fallen into aggressive disrepair, so it was determined to be eligible for federal assistance for reconstruction instead of rehabilitation. A solicitation was issued in October 2018 for the rebuild of the property. Of the three bids submitted, the lowest, responsive, responsible bidder was Renaissance Development & Partners LLC with a bid of \$87,000 to construct the new home.

The contractor began work; however, shortly thereafter, it identified a large amount of friable asbestos. Per the South Carolina Department of Health and Environmental Control (SCDHEC), the asbestos had to be properly mitigated and disposed, which also includes appropriate surveying and air monitoring. Removal and disposal of the asbestos as well as other costs required an additional amount of \$36,050, increasing construction costs to \$123,050. Given the initial low cost, the new total cost is still deemed reasonable to complete the reconstruction project.

The homeowner temporarily relocated prior to start of work and has since moved into a local hotel.

Issues

There are no issues to this project as described above.

Fiscal Impact

The project is funded with HOME funds; therefore, there is no fiscal impact to the County's General Fund. All HOME Investment Partnership funds are issued by the US Department of Housing Urban Development grant, managed by the Community Development Division.

Past Legislative Actions

None.

Alternatives/Solutions

1. Approve the request to award additional HOME funds to the contract in the amount not to exceed \$123,050.00 for construction of the unit, 1228 Tolliver Street; or
2. Do not approve the request to award additional HOME funds to the contact in the amount not to exceed \$123,050.00 for construction of the unit, 1228 Tolliver Street. The project cannot be completed, and additional, permanent housing will need to be provided to the homeowner.

Staff Recommendation

Staff recommends approval to award additional HOME funds to the contract in the amount not to exceed \$123,050.00 for construction of the unit, 1228 Tolliver Street.

Motion Requested

I move to accept staff's recommendation to award additional HOME funds to the contract in the amount not to exceed \$123,050.00 for construction of the unit, 1228 Tolliver Street and to forward it to County Council.

Attachment

n/a

Submitted by

Valeria Davis, Manager, Community Development Division



Briefing Document

Agenda Item

Affordable Housing Development Project

Background

Staff requests the County Council's approval to award Federal HOME Investment Partnership funds in the amount of \$137,145.00 to South Carolina Uplift Community Outreach (SC Uplift) for construction of a single family dwelling at 4221 Shorecrest Drive, Columbia, SC 29209 within the Bluff Estates subdivision, County Council District 10. SC Uplift, the developer for this project, became a County designated Community Housing Development Organization (CHDO) in 2009. The end use is an affordable, smart home, rental unit for a senior citizen whose income is 60% or below the area median income (AMI). AARP is investing \$10,000 for this smart home design that includes telemedicine, safety features, and handicapped accessibility which will allow an elderly person to age in place.

In accordance with the provisions of HUD 24 CFR Part 92, South Carolina Uplift Community Outreach submitted a proposal and request for funding through a competitive procurement process during the 2017/18 CHDO funding cycle. The award of funds to the CHDO was delayed pending the completion of the reconstruction of a single-family dwelling in the Trenholm Acres/New Castle Master Plan area. The project was completed November 2018. Further, HUD requires a minimum 15% of the annual HOME Investment Partnership Funds received by the County be awarded to CHDOs for the development of affordable housing units that will serve households that are 80% and below the area median income.

Issues

The project will count toward the Assessment of Fair Housing goal to create 1000 units of affordable housing by year 2021. There are no anticipated issues that will prohibit completion of the project. The developer has purchased the site, and the Phase I Environmental Review is complete.

Fiscal Impact

All HOME Investment Partnership funds are issued by the US Department of Housing Urban Development grant, managed by the Community Development Division. There is no fiscal impact to the County's General Fund.

Past Legislative Actions

None.

Alternatives/Solutions

1. Approve the request to award HOME funds to SC Uplift Community Outreach in the amount not to exceed \$137,145.00 for the construction of an affordable housing unit; or
2. Do not approve the request to award to SC Uplift Community Outreach. If the Council does not approve, the County must solicit proposals for affordable housing development and commit funds to a project by May 2019 or risk losing 15% of 2017 HOME funds.

Staff Recommendation

Staff recommends approval of request to award HOME funds in the amount of \$137,125.00 to South Carolina Uplift Community Outreach.

Motion Requested

I move to accept staff's recommendation to award HOME funds in the amount of \$137,125.00 to South Carolina Uplift Community Outreach and forward it to County Council.

Attachment

1. Contractual agreement

Submitted by

Valeria Davis, Manager, Community Development Division



**HOME Program CHDO Contract between Richland County Government and
South Carolina Uplift Community Outreach**

THIS AGREEMENT is made and entered into March 26, 2019, by and between **RICHLAND COUNTY**, hereinafter referred to as the **COUNTY**, and **SOUTH CAROLINA UPLIFT COMMUNITY OUTREACH**, hereinafter referred to as **OWNER**.

WITNESSETH

WHEREAS, the COUNTY is the recipient of HOME Investment Partnership Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the OWNER is a COUNTY designated Community Housing Development Organization (CHDO), and as a CHDO, the OWNER submitted a proposal and request for HOME funding for a HOME eligible PROJECT;

WHEREAS, the OWNER is awarded HOME funds to develop decent, safe and affordable housing that is qualified under the provisions of Section 212 of the Cranston-Gonzales Act (42 U.S.C. 12742) as amended by the Housing and Community Development Act of 1992;

NOW, THEREFORE in consideration of the mutual covenants and obligations herein contained, including the Attachments, and subject to the terms hereinafter stated, the parties hereto understand and agree as follows:

SECTION I – PROJECT ELIGIBILITY

1. Eligible Use of Funds: HOME funds provided by the COUNTY to the OWNER are for the development of affordable rental housing. The scope of work includes the new construction of one detached single-family dwelling (Attachment A). The household income for the first occupants of this unit must be 60% (very low) or below the area median income as indicated in the income eligibility table. The OWNER will adhere to the timeline and PROJECT budget submitted with the proposal that details the use of HOME funds (Attachment B).
2. Location for Use of Funds: HOME funds provided by the COUNTY to the OWNER are earmarked for a pre-owned site located at 4221 Shorecrest Drive in the Bluff Estates neighborhood of south-east Richland County, unincorporated Richland County, Council District 10. The OWNER must receive prior written approval from the COUNTY to change the site for development.
3. Project Term: This AGREEMENT is made and entered **March 26, 2019**, and termination of this AGREEMENT will occur automatically upon the expiration of the contract period, which is **March 31, 2020**.

_____/_____
initials

The Agreement can be terminated by either party, in writing, within (14) day notice to the other party. At the time of termination the unit must be rented and all HOME funds awarded must be dispersed and drawn down.

SECTION II – AWARD

The COUNTY reserved a total of One Hundred Thirty-Seven Thousand, One Hundred Forty-Five Dollars and Zero Cents (\$137,145.00) for the OWNER (designated CHDO) to perform the scope of work described throughout this Agreement. By executing this Agreement, the COUNTY agrees to award said amount as a grant to the OWNER. The award is subject to the terms and conditions of this Agreement, applicable laws, regulations and all other Federal and County requirements now or hereafter in effect.

1. Disbursement of Funds: The COUNTY will reimburse the OWNER for project related expenditure with HOME funds up to One Hundred Thirty Seven Thousand One Hundred Forty Five Dollars and Zero Cents (\$137,145.00). This amount is based on project budget submitted with project proposal. Request for reimbursement must occur every ninety days or less from the start date of this AGREEMENT. Pay requests must include a cover letter detailing services rendered supported by documentation such as inspection reports, invoices, receipts and itemized bills.

SECTION III – BUDGET SUMMARY

| | Owner Equity | AARP | RC Grant | Total Cost |
|-------------------|--------------|-------------|--------------|---------------|
| Acquisition | \$6,000.00 | | | \$ 6,000.00 |
| Construction | | \$10,000.00 | \$117,989.00 | \$ 127,989.00 |
| Professional Fees | | | \$ 15,600.00 | \$ 15,600.00 |
| Interim Costs | | | \$ 281.00 | \$ 281.00 |
| Soft Cost | | | \$ 3,275.00 | \$ 3,275.00 |
| Operating/Dev Fee | | | 00.00 | 0 |
| | \$6,000.00 | \$10,000.00 | \$137,145.00 | \$ 153,145.00 |

Detailed Development Cost presented Attachment B.

SECTION IV - AFFORDABILITY

OWNER will ensure that HOME assisted unit is in compliance with HOME Rule 24 CFR 92.252 and 254(a)(5)(i). Each unit must remain affordable for rental occupancy for an affordability period of twenty (20) years. Affordability period will begin at time of initial occupancy.

| Affordability Period for Rental Projects | | |
|---|-----------------------|------------------------------|
| ACTIVITY | AVERAGE PER-UNIT HOME | MINIMUM AFFORDABILITY PERIOD |
| Rehabilitation or Acquisition of Existing Housing | <\$15,000 | 5 years |
| | \$15,000 - \$40,000 | 10 years |
| | >\$40,000 | 15 years |
| Refinance of Rehabilitation PROJECT | Any dollar amount | 15 years |
| New Construction or Acquisition of New Housing | Any dollar amount | 20 years |

SECTION V-PROJECT SCOPE OF WORK/REQUIREMENTS AND CONDITIONS:

OWNER, in close coordination with the COUNTY, shall perform all professional services (WORK) in full compliance with the terms of this AGREEMENT. The PROJECT is subject to the Federal requirements found in the HOME Investment Partnership Program Final Rule 24 CFR Part 92 Subparts F, G, H.

OWNER of the PROJECT will carry out the WORK necessary to provide decent, safe and sanitary rental housing. The housing units will meet county residential building codes, ordinances and zoning requirements applicable to new

_____/_____/initials

construction. OWNER will also comply with established mandatory design criteria specified in Attachment J - Special Provisions to guarantee that all major systems meet minimal requirements through the duration of the affordability period.

As a condition of this AGREEMENT the OWNER, must build the unit to meet the accessibility and usability requirements to accommodate a disabled person that depends on a wheelchair as defined at 24 CFR part 8 in compliance with Section 504 of the Rehabilitation Act of 1973 (implemented at 24 CFR Part 8).

OWNER must complete and receive approval of a site specific environmental assessment. The owner will identify environmental impacts and adhere to historic preservation as needed and lead based paint requirements found at 24 CFR part 35.

OWNER will obtain all necessary permits, licenses and inspections required by county, state and federal regulations.

OWNER will implement the strategies outlined in the OWNER Marketing Plan submitted with the proposal (ATTACHMENT A) and perform the WORK necessary to affirmatively market each unit for the purpose of attracting persons that meet HUD income eligibility requirements without regard to race, color, national origin, sex, religion, familial status or disability.

OWNER will obtain a copy of the area neighborhood association’s By-Laws and the OWNER will adhere to the rules and regulations set forth, including but not limited to, the payment of regime, annual dues or assessment fees.

OWNER will provide monthly progress reports due the 30th of each month as found in Attachment H – Progress Report Form to the COUNTY including budget amendments and narrative during the construction and thru the occupancy phase. Thereafter, the OWNER will provide annual reports to the COUNTY throughout the affordability period.

The aforementioned WORK tasks will be performed in the manner described in the OWNER’S proposal, received by the COUNTY on or before April 2018 and is incorporated herein by reference (Attachment A). This AGREEMENT will expire on or before March 30, 2020, unless a change of date has been approved in writing and signed by both the COUNTY and the OWNER.

The following is a table of expectations by the COUNTY to be completed between April 1, 2019 and March 30, 2020. Additional affordability monitoring is also required (see below).

| MILESTONES | TARGET DATES |
|---|-----------------------|
| Site Specific Environmental Review & Approval | Completed |
| AGREEMENT execution target date | March 26, 2019 |
| Bidding Process | April - June |
| Contractor selection and construction start. | July 2019 |
| Monthly Progress Reports Begin | July 2019 |
| Marketing Begins | November 2019 |
| Complete construction | November 2019 |
| Tenant occupancy #1 | February 2020 |
| Annual Progress Reporting | March 2021- thru 2041 |

SECTION VI – GENERAL ADMINISTRATION

OWNER agrees to comply with all requirements of the HOME Program as stated in 24 CFR Part 92, including but not limited to the following:

_____/_____/initials

- A. HOME PROJECT funds will not be advanced, and no costs can be expended until the OWNER completes a site specific environmental assessment and review for each site as required under 24 CFR Part 58. The OWNER will adhere to the conditions of the Environmental Assessment to be provided to the COUNTY prior to The Work. and the OWNER will submit a report to include mitigation actions taken and/or details of PROJECT modifications if so required.
- B. OWNER must comply with 24 CFR Part 92.206 and ensure that all expenditures are spent in compliance with the requirements at 24 CFR 92.206 Eligible PROJECT Cost, associated with the new construction of 4221 Shorecrest Dr., Columbia, SC 29209.
- C. OWNER shall be reimbursed actual, necessary, reasonable, and verifiable costs incurred 6 months prior to and after the execution of this AGREEMENT. At no time shall such costs include unabsorbed overhead or anticipatory profit, nor shall such costs exceed the total price of any individual supplement without written approval by the COUNTY.
- D. OWNER must adhere to Lead Based Paint Requirements as found in 24 CFR 92.355 and 24 CFR Part 35. The OWNER will procure a Lead Based Paint (LBP) assessment of units constructed prior to 1978 to determine the presence of LBP. Where LBP is found, the OWNER must abate before repair work begins.
- E. This PROJECT is subject to HOME rental regulations found at 24 CFR Part 92 Subpart F – PROJECT Requirements. The OWNER will target families whose income is 60% (very low) or below area median income. Monthly rents and utilities should not exceed 30% of annual gross household income.

Public Housing Authority utility allowance calculations must be used for tenants with Section 8 Rental Assistance and OWNER must verify average utility cost before rent amount is determined.

OWNER will take steps to maintain compliance with HOME rent and occupancy requirements should a tenant's income increase above 80% of the area median income. Terms of rent adjustments must be clearly stated within the lease AGREEMENT.

**2018 HOME PROGRAM RENT LIMITS
Columbia, SC HUD Metro FMR Area**

| Program | Efficiency | 1BR | 2BR | 3BR | 4BR | 5BR | 6 BR |
|----------------------|------------|-----|-----|------|------|------|------|
| Low HOME Rent Limits | 605 | 656 | 787 | 908 | 1013 | 1118 | 1223 |
| High HOME Rents | 605 | 776 | 891 | 1148 | 1261 | 1373 | 1485 |
| Fair Market Rent | 605 | 776 | 891 | 1173 | 1456 | 1674 | 1893 |

- F. The OWNER will ensure that the occupant of the HOME-assisted unit is HOME income eligible. OWNER will certify family size and annual household income by examining at least 3 months income sources (e.g., written wage statements, interest statements and unemployment compensation statements, child support statements) for the household. The OWNER will maintain a record of beneficiary information pertaining to size, racial characteristics, and the presence of female head of household in order to determine low and moderate-income benefit in a cumulative and individual manner. Income documentation shall be in a form consistent with HOME requirements as stated in the HUD Income Guideline Under the HOME Program specified in Attachment C and Attachment F – HOME Final Rule.

**2018 HOME INCOME LIMITS
Columbia, SC MSA (Richland County)**

| Program | 1 Person | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----------------|-----------------|----------|----------|----------|----------|----------|----------|----------|
| 30% Limits | 14,700 | 16,800 | 18,900 | 20,950 | 22,650 | 24,350 | 26,000 | 27,700 |
| 50% Limits | 24,500 | 28,000 | 31,500 | 34,950 | 37,750 | 40,550 | 43,350 | 46,150 |
| 60% Limits | 29,400 | 33,600 | 37,800 | 41,940 | 45,300 | 48,660 | 52,020 | 55,380 |
| 80% Limit | 39,150 | 44,750 | 50,350 | 55,900 | 60,400 | 64,850 | 69,350 | 73,800 |

- G. In the selection of occupants for PROJECT unit, OWNER shall comply with all non-discrimination requirements of 24 CFR 92.350. The OWNER will implement affirmative marketing procedures as required by 24 CFR 92.351.
- H. Properties that are occupied at time of acquisition or leading up to the acquisition are ineligible for purchase under this AGREEMENT. The COUNTY will not fund displacement or relocation.
- I. OWNER will execute a written lease with all tenants for a period not less than one year unless by mutual AGREEMENT between the tenant and the OWNER for a shorter period. The lease may not contain any provision that release the OWNER of responsibility for the unit or cause a burden to the tenant including but not limited to:
 - AGREEMENT by the tenant to be sued, to admit guilt or to a judgment in favor of the owner in a lawsuit brought in connection with the lease;
 - AGREEMENT by the tenant that the OWNER may take, hold, or sell personal property of household members without notice to the tenant;
 - AGREEMENT by the tenant not to hold the OWNER responsible for any action or failure to act, whether intentional or negligent;
 - AGREEMENT by the tenant to pay legal costs; and
 - An OWNER may not terminate the tenancy or refuse to renew the lease except for serious or repeat violation of the terms and conditions of the lease.
- J. OWNER shall assure compliance with 24 CFR 92.251 as it relates to Property Standards, Housing Quality Standards (HQS) and Fair Housing standards under 24 CFR 92.251(a)(3) as applicable. The unit must meet handicap livability requirement serving at least one or more disabilities (24 CFR Part 8 which implements Section 504 of the Rehabilitation Act of 1973).
- K. The OWNER agrees to establish restrictions that safeguard the appearance of the structure and parcel of land associated with the unit. Annual onsite inspections are required by the OWNER. The COUNTY will also perform periodic onsite inspections throughout construction and during the affordability period.
- L. The COUNTY will monitor OWNER for compliance with 24 CFR 92 HOME Investment Partnership Program and all of its parts for the duration of the 20 year affordability period. OWNER will maintain records, provide reports annually and shall provide access to PROJECT files as requested by the COUNTY for a minimum of 10 years.

SECTION VII - CHDO PROVISIONS

OWNER will maintain CHDO status for the term of this PROJECT AGREEMENT and through the affordability in accordance with 24 CFR 92.2 Community Housing Development Organization. OWNER agrees to provide information annually as requested by the COUNTY to document its continued compliance including but not limited to an annual board roster and certification of income for each member of the board.

SECTION VIII - PROCUREMENT STANDARDS

OWNER will establish procurement procedures that ensure to the greatest extent possible fair and equitable employment and economic development opportunities generated by this AGREEMENT are directed toward low and very low income persons. Advertisements and bid documents must include a HUD Section 3 clause specified in Attachment E – Section 3) as these requirements transfer to subcontractors.

OWNER'S procurement procedure must include procedures to ensure that materials and services are obtained in a cost-effective manner. When procuring for services to be provided under this AGREEMENT, OWNER shall comply at a minimum with the non-profit procurement standards at OMB Circular A-110 as implemented through 24 CFR 84.40 - 48.

OWNER will seek competitive bids, use written AGREEMENTs clearly detailing the WORK to be completed; keep records of all transactions and maintain a quality assurance system for goods and services expected.

OWNER will make and document every attempt to contract where feasible with small and minority firms and eligible Minority Business Enterprise and Labor Surplus areas. Section 3 Business list can be found under Attachment E

SECTION IX - CONFLICT OF INTEREST

OWNER warrants and covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which could conflict in any manner or degree with the performance of its services hereunder. OWNER further warrants and covenants that in the performance of this contract, no person having such interest shall be employed.

HOME conflict of interest provisions, as stated in 24 CFR 92.356, apply to the award of any contracts under the AGREEMENT and the selection of tenant households to occupy HOME-assisted unit. No employee, agent, consultant, elected official, or appointed official of OWNER may obtain a financial interest or unit benefits from a HOME-assisted activity, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. This prohibition includes any interest in any contract, subcontract or AGREEMENT with respect to this HOME-assisted PROJECT or program administered by OWNER or the proceeds herein.

This prohibition does not apply to an employee or agent of OWNER who occupies a HOME-assisted unit as the on-site PROJECT manager or maintenance worker. In addition, no member of the COUNTY, the United States Congress, official or employee of HUD shall be permitted to receive or share any financial or unit benefits arising from the HOME-assisted PROJECT or program. Prior to the implementation of the HOME-assisted activity, OWNER may request exceptions to stated provisions in writing. OWNER must demonstrate and certify that the policies and procedures adopted for the activity will ensure fair treatment of all parties, and that the covered persons referenced in this policy will have no inside information or undue influence regarding the award of contracts or benefits of the HOME assistance. The COUNTY may grant exceptions by request as permitted by 24 CFR Part 92.356, 24 CFR Part 85.36, and as applicable.

SECTION X - LABOR, TRAINING & BUSINESS OPPORTUNITY

OWNER agrees to comply with the federal regulations that govern training, employment and business opportunities as follows:

- A. It is agreed that the WORK performed under this AGREEMENT is a PROJECT assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 U, as well as any and all applicable amendments thereto. HUD Section 3 specified in Attachment E – Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to low and moderate income residents of the PROJECT area and those contracts for WORK in connection with the PROJECT be awarded to business concerns which are located in, or owned in substantial part by persons residing in the PROJECT area.

_____/_____/initials

- B. OWNER shall voluntarily comply with the provisions of HUD Section 3 regulations issued by the Secretary of Housing and Urban Development and stated in 24 Code of Federal Regulations including all applicable rules, orders and amendments prior to the execution of this AGREEMENT and during the term of this contract, when and where possible during the construction phase. OWNER certifies and agrees that it is under no contractual or other obligation, which would prevent it from complying with these requirements as well as any and all applicable amendments thereto.

- C. OWNER will include HUD Section 3 and Minority Business Enterprise provisions in all advertisements and written bid requests and in every subcontract for work in connection with the PROJECT and will, at the direction of the COUNTY, take appropriate action upon a finding that a subcontractor has misrepresented itself in violation of Federal regulations. OWNER will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 Code of Federal Regulations and will not contract with a subcontractor without receipt of a preliminary statement of ability to comply with these requirements as well as with any and all applicable amendments thereto.

- D. Compliance with the provisions of HUD Section 3 specified in Attachment E – Section 3, the regulations set forth in 24 Code of Federal Regulations and all applicable rules and orders of the COUNTY and HUD issued prior to the execution of the AGREEMENT, shall be a condition precedent to federal financial assistance being provided to the PROJECT, as well as a continuing condition, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject OWNER and subcontractors, its successors, and assigns to those sanctions specified by 24 Code of Federal Regulations as well as with any and all applicable amendments thereto.

SECTION XI - GENERAL CONDITIONS

- 1. All notices or other communication which shall or may be given pursuant to this AGREEMENT shall be in writing and shall be delivered by personal service, or by registered mail addressed to the other party at the address indicated herein or as the same may be changed from time to time. Such notice shall be deemed given on the day on which personally served; or if by mail, on the fifth day after being posted or the date of actual receipt, whichever is earlier.

Richland County Government
 Community Development
 2020 Hampton Street, Suite 3063
 Columbia, SC 29204
 Contact: Jocelyn Jennings, Community Development Coordinator
 (803) 576-2055

South Carolina Uplift Community Outreach
 5338 Ridgeway Street
 Columbia, SC 29203
 Contact: Kevin Wimberly, President/CEO
 (803) 691-4742

- 2. Title and paragraph headings are convenient reference and are not a part of this AGREEMENT.

- 3. In the event of conflict between the terms of this AGREEMENT and any terms or conditions contained in any attached documents, the terms in this AGREEMENT shall rule. No waiver or breach of any provision of this AGREEMENT shall constitute a waiver of a subsequent breach of the same or any other provisions hereof, and no waiver shall be effective unless made in writing.

4. OWNER shall comply with the provisions of the Copeland Anti-Kick-Back Act (18 U.S.C. 874) as supplemented in the agency of Labor Regulations (29 CFR Part 3) as amended.
5. OWNER shall comply with the provisions of sections 103 and 107 of the Contract Work Hours and Safety Standard Act (40 U.S.C. 327-330) as well as the Labor Regulations found at 29 CFR, Part 5 as amended.
6. OWNER further warrants and agrees to include or cause to be included, the criteria and requirements of paragraphs (D) and (E) of sections 103 and 107 of the Contract Work Hours and Safety Standard Act in every nonexempt subcontract. OWNER also agrees to take such action as the federal, state, or local government may direct to enforce aforesaid provisions.
7. The AGREEMENT shall be binding upon the parties hereto, their heirs, and executors, legal representative, successors and assigns.
8. OWNER and its employees and agents shall be deemed as independent contractors, and not agents or employees of the COUNTY, and shall not attain any rights or benefits under the civil service or pension ordinances of the COUNTY, or any rights generally afforded classified or unclassified employees. Further, they shall not be deemed entitled to compensation benefits as an employee of the COUNTY.
9. Funding for this AGREEMENT is contingent on the availability of funds and continued authorization for program activities and is subject to amendment or termination due to lack of funds, or authorization, reduction of funds, and/or change in regulations, proposed PROJECT and/or budget commitments.
10. No official or employee of the COUNTY shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in a proceeding, application, request for a ruling or other determination, contract, grant cooperative AGREEMENT, claim, controversy, or other particular matter in which these funds are used, where to his/her knowledge he/she or her/his immediate family, partners, organization, other than a public office in which she/he is serving as an officer, director, trustee, partner, or employee or any person or organization with which he/she is negotiating or has any arrangement concerning prospective employment, has a financial interest.
11. AMENDMENTS: All amendments to and interpretations of this AGREEMENT shall be in writing. Any amendment or interpretations that are not in writing shall not legally bind the COUNTY and or its agents. The OWNER is responsible for acknowledgement of receipt of amendments either by signing and returning one (1) copy of the amendment or by letter.
12. ASSIGNMENT OF AGREEMENT: The OWNER is not authorized to assign, sublet, or transfer any portion of this AGREEMENT without prior written consent of the COUNTY.
13. CHANGES: OWNER is not authorized to make PROJECT changes without prior written permission from the COUNTY. The COUNTY will not compensate OWNER for any work or service provided that has not been approved in writing.

The OWNER has the option to convert a rental unit to a homeownership unit by selling a unit to the existing tenant in accordance with the requirements of 24 CFR 92.255 – Converting rental units to homeownership units for existing tenants. However, the OWNER cannot make ownership a condition of the lease AGREEMENT.

If no additional HOME funds are used to enable a tenant to become a homeowner, the homeownership unit is subject to the remaining affordable period as if the units continued as rental units. If additional HOME funds are

used to directly assist a tenant to become a homeowner, the period is based on the amount of direct assistance as stated under §24 CFR 92.255. OWNER must use HOME proceeds from a sale to pay any outstanding loan balance associated with this AGREEMENT. Any remaining proceeds from the sale of unit should be kept by the OWNER and must be used for HOME eligible activities.

OWNER guarantees tenants interested in homeownership will receive homebuyer counsel related to livability, credit repair, asset management, and property maintenance. The OWNER must document the buyer's receipt of homebuyer services.

The OWNER will document the homebuyer's knowledge of the HOME affordability and resale requirements prior to purchase/occupancy. An income eligible homebuyer must be made aware and agree to the Federal requirements.

- a) Occupancy: The home will be occupied as the principle residence of the homebuyer and the buyer/occupant annual gross household income will not exceed 80% of the median income for the area at time of occupancy.
- b) Purchase Price: The OWNER will ensure that the purchase price not exceed 95% of the median purchase price for the area (CFR 92.254 (a)(2))
- c) Resale: If during the affordability period the homebuyer decides to move or sell the unit, the homebuyer must agree to sell the unit to an income eligible buyer who plans to occupy the unit as their principle residence (92.254 (a)(5)).

14. COMPLETE DOCUMENTS: Plans, specifications, and all supplementary documents are essential parts of this AGREEMENT and requirements occurring in one are as binding as though occurring in all.

15. CONTRACT ADMINISTRATION: The Contracting Officer shall have the authority to act on behalf of the COUNTY to make binding decisions with respect to this AGREEMENT. Questions or problems arising after award of this contract shall be directed to the Director of the Community Development Department, 2020 Hampton Street, Suite 3063, Columbia, South Carolina 29204. The initial term of this contract shall be twelve months (12). In addition, this PROJECT is subject to ongoing compliance requirements of HOME through the affordability period of 20 years. OWNER will assure continued compliance with HOME requirements. Timely completion of the WORK specified in this AGREEMENT is an integral and essential part of performance. The expenditure of HOME funds is subject to Federal deadlines and could result in the loss of the Federal funds. By the acceptance and execution of this AGREEMENT, it is understood and agreed by OWNER that the PROJECT will be completed as expeditiously as possible and that the OWNER will make every effort to ensure that the PROJECT will proceed and will not be delayed. Failure to meet these deadlines can result in cancellation of this contract and the revocation of HOME funds.

OWNER shall cause appropriate provisions to be inserted in all contracts relative to the WORK tasks required by this AGREEMENT, in order to ensure that the PROJECT will be completed according to the timetable set forth. It is intended that such provisions inserted in all subcontracts be, to the fullest extent permitted by law and equity, binding for the benefit of the COUNTY and enforceable by the COUNTY against OWNER and its successors and assigns to the PROJECT or any part thereof or any interest therein.

In the event OWNER is unable to meet the above schedule or complete the above services because of delays resulting from Acts of God, untimely review and approval by the COUNTY and other governmental authorities having jurisdiction over the PROJECT, or other delays that are not caused by OWNER, the COUNTY shall grant a reasonable extension of time for completion of the WORK. It shall be the responsibility of the OWNER to notify the COUNTY within five business days of knowing that a delay is anticipated or experienced, and to inform the COUNTY of all facts and details related to the delay.

16. OWNER'S QUALIFICATIONS: OWNER must be regularly established in the business called for, and executing

this AGREEMENT certifies that the OWNER is physically and financially sound, capable and responsible having the ability and experience through supervised personnel to complete this contract. OWNER certifies that they are able to render prompt and satisfactory service in the volume called for under this AGREEMENT.

COUNTY can make such investigation, as necessary to determine the ability of the OWNER to perform the WORK. The OWNER shall furnish to the COUNTY all such information and data as the COUNTY may request, including, if requested, a detailed list of the equipment which the OWNER proposes to use, and a detailed description of the method and program of the WORK he proposes to follow. The COUNTY reserves the right to terminate, if at any time throughout the term of this AGREEMENT the OWNER fails to meet all requirements or fails to carry out the obligations of the AGREEMENT and to complete the WORK agreed on therein.

17. OWNER'S RESPONSIBILITY: The OWNER certifies that it has fully acquainted himself/herself with conditions relating to the scope, and restrictions attending the execution of the WORK under the conditions of this AGREEMENT. Failure or omission of OWNER to acquaint himself/herself with existing conditions shall in no way relieve the OWNER of any obligation with respect to this AGREEMENT.
18. COUNTY'S RESPONSIBILITY: The COUNTY shall furnish OWNER with the following services and information from existing COUNTY records and COUNTY files:
 - The COUNTY will provide information regarding its requirements for the PROJECT.
 - The COUNTY will provide any changes in HOME regulations or program limits that affect the PROJECT, including but not limited to income limits, property value limits and rent limits.
 - The COUNTY will conduct progress site inspections of WORK completed to protect its interests as funder/lender and regulatory authority for the PROJECT, and will provide information regarding any progress inspections or monitoring to assist it in ensuring compliance.
 - The COUNTY will review and approve the WORK that will relate only to overall compliance with the general requirements of this AGREEMENT and HOME regulations, and all COUNTY regulations and ordinances.
 - The COUNTY will make available the most current County wide environmental, Annual Action Plan and Consolidated Plan.
 - The County will execute a Loan AGREEMENT/Restrictive Covenants at the close of this AGREEMENT as the means of enforcing affordable housing requirements and compliance with the terms of this AGREEMENT.
 - Nothing contained herein shall relieve the OWNER of any responsibility as provided under this AGREEMENT.
19. COVENANTS AGAINST CONTINGENT FEES: The OWNER warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an AGREEMENT or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the OWNER for the purpose of securing business. For breach or violation of this warranty, the COUNTY shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.
20. NONCOMPLIANCE AND RECAPTURE: In case of non-compliance with this AGREEMENT or dissolution of business, the COUNTY reserves the right to recapture its investment by taking ownership of properties and collection of all rent payments made during the affordability period charging OWNER with any excessive costs. Should such charges be assessed, no subsequent proposals of the defaulting OWNER shall be considered until the assessed charges have been satisfied.

Proceeds generated from rents will be recorded and use of funds documented. A financial report will be provided to the COUNTY annually throughout the affordability period. **The OWNER must notify the COUNTY of intent to sell or dispose of property during the affordability period. The OWNER must assure that the price at resale provides a fair return on investment (including capital improvements). If the property is sold during the affordability period, the OWNER will use HOME proceeds for HOME eligible affordable housing development.**

21. DOCUMENTATION AND PROJECT COMPLETION: Upon completion of the PROJECT, OWNER shall furnish, at no extra charge all closeout documentation including:
- Occupancy Completion Report approved, in writing, by COUNTY'S Contracting Officer and Contracting Officer's Representative specified in Attachment G, Occupancy Completion Form;
 - Copies of warranties, insurance, building permits, inspection reports and/or guarantees;
 - Final affidavit or release and waiver of all liens from subcontractors;
 - Consent of Surety for final payment;
 - Minority Reports;
 - PROJECT-related designs, materials and/or training plan specified in Attachment J – Special Provisions);
 - Documentation of technical support received or scheduled, when appropriate;
 - Statement of PROJECT final completion and acceptance;
 - Copies of restrictive covenants, lease AGREEMENTs and change of occupancy process and procedures
 - Notice of Occupancy; and
 - All required deliverables

The COUNTY will recognize each PROJECT as complete only upon written confirmation.

COUNTY will assess PROJECT completeness using contemporary best (practical) professional practices and evaluation criteria.

22. DRUG FREE WORKPLACE ACT: It is the intent of The COUNTY to comply with the requirements set forth in Title 44, Code of laws of South Carolina, 1976, Chapter 107, which shall apply to all procurement actions involving an award for FIFTY THOUSAND dollars, (\$50,000.00) or more. OWNER shall be required to execute a statement in all solicitations certifying that it understands and is in full compliance with the Drug Free Workplace Act. Failure to comply with this requirement shall result in rejection of an offer.

23. EQUAL EMPLOYMENT OPPORTUNITY: During the performance of this contract, OWNER agrees as follows:
- OWNER will not discriminate against any employee or applicant for employment based on race, color, religion, sex, disability or national origin(s). Employees will receive fair and equal treatment and will be given equal opportunity for promotions, transfers, training opportunities, rates of pay or other forms of compensation. OWNER agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the contracting officer of the COUNTY setting forth the provisions of this nondiscrimination clause.
 - OWNER will, in all solicitation or advertisements for employees placed by or on behalf of OWNER, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin(s).
 - OWNER will send to each labor union or representative of workers with which he has a collective bargaining AGREEMENT or other contract or understanding, a notice to be provided by the director of Community

Development, advising the labor union or workers' representative of OWNER commitments under Section 202 of Executive Order No. 11246 of September 24, 1965 specified in Attachment D - Section 202 of Executive Order No. 11246), and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

- OWNER will comply with all provisions of Executive Order 11246 of September 24, 1965, and all of the rules, regulations, and relevant orders of the Secretary of Labor.

- OWNER will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereof, and will permit access to its books, records, and accounts by the COUNTY and the Secretary of Labor for the purposes of investigation to ascertain compliance with such rules, regulations, and order.

24. EXAMINATION OF RECORDS: The Administrator of the COUNTY or his duly authorized representative(s), and/or duly authorized representative from the office of the Internal Auditor during the affordability period of 20 years, shall have access to records involving the rental, sale and all transactions related to this AGREEMENT.

If required, OWNER will provide the COUNTY with a certified audit of its records representing the Fiscal Year during which the PROJECT becomes complete whenever the amount listed in SECTION VII is at or exceeds \$300,000, pursuant to the requirements of OMB Circular A-133.

Access shall be immediately granted to the COUNTY, HUD, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, or records of OWNER or its subcontractors which are directly related as a result of this AGREEMENT for the purpose of making audit, examination, excerpts, and transcriptions.

25. RECORDKEEPING: OWNER will maintain sufficient records to enable the COUNTY to determine whether the OWNER has met the requirement of this contract and the requirements set forth in CFR 92.508 Record Keeping, and specific to item 4 of that citation. At a minimum the following records should be retained for the most recent five year period until five years after the affordability period.

- a. Records concerning CHDO designation, qualifications, board membership information.
- b. Buyer files/beneficiary information including documentation of household size, income eligibility documentation, rent and utility allowance calculations, affordability including leases for assisted units, property inspections, deed restrictions, re-examination of tenant income through a statement and certification, PROJECT rents and home recapture/resale restriction.
- c. PROJECT information such as plans, specifications, location, # of units, property standards, purchase price and documentation of fair market value.
- d. Financial records related to HOME proceeds budget control and evidence of periodic account reconciliations (deposits, disbursements, balances), income and expenditures, repayments and recapture.
- e. Equal opportunity, fair housing and affirmative marketing procedures or documentation thereof.
- f. Contracts, sub-contracts, licenses, permits, variances, certificates, insurance and bonds
- g. Records showing that housing meets Section 504 criteria, the affordability requirements for not less than the applicable affordability period.
- h. Records concerning property inspections, maintenance schedules and capital improvements.

26. FORCE MAJEURE: The OWNER shall not be liable for any excess costs if failure to perform arises from cause beyond the control and without the fault or negligence of the OWNER. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in its sovereign or contractual capacity, fires, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather. In every case the

- Cancellation, Non-renewal, Reduction in Coverage and Nonpayment of Premium. Any party required to provide insurance under this contract shall provide and shall request each insurer to provide the Community Development with a minimum of 30 (thirty) days prior written notice of any cancellation, non-renewal, reduction in coverage or any other material change in the required policies, except that a notice of 10 (ten) days is acceptable for cancellation by an insurer due nonpayment of premium.
 - Certificates of Insurance. Within 5 (five) business days of receipt of Notice to Proceed and for each renewal or new policy thereafter, builder shall provide timely certificates of insurance. Each certificate shall state it applies to work by or on behalf of the insured. Certificates shall be sent to: Community Development, Richland County, PO Box 192, Columbia, SC 29202.
 - Insurance Requirements for OWNER and subcontractors. The builder shall require any subcontractor not insured by the builder to meet South Carolina's requirements for vehicle liability and to have worker's compensation coverage, even the party if has less than four employees. A general liability policy shall be required. They shall be required to provide Community Development certification of coverage.
32. LICENSES, PERMITS AND CERTIFICATES: The OWNER at their own expense, shall secure all licenses, permits, variances and certificates required for and in connection with any and all parts of the WORK to be performed under the provisions of this AGREEMENT.
33. NON-APPROPRIATIONS: Any contract entered into by the OWNER resulting from this AGREEMENT shall be subject to cancellation by the COUNTY without damages or further obligations when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.
34. COUNTY FURNISHED DATA: All data and materials, negatives, adiposities, aero triangulation data, terrain and elevation models, control photographs, engineering data, maps, plans, specifications, drawings, or other COUNTY furnished property shall remain the exclusive property of COUNTY. OWNER agrees by executing this AGREEMENT that such COUNTY property will be used for no purpose other than for work for COUNTY under this AGREEMENT. OWNER shall sign and deliver written itemized receipts for all such property and shall be responsible for its safekeeping. Upon conclusion of the WORK/services rendered hereunder, all such property shall be returned to the COUNTY in the condition it was received, taking into consideration normal wear and tare that is to be expected with the material in use as appropriate.
35. COUNTY'S RIGHTS OF OWNERSHIP: Except for OWNER'S proprietary software and materials and the proprietary Operating System Software, all original data, spatial data, spatial data plans, drawings, images, material, documentation (including electronic files or documents), and application software generated and prepared by or exclusively for the COUNTY pursuant to any AGREEMENT shall belong to the COUNTY. OWNER shall not sell, give, loan nor in any other way provide such data, material or software as described herein to another person or organization, nor otherwise utilize any commercially valuable data, images, or developments created specifically by or for the COUNTY under this AGREEMENT, without the written consent of the Contracting Officer. Any external requests to procure these data or materials must be forwarded to the COUNTY.
36. OWNER hereto, without the expressed written consent of the Contracting Officer, shall not assign any obligation under this AGREEMENT to another party. If any part of the WORK covered by the AGREEMENT is to be subcontracted, the OWNER shall submit the qualifications of the subcontracting organization and the proposed contractual arrangements to the COUNTY for approval prior to execution of the contract. The approved OWNER contractual AGREEMENT, excluding financial information, shall be provided to the COUNTY. Approval by the COUNTY of such subcontract shall not in any way relieve the OWNER of any of their obligations, responsibilities,

or liabilities, under this AGREEMENT, regardless of the nature and conditions of such subcontractor services and actions on OWNER'S behalf.

37. PROHIBITION OF GRATUITIES: Amended Section 8-13-720 of the 1976 Code of Laws of South Carolina states:
- “WHOEVER gives or offers to any public official or public employee any compensation including a promise of future employment to influence his action, vote, opinion or judgment as a public official or public employee or such public official solicits or accepts such compensation to influence his action, vote, opinion, or judgment shall be subject to the punishment as provided by Section 16-9-210 and Section 16-9-220. The provisions of this section shall not apply to political contributions unless such contributions are conditioned upon the performance of specific actions of the person accepting such contribution nor shall they prohibit a parent, grandparent or relative from making a gift to a child, grandchild or other close relative for love and affection except as hereinafter provided.”
38. PROJECT ORGANIZATION: It is expected that OWNER will be dealing with various members of the COUNTY'S staff during the course of this AGREEMENT. To establish a clear line of communications, the Community Development Coordinator shall be the PROJECT Manager, and shall be appointed to oversee and coordinate all aspects of the WORK. He/she shall be the focal point of contact with the OWNER.
39. PROPRIETARY INFORMATION: The OWNER shall visibly mark as “Confidential” each part of their proposals which they consider proprietary information that could be exempt from disclosure under Section 30-4-40, Code of Laws of South Carolina, 1976 (1986 Cum. Supp.) (Freedom of Information Act). If any part is designated as “Confidential,” there must be attached to that part an explanation of how the information fits within one or more categories listed in Section 30-4-40.
40. PUBLICITY RELEASES: OWNER agrees not to refer to award of this contract in commercial advertising in such manner as to state or to imply that the products or services provided are endorsed or preferred by the COUNTY.
41. REIMBURSABLE EXPENSES: PROJECT expenses shall be paid based on original invoices for actual expenses incurred or paid. OWNER must submit request for payment using form provided specified in Attachment H – Project Reimbursement Form. Documentation of eligible expenses is required in compliance with 24 CFR 92.206 Eligible PROJECT Costs, necessary for HUD – IDIS disbursement requirements. All PROJECT expenses shall be in conformance with the approved PROJECT budget (Attachment B) and summarized within this AGREEMENT. Budget revisions and approval shall be required prior to payment of any expenses not conforming to the approved PROJECT budget. The OWNER must allow thirty business days to complete each reimbursement transaction.

The COUNTY reserves the right to inspect records and PROJECT sites to determine that reimbursement and compensation requests are reasonable. The COUNTY also reserves the right to hold payment until adequate documentation has been provided and reviewed.

Before the PROJECT can be closed the OWNER must submit the Occupancy Completion Form specified in (Attachment G – Occupancy Completion Form at a time when the WORK has been completed and 100% occupancy is reached. The COUNTY must determine that all services have been rendered, files and documentation delivered, and units have been placed in full service in compliance with HOME regulations, including submission of documentation of eligible occupant.

The COUNTY shall have the right to review and audit all records of OWNER pertaining to any payment made by the COUNTY. Said records shall be maintained for a period of five years from completion.

42. REPAYMENT OF FUNDS: All HOME funds are subject to repayment. It is understood that upon completion of the PROJECT, any HOME funds reserved but not expended under this AGREEMENT will revert to the COUNTY through the COUNTY.

Funds must be repaid to the COUNTY if the housing does not meet the affordability requirements for the specified time period.

43. HOME proceeds: The OWNER will retain HOME rent proceeds for property related expenses including capital improvements, insurance and maintenance. (Attachment K)

44. REPORTING RESPONSIBILITIES: OWNER agrees to submit annual reports (inspection, proceeds, occupancy) no later than December 15th each year during the 20 year affordability period.

45. SEVERABILITY: If any term of provision of any contract resulting from this solicitation shall be found to be illegal or enforceable, notwithstanding any such legality or enforceability, the remainder of said contract shall remain in full force and effect, and such term or provision shall be deemed to be deleted and severable there from.

46. STATEMENT OF COMPLIANCES AND ASSURANCES: OWNER(s) to be eligible for consideration shall be required to certify in writing, that the firm or agency represented in the proposal submitted, complies with all applicable federal and state laws/regulations and COUNTY ordinances.

a. OWNER shall provide a written assurance of non-collusion and understanding and acceptance of any and all provisions stated in this contract.

b. A statement of Compliance and Assurance, along with other statements and certification shall be provided to OWNER and be part of each solicitation.

47. SOUTH CAROLINA, RICHLAND COUNTY, AND FEDERAL LAW CLAUSE: Upon award of a contract the OWNER must comply with the laws of South Carolina, which require such person or entity to be authorized and/or licensed to do business in this state. The OWNER agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability of taxes, licenses or fees levied by the State and County.

The OWNER covenants and warrants that it will further comply with all applicable laws, ordinances, codes, rules and regulations of the state, local, and federal governments, and all amendments thereto, including, but not limited to; Title 8 of the Civil Rights Act of 1968 PL.90-284; Executive Order 11063 on Equal Opportunity and Housing Section 3 of the Housing and Urban Development Act of 1968; Housing and Urban Development Act of 1974, as well as all requirements set forth in 24 CFR 92 of the HOME INVESTMENT PARTNERSHIP PROGRAM. OWNER covenants and warrants that it will indemnify and hold the COUNTY forever free and harmless with respect to any and all damages whether directly or indirectly arising out of the provisions and maintenance of this contract.

OWNER agrees to comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C.1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR Part 15).

OWNER further warrants and agrees to include or cause to be included the criteria and requirements of this section in every non-exempt subcontract in excess of \$100,000. OWNER also agrees to take such action as the federal, state, or local government may direct to enforce aforesaid provisions.

48. With prior written COUNTY approval, the OWNER can subcontract all or portions of the required WORK required under this AGREEMENT and must maintain detailed records for all suitable subcontractor, with the proposed scope of WORK, which its subcontractor is to undertake.

Notwithstanding any consent by the COUNTY to a proposed subcontract, OWNER shall remain responsible for all subcontracted WORK and services. OWNER agrees it shall be as fully responsible to the COUNTY for the acts and omission of its subcontractors, their agents, representatives, and persons either directly or indirectly employed by them as it is for the acts and omissions of persons directly employed by Owner.

Neither this provision, this contract, the COUNTY'S authorization of OWNER'S AGREEMENT with subcontractor, COUNTY'S inspection of a subcontractor's facilities, equipment or work, or any other action taken by the COUNTY in relation to a subcontractor shall create any contractual relationship between any subcontractor and the COUNTY. OWNER shall include in each of its subcontracts a provision embodying the substance of this article and shall exhibit a copy thereof to the COUNTY before commencement of any work by a subcontractor. Owner's violation of this provision shall be grounds for the COUNTY'S termination of this contract for default, without notice or opportunity for cure. In addition, OWNER indemnifies and holds the COUNTY harmless from and against any claims (threatened, alleged, or actual) made by any subcontractor (of any tier) for compensation, damages, or otherwise, including any cost incurred by the COUNTY to investigate, defend, or settle any such claim.

49. TERMINATION: COUNTY shall have the right to terminate this AGREEMENT in whole or in part for its convenience at any time during the course of performance by giving thirty (30) days written or telegraphic notice. Upon receipt of any termination notice, OWNER shall immediately discontinue services on the date and to the extent specified in the notice.

In accordance with 24 CFR 85.43, suspension or termination may occur if OWNER materially fails to comply with any term of the award, and that the award may be terminated for convenience in accordance with 24 CFR 85.44.

COUNTY may also cancel or terminate this AGREEMENT for default in whole or in part by thirty (30) days written, electronic or telegraphic notice to OWNER:

- if OWNER shall become insolvent or make a general assignment for the benefit of creditors; or
- if a petition under the Bankruptcy Act is filed by OWNER; or
- if OWNER becomes involved in some legal proceedings that in the opinion of COUNTY interfere with the diligent, efficient performance and satisfactory completion of the services; or
- if OWNER fails to make delivery of the supplies or to perform the services within the time specified or any COUNTY-authorized extension thereof.

SECTION XII. OTHER FEDERAL REQUIREMENTS (Subpart H: 24 CFR 92.350 through 92.357)

OWNER must comply with the following federal laws and regulations, as applicable:

- a) **Age Discrimination:** The prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR, Part 146, and the prohibitions against discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR, Part 8; <http://www.hud.gov/offices/fheo/disabilities/sect504.cfm>
- b) **Aquifers:** The Safe Drinking Water Act of 1974, (42 U.S.C. Sec. 201, 300(f) et seq.), and (21 U.S.C. Sec. 349) as amended, particularly Section 1424 (e) (42 U.S.C. Sec. 300h-303(e)); http://www.law.cornell.edu/uscode/42/uscode_sup_01_42_10_6A_20_XII_30_C.html
- c) **Archeological:** The Reservoir Salvage Act of 1960 (16 U.S.C. Sec. 469 et seq.), particularly Section 3 (16 U.S.C. Sec. 469a-1), as amended by the Archeological and Historic Preservation Act of 1974; http://www.nps.gov/history/local-law/FHPL_ArchHistPres.pdf
- d) **Clean Air:** The Clean Air Act (41 U.S.C. Sec. 7401 et seq.) as amended, particularly Section 176(c) and (d) (42 U.S.C. Sec. 7506(c) and (d)); <http://www.gpo.gov/fdsys/pkg/USCODE-2008-title42/pdf/USCODE-2008-title42-chap85.pdf>
- e) **Coastal Zone Management:** The Coastal Zone Management Act of 1972, (16 U.S.C. Sec. 1451 et seq.) as amended, particularly Section 307(c) and (d) (16 U.S.C. Sec. 1456(c) and (d)); http://www.nps.gov/history/local-law/fhpl_cstlzonemngmt.pdf
- f) **Endangered Species:** The Endangered Species Act of 1973, (16 U.S.C. Sec. 1531 et seq.) as amended, particularly Section 7 (16 U.S.C. Sec. 1536)); <http://www.nmfs.noaa.gov/pr/laws/esa/text.htm>
- g) **Environmental Review Procedures** for Title I Community Development Block Grant Programs, 24 CFR Part 58, as amended in 47 Fed. Reg. 15750 (April 12, 1982); http://www.access.gpo.gov/nara/cfr/waisidx_00/24cfr58_00.html
- h) **Equal Employment Opportunity:** The requirements of Executive Orders 1246 (3 CFR 1964-65, Comp., p. 339) (Equal Employment Opportunity) and the implementing regulations issued at 41 CFR, Chapter 60. <http://www.fedglobe.org/issues/hudpolicy.htm>
- i) **Equal Opportunity in Housing:** Executive Order 11063, as amended by Executive Order 12259, and 24 CFR part 107, Nondiscrimination and Equal Opportunity in Housing under Executive order 11063 or 24 CFR, Part 107 shall be a proper basis for the imposition of sanctions specified in 24 CFR 107.60; http://www.access.gpo.gov/nara/cfr/waisidx_00/24cfr107_00.html
- j) **Fair Housing Act:** The Fair Housing Act (42U.S.C. 3601-20) and implementing regulations at 24 CFR part 10; Executive Order 11063, as amended by Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1958-1963 Comp., 652 and 3CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing and implementing regulations at 24 CFR, Part 107; and title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) (Nondiscrimination on Federally Assisted Programs) and implementing regulations issued at 24 CFR, Part 1; <http://www.hud.gov/offices/fheo/FHLaws/index.cfm>
- k) **Farmlands:** Farmlands Protection and Policy Act of 1981, (7 U.S.C. Sec. 4201 et. seq.) 24 CFR Part 51, Environmental Criteria and Standards. <http://www.wbdg.org/pdfs/24cfr51.pdf>
- l) **Flood Plain:** Flood Disaster Protection Act of 1973, (42 U.S.C. Sec. 4001 et. seq.) as amended, particularly Sections 102(a) and 202(a) (42 U.S.C. Sec. 4012a (a) and Sec. 4106(a); and Executive Order 11988, Floodplain Management, May 24, 1977 (42 Fed. Reg. 26951), particularly Section 2. http://www.fema.gov/pdf/fhm/frm_acts.pdf www.archives.gov/federal.../executive-order/11988.html
- m) **Historic Preservation:** National Historic Preservation Act of 1966 (16 U.S.C. Sec. 470 et seq.) and 40 CFR Parts 1500-1508; Section 106 (16 U.S.C. Sec. 470f); and 36 CFR 800
- n) **Immigration Status:** Requirement that all members of a household must be either US citizens, resident aliens (have a green card), or one of several exempt classes to occupy a HOME assisted unit. http://74.125.47.132/search?q=cache:Y9-_J6QPvSoJ:www.aoa.gov/prof/civil_rights/Non_citizens/v0qaniof.pdf+Fed+Register+Vol+62+No+221+page+61344&cd=1&hl=en&ct=clnk&gl=us&client=firefox-a
- o) **Lead Based Paint:** Applies to all existing units built before 1978; Title IV of the Lead Based Paint Poisoning Prevention Act (42 U.S.C. Sec. 4831). <http://frwebgate2.access.gpo.gov/cgi-bin/TEXTgate.cgi?WAISdocID=aQikBT/0/1/0&WAISAction=retrieve>

- p) **Minority and Women's Business Enterprise:** The requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women's Business Enterprise). Consistent with HUD's responsibilities under these Orders, each applicant must make efforts to encourage the use of minority and women's business enterprises in connection with HOME funded activities. Each Owner must prescribe procedures acceptable to the State to establish activities to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women. The Owner/Subrecipient will be required to identify contracts which have been bid by minority owned, women owned, and/or small disadvantaged businesses <http://www.hud.gov/offices/cpd/communitydevelopment/toolkit/files/MBE-WBEOutreach.pdf>
- q) **Noise Abatement and Control:** 24 CFR 51 B <http://www.wbdg.org/pdfs/24cfr51.pdf>
- r) **Protection and Enhancement of the Cultural Environment,** May 13, 1971 Executive Order 11593, (36 Fed. Reg. 8921), particularly Section 2(c); <http://www.archives.gov/federal-register/codification/executive-order/11593.html>
- s) **Environmental Justice:** [Executive Order 12898] http://www.epa.gov/Region2/ej/exec_order_12898.pdf
- t) **Relocation:** The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C., Sec. 4601 et. seq.), 49 CFR Part 24, and 24 CFR Section 570.49a (55 Fed. Reg. 29309 (July 18, 1990)). <http://www.hud.gov/offices/cpd/library/relocation/index.cfm>
- u) **Section 3: Employment Opportunities:** The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with PROJECTs and activities in their neighborhoods <http://www.hud.gov/offices/fheo/section3/section3.cfm>
- v) **Siting of HUD-Assisted PROJECTs near Hazardous Operations:** Establishes acceptable separation distance for the siting of residential buildings, mobile home parks or other HUD-assisted PROJECTs near stationary hazardous_operations which store, handle or process chemicals or petrochemicals of an explosive or flammable nature. 24 CFR 51 C <http://www.hud.gov/offices/cpd/environment/training/guidebooks/hazfacilities/>
- w) **Toxic or Hazardous Substances and Radioactive Materials:** Particular attention should be given to any site proposed for HUD assistance that is located on, or in the general proximity of, such areas as dumps, landfills, industrial sites or other locations that contain hazardous wastes. It is HUD policy that all property proposed for use in HUD programs be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property.
- x) **Wetlands:** Prohibits the degradation or destruction of wetlands; Executive Order 11990 Protection of Wetlands, May 24, 1977 (42 Fed. Reg. 26961), particularly Section 2 and 5; <http://www.epa.gov/OWOW/wetlands/regs/eo11990.html>
- y) **Wild & Scenic Rivers:** Applicable to PROJECTs within one mile of a designated wild and scenic river. The Wild and Scenic Rivers Act of 1968, (16 U.S.C. Sec. 1271 et seq.) as amended, particularly Section 7(b) and (c) (16 U.S.C. Sec. 1278(b) and (c)); <http://www.nls.gov/offices/cpd/environment/review/rivers.cfm>

SECTION XIII - CONTRACT DOCUMENTS

This AGREEMENT (Twenty-two pages)

ATTACHMENT “A” – PROPOSAL

ATTACHMENT “B” – BUDGET

ATTACHMENT “C” - HUD FY 2018 INCOME & RENT LIMITS

ATTACHMENT “D” - SECTION 202 OF EXECUTIVE ORDER # 11246 OF SEPTEMBER 24, 1965” (7 pages)

ATTACHMENT “E” - SECTION 3 OF HOUSING AND URBAN DEVELOPMENT ACT 1968” and supporting documents

ATTACHMENT “F”- HOME INVESTMENT PARTNERSHIP PROGRAM FINAL RULE 24 CFR PART 92

ATTACHMENT “G” – RICHLAND COUNTY OCCUPANCY COMPLETION FORM

ATTACHMENT “H” – PROJECT REIMBURSEMENT FORM AND PROGRESS REPORT FORM

ATTACHMENT “I” – HOME CONSTRUCTION REQUIREMENTS

ATTACHMENT “J” - HOUSING CONTRACT SPECIAL PROVISIONS – SECTION 504 REQUIREMENTS

ATTACHMENT “K” – ANNUAL PROCEEDS/RENTAL REPORT FORM

This AGREEMENT (including any attachments, exhibits, and amendments hereto) represents the entire understanding and constitutes the entire AGREEMENT between COUNTY and OWNER. It supersedes all prior contemporaneous communications, representations, or AGREEMENTs, whether oral or written, with respect to the subject matter thereof and has been induced by no representations, statements, or AGREEMENTs other than those herein expressed. No AGREEMENT hereafter made between the parties shall be binding on either party unless reduced to writing and signed by an authorized officer of the party sought to be bound thereby.

OWNER AND COUNTY ACKNOWLEDGE THAT THEY HAVE READ THIS AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS. NO MODIFICATIONS SHALL BE EFFECTIVE UNLESS IN WRITING SIGNED BY BOTH PARTIES.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed by their duly authorized and empowered officers or agents as of the date set forth above.

This AGREEMENT will be effective on: _____

OWNER:
SCUPLIFT COMMUNITY OUTREACH

COUNTY:
RICHLAND COUNTY, SOUTH CAROLINA

By: _____
Authorized Signature

By: _____
Authorized Signature

Kevin Wimberly
Print/Type Name

Edward Gomeau
Print/Type Name

President/CEO
Title

Interim County Administrator
Title

Date

Date

Notary/Witness:

Signature Attest for Company

Signature Attest for County

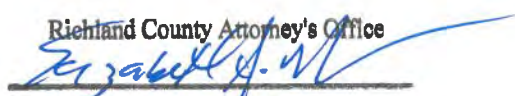
Print or Typed Name and Title
SEAL

Print or Typed Name and Title
SEAL

Richland County Legal Approval as to form:

Signature

Date

Richland County Attorney's Office

Approved As To LEGAL Form Only.
No Opinion Rendered As To Content.

_____/_____
initials

ATTACHMENTS

ATTACHMENT - A

PROPOSAL



Post Office Box 3728
Columbia, SC 29230
Phone: (803)691-4742
Fax: (866)942-7888
Website: www.scuplift.org

Project Description

South Carolina UpLift Community Outreach (SC UpLift) was founded in 2008 and became a certified CHDO with Richland County Community Development in 2009. Since 2010, SC UpLift has completed owner-occupied rehab houses and emergency repairs assisting approximately sixty (60) very low-income individuals (at or below 50% of the area median income) in several South Carolina counties including: Bamberg, Chester, Lexington, Orangeburg, and Richland as an eligible recipient of Trust Fund money through the South Carolina State Housing Finance and Development Authority. As a designated CHDO SC UpLift has been awarded HOME Investment Partnership funds totaling \$459,093 and successfully completed acquisition and rehabilitation of five units of housing. In addition the County transferred title to a new construction single family home to add to their portfolio. UpLift was awarded a \$35,000 USDA Housing Preservation Grant to rehab approximately 2-3 homes in the city of Chester, SC. SC UpLift has only worked as the lead entity and will do so for this proposed project also.

SC UpLift intends to build a small single family home, which we currently own, located at 4221 Shorecrest Dr in Bluff Estates of the Lower Richland Community. This 2 bedroom/1 bath home will be designated as an affordable senior rental property that will feature the latest SmartHome technology necessary for enabling an older adult to age in place. Specific technologies will include those to support energy efficiency, fall prevention, health, and security. The security and automation system includes detection of burglary and fire emergencies with the ability to turn on lights when an intrusion is detected and turn on lights, turn off the stove, and possibly unlock the door when the fire detection is triggered. There are occupancy sensors to detect movement within the home, which also has the ability to turn lights on or off. A video intercom door station provides communication inside the home as well as possibly communication with a central location. An automatic fall detector is included to alert responding authorities and/or personnel in the event of a fall. Also included is a provision to monitor "smart" floors that have built in activity and fall detectors. This system is expandable to incorporate future technologies as they become available. The innovative model that is being proposed is called the SC UpLift Legacy Home for Senior Adults. SC UpLift has secured local academic and healthcare partnerships with the University of South Carolina's SmartHOME Center for Economic Excellence and Palmetto Health. The property will be rented to a senior age 62 or older whose income is 60% or below AMI.

Additionally, we are seeking to acquire, 4213 Hileah Dr, an unoccupied 4- bedroom and 1.5 bath home also located in Bluff Estates. We plan to rehab and provide affordable rental housing for a family that is 60% or below AMI. We will follow the design development criteria as adopted by the South Carolina State Housing Finance and Development Authority for rental projects as applicable. This will include energy efficient products, appliances, security systems, and other amenities (Please find a copy attached).



Post Office Box 3728
Columbia, SC 29230
Phone: (803)691-4742
Fax: (866)942-7888
Website: www.scuplift.org

Area which is within an Economic Development Corridor, as established by PLAN Richland County.

In addition to the Richland County Mandatory design requirements, we will follow the Universal Living Certification Design Checklist adopted by the Building Industry Association of Central South Carolina, as well as the design development criteria as adopted by the South Carolina State Housing Finance and Development Authority for rental projects as applicable (Please find a copy of the Living Certification Design Checklist and Design Development Criteria in the packet).



Post Office Box 3728
Columbia, SC 29230
Phone: (803)691-4742
Fax: (866)942-7888
Website: www.scuplift.org

A phase I environmental review, appraisal, and market needs assessment has been completed for 4221 Shorecrest Dr. No findings were discovered that will prevent for development on the site. This information is being provided(Behind Tab 3-Supporting Documentation). A sales contract has been placed on 4213 Hileah Dr with an appraisal, environmental, and market needs assessment in progress. Please also find enclosed a copy of the pro forma for these projects that gives a detailed description of the project costs. Also included are independent cost estimates for each property provided by a licensed engineer(Behind Tab 2-Project Application(Construction Addendum)

The total development cost is \$246,727. SC UpLift is requesting \$240,727 in grant funding to complete the project. The remaining \$6,000 is the value of the land at 4221 Shorecrest Dr. that SC UpLift owns.

As a HOME CHDO, SC UPLift ensures it is in compliance with MBE/WBE and Section 3 business concerns according to HOME regulations. Every effort will be made to ensure MBE/WBE and Section 3 business concerns receive notices and are able to bid on this project through marketing efforts. Reporting requirements are maintained in our offices.

Letters have been mailed to the County Council Member representing this area, District 10, The Honorable Councilwoman Dalhi Myers and the Bluff Estates Neighborhood contact, Ms. Ruth Johnson. The purpose of the letter was to introduce SC UpLift to the community and to inform them of the proposed project. It was also indicated in the letter that we look forward to working with the community to receive input in marketing the homes and helping to sustain the community through this partnership while helping to meet the needs of the neighborhood.

SC Uplift has also posted notices at both properties for community input. To date we have not received any comments or feedback.

4221 Shorecrest Dr



4213 Hileah Dr.



SC UPLIFT LEGACY HOME

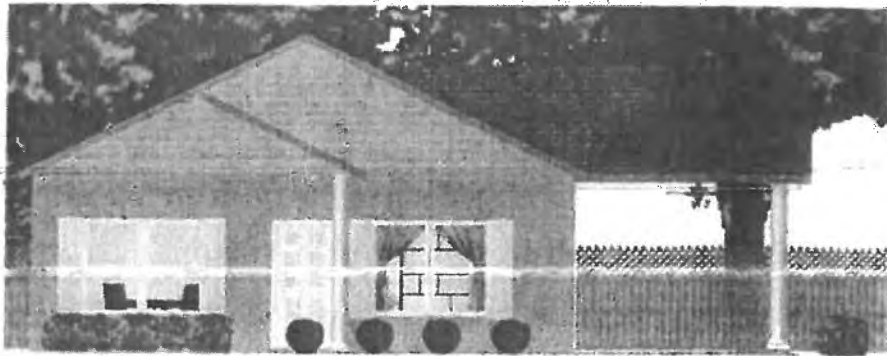

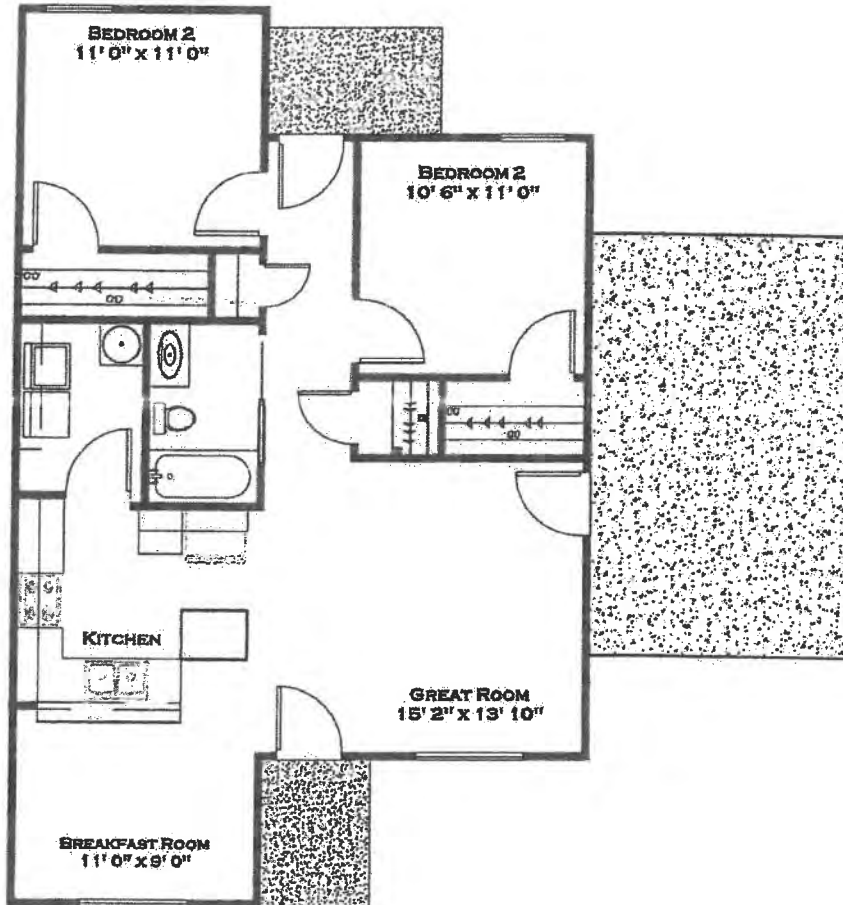


TABLE OF CONTENTS

| <u>Description</u> | <u>Sheet</u> |
|-------------------------|--------------|
| Cover Sheet | |
| Site Plan | C-1 |
| Main Floor Plans | A-1 |
| Front & Side Elevations | A-2 |
| Back & Side Elevations | A-3 |
| Finish Schedule | A-4 |
| Roof Plan | A-5 |
| Foundation Plan | A-6 |

| | | |
|---|--------|---|
| Project Name: SC UPLIFT LEGACY HOME | |  PERKINS CONTRACTORS & ENGINEERS 612 VALLEYWOOD COURT COLUMBIA, SC 29212 |
| Sheet Title: | | |
| SCALE: 1/8" = 1' 0" | | |
| Size: B | Sheet: | |



Project Name: **SC UPLIFT
LEGACY HOME**

Sheet Title:

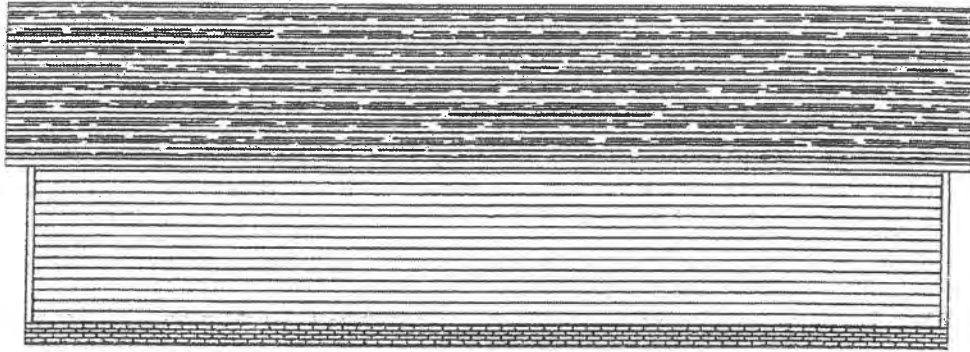
SCALE: 1/8" = 1' 0"

Size: **B**

Sheet:



PERKINS CONTRACTORS & ENGINEERS
612 VALLEYWOOD COURT
COLUMBIA, SC 29212



LEFT SIDE ELEVATION



REAR ELEVATION

Project Name:

**SC UPLIFT
LEGACY HOME**

Sheet Title: **REAR & SIDE ELEVATIONS**

SCALE: 1/8" = 1'0"

Size:

B

Sheet:

A-3



**PERKINS CONTRACTORS & ENGINEERS
812 VALLEYWOOD COURT
COLUMBIA, SC 29212**

FINISH SCHEDULE

| Space | Height | Floor | Walls | Wall Color | Ceiling | Base | Crown | Comments |
|-----------------------|--------|----------|--------|------------|---------|--------|-------|----------|
| 101. Great Room | 8' 0" | Laminate | Gypsum | TBD | Gypsum | 3 1/4" | None | |
| 102. Closet | 8' 0" | Laminate | Gypsum | TBD | Gypsum | 3 1/4" | None | |
| 103. Kitchen | 8' 0" | Laminate | Gypsum | TBD | Gypsum | 3 1/4" | None | |
| 104. Breakfast Room | 8' 0" | Laminate | Gypsum | TBD | Gypsum | 3 1/4" | None | |
| 105. Bathroom | 8' 0" | Vinyl | Gypsum | TBD | Gypsum | 3 1/4" | None | |
| 106. Laundry | 8' 0" | Carpet | Gypsum | TBD | Gypsum | 3 1/4" | None | |
| 107. Bedroom 1 | 8' 0" | Carpet | Gypsum | TBD | Gypsum | 3 1/4" | None | |
| 108. Bedroom Closet 1 | 8' 0" | Carpet | Gypsum | TBD | Gypsum | 3 1/4" | None | |
| 109. Bedroom 2 | 8' 0" | Carpet | Gypsum | TBD | Gypsum | 3 1/4" | None | |
| 110. Bedroom Closet 2 | 8' 0" | Carpet | Gypsum | TBD | Gypsum | 3 1/4" | None | |

WINDOW SCHEDULE

| SYMBOL | DESCRIPTION | QUANTITY | OPENING | MANF | MODEL |
|--------|--|----------|---------------------------------------|-------------|-------|
| A | 3 ⁰ - 5 ² Single-Hung Windows | 2 | 36 ^{1/2} x 62 ^{1/2} | Silver Line | |
| B | 2 ⁶ - 5 ² Twin Single-Hung Windows | 2 | 60 ^{1/2} x 62 ^{1/2} | Silver Line | |
| C | | | | | |
| D | | | | | |

DOOR SCHEDULE

| SYMBOL | DESCRIPTION | QUANTITY | STYLE | ROUGH OPEN | MODEL |
|--------|------------------------------|----------|-------|---------------------------------------|-------|
| E1 | 3' 0" Exterior Door | 1 | LH | 38 ^{1/2} x 82 ^{1/2} | |
| E2 | 3' 0" Exterior Door | 1 | RH | 38 ^{1/2} x 82 ^{1/2} | |
| D1 | 3 ⁰ Interior Door | 1 | RH | 32 ^{1/2} x 82 ^{1/2} | |
| D2 | 2 ⁶ Interior Door | 1 | RH | 32 ^{1/2} x 82 ^{1/2} | |
| D3 | 3 ⁰ Interior Door | 1 | RH | 38 ^{1/2} x 82 ^{1/2} | |
| D4 | 3 ⁰ Interior Door | 1 | RH | 38 ^{1/2} x 82 ^{1/2} | |
| D5 | 2 ⁶ Interior Door | 1 | RH | 32 ^{1/2} x 82 ^{1/2} | |
| D6 | 2 ⁰ Interior Door | 1 | LH | 26 ^{1/2} x 82 ^{1/2} | |
| D7 | 3 ⁰ Interior Door | 1 | LH | 38 ^{1/2} x 82 ^{1/2} | |
| D8 | 2 ⁶ Interior Door | 1 | LH | 32 ^{1/2} x 82 ^{1/2} | |
| D9 | | | | | |
| D10 | | | | | |

Project Name:

**SC UPLIFT
LEGACY HOME**

Sheet Title:

FINISH SCHEDULE

SCALE: 1/8" = 1' 0"

Size:

B

Sheet:

A-4



PERIGO CONTRACTORS & ENGINEERS
612 VALLEYWOOD COURT
COLUMBIA, SC 29212

Phase I Environmental Site Assessment

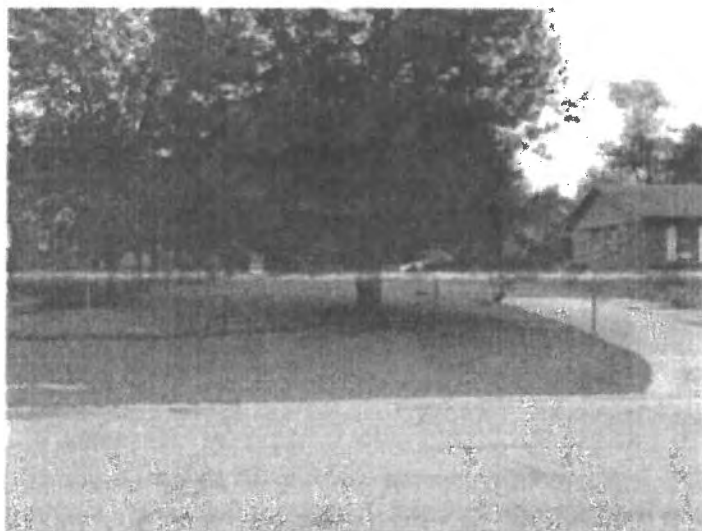
Residential Property

4221 Shorecrest Drive

Columbia, Richland County, SC

May 22, 2017

Terracon Project No. 73177123



Prepared for:
SC UpLift Community Outreach
Columbia, South Carolina

Prepared by:
Terracon Consultants, Inc.
Columbia, South Carolina

terracon.com

Terracon

Environmental



Facilities



Geotechnical



Materials



May 22, 2017

SC UpLift Community Outreach
PO Box 3728
Columbia, SC 29230

Attn: Kevin Wimberly
P: (803) 691-4742
E: kevinwimberly@scuplift.org

Re: Phase I Environmental Site Assessment
Residential Property
4221 Shorecrest Drive
Columbia, Richland County, South Carolina 29209
Terracon Project No. 73177123

Dear Mr. Wimberly:

Terracon Consultants, Inc. (Terracon) is pleased to submit the enclosed Phase I Environmental Site Assessment (ESA) report for the above-referenced site. This assessment was performed in accordance with Terracon Proposal No. P73177123 dated May 8, 2017.

We appreciate the opportunity to be of service to you on this project. In addition to Phase I services, our professionals provide geotechnical, environmental, construction materials, and facilities services on a wide variety of projects locally, regionally and nationally. For more detailed information on all of Terracon's services please visit our website at www.terracon.com. If there are any questions regarding this report or if we may be of further assistance, please do not hesitate to contact us.

Sincerely,
Terracon Consultants, Inc.



Jordan M. Riddle
Staff Scientist



Norman E. Partin Jr., CHMM
Department Manager

Attachments

Terracon Consultants Inc. 521 Clemson Rd Columbia, SC 29229-4307

P 803-741-9000 F 803-741-9800 terracon.com

Environmental

Facilities

Geotechnical

Materials

TABLE OF CONTENTS

| | Page No. |
|---|-----------|
| EXECUTIVE SUMMARY | i |
| Findings and Opinions | i |
| Conclusions..... | ii |
| Recommendations | ii |
| 1.0 INTRODUCTION..... | 1 |
| 1.1 Site Description | 1 |
| 1.2 Scope of Services | 1 |
| 1.3 Standard of Care..... | 1 |
| 1.4 Additional Scope Limitations, ASTM Deviations and Data Gaps | 2 |
| 1.5 Reliance | 3 |
| 1.6 Client Provided Information..... | 3 |
| 2.0 PHYSICAL SETTING | 4 |
| 3.0 HISTORICAL USE INFORMATION | 5 |
| 3.1 Historical Topographic Maps, Aerial Photographs, Sanborn Maps | 5 |
| 3.2 Historical City Directories | 5 |
| 3.3 Site Ownership..... | 6 |
| 3.4 Title Search | 6 |
| 3.5 Environmental Liens and Activity and Use Limitations | 6 |
| 3.6 Interviews Regarding Current and Historical Site Uses | 6 |
| 3.7 Prior Report Review | 7 |
| 4.0 RECORDS REVIEW | 7 |
| 4.1 Federal and State/Tribal Databases | 7 |
| 4.2 Local Agency Inquiries | 9 |
| 4.3 Local Area Knowledge | 9 |
| 5.0 SITE RECONNAISSANCE..... | 9 |
| 5.1 General Site Information | 9 |
| 5.2 Overview of Current Site Occupants..... | 10 |
| 5.3 Site Observations..... | 10 |
| 6.0 ADJOINING PROPERTY RECONNAISSANCE..... | 12 |
| 7.0 DECLARATION | 12 |

EXECUTIVE SUMMARY

This Phase I Environmental Site Assessment (ESA) was performed in accordance with Terracon Proposal No. P73177123 dated May 8, 2017, and was conducted consistent with the procedures included in ASTM E1527-13, *Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process*. The ESA was conducted under the supervision or responsible charge of Jordan M. Riddle, Environmental Professional. Jordan M. Riddle performed the site reconnaissance on May 11, 2017.

Findings and Opinions

A summary of findings is provided below. It should be recognized that details were not included or fully developed in this section, and the report must be read in its entirety for a comprehensive understanding of the items contained herein.

Site Description and Use

The less than one-acre site (Richland County Parcel# R13513-04-34) consists of a grassed residential lot containing a concrete drive and a border fence located at 4221 Shorecrest Drive in Columbia, South Carolina.

Historical Information

A review of the historical information revealed that the site and surrounding properties have consisted of residential development since around 1970 and apparent agricultural land from at least 1939-1966.

Records Review

The site is not listed in the environmental database report. Adjoining properties were not listed in the environmental database report. The facilities listed in the environmental database report do not appear to represent RECs based on distance and topographic gradient.

Site Reconnaissance

During the site reconnaissance, Terracon observed a grassed residential lot containing a concrete drive and two debris piles containing tires and apparent demolition debris.

Adjoining Properties

The site is adjoined on all sides by residential development. RECs were not observed in conjunction with the adjoining properties.

Market Needs Assessment
for
SC UpLift Legacy Home

HOME Rental Development
in
Columbia, South Carolina
Richland County

Prepared For:

SC UpLift Community Outreach

By:

JOHN WALL and ASSOCIATES

Post Office Box 1169

Anderson, South Carolina 29622

jwa_ofc@bellsouth.net

864-261-3147

May 2017

PCN: 17-066



Formerly known as
National Council of Affordable
Housing Market Analysts

Member of the National Council of Housing Market Analysts

1 FOREWORD

1.1 QUALIFICATIONS STATEMENT

John Wall and Associates has done over 2,500 market analyses, the majority of these being for apartment projects (conventional and government). However, the firm has done many other types of real estate market analyses, shopping center master plans, industrial park master plans, housing and demographic studies, land planning projects, site analysis, location analysis and GIS projects. Clients include private developers, government officials, syndicators, and lending institutions.

Prior to founding John Wall and Associates, Mr. Wall was the Planning Director for a city of 30,000 where he supervised the work of the Planning Department, including coordinating the activities of and making presentations to both the Planning and Zoning Commission and the Zoning Board of Adjustment and Appeals. His duties included site plan approval, subdivision review, annexation, downtown revitalization, land use mapping program, and negotiation of realistic, workable solutions with various groups.

While in the public and private sectors, Mr. Wall served on the Appalachian Regional Council of Governments Planning and Economic Development Committee for more than seven years.

Mr. Wall has also taught site analysis and site planning part-time at the graduate level for several semesters as a visiting professor at Clemson University College of Architecture, Planning Department.

Mr. Wall holds a Master's degree in City and Regional Planning and a BS degree in Pre-Architecture. In addition, he has studied at the Clemson College of Architecture Center for Building Research and Urban Studies at Genoa, Italy, and at Harvard University in the Management of Planning and Design Firms, Real Estate Finance, and Real Estate Development.

1.2 TRUTH AND ACCURACY

It is hereby attested to that the information contained in this report is true and accurate. The report can be relied upon as a true assessment of the low income housing rental market. However, no assumption of liability is being made or implied.

1.3 IDENTITY OF INTEREST

The market analyst will receive no fees contingent upon approval of the project by any agency or lending institution, before or after the fact, and the market analyst will have no interest in the housing project.

1.4 CERTIFICATION

I 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 Needs Assessment Report requirements. The information included is accurate and can be relied upon by SCSHFDA.

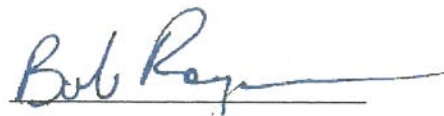
Submitted and attested to by:



John Wall, President
JOHN WALL and ASSOCIATES

5-17-17

Date



Bob Rogers, Market Analyst
JOHN WALL and ASSOCIATES

5-17-17

Date

2 TABLE OF CONTENTS

- 1 FOREWORD.....2
- 1.1 QUALIFICATIONS STATEMENT2
- 1.2 TRUTH AND ACCURACY2
- 1.3 IDENTITY OF INTEREST2
- 1.4 CERTIFICATION.....2
- 2 TABLE OF CONTENTS.....3
- 2.1 TABLE OF TABLES.....3
- 2.2 TABLE OF MAPS.....3
- 3 INTRODUCTION4
- 3.1 PURPOSE4
- 3.2 SCOPE & METHODOLOGY4
- 3.3 LIMITATIONS.....4
- 4 EXECUTIVE SUMMARY5
- 4.1 DEMAND5
- 4.2 CAPTURE RATE.....6
- 4.3 NCHMA CAPTURE RATE.....6
- 5 PROJECT DESCRIPTION7
- 5.1 DEVELOPMENT LOCATION7
- 5.2 CONSTRUCTION TYPE.....7
- 5.3 OCCUPANCY7
- 5.4 TARGET INCOME GROUP.....7
- 5.5 SPECIAL POPULATION7
- 5.6 STRUCTURE TYPE.....7
- 5.7 UNIT SIZES, RENTS AND TARGETING7
- 5.8 DEVELOPMENT AMENITIES.....7
- 5.9 UNIT AMENITIES.....7
- 5.10 UTILITIES INCLUDED.....7
- 5.11 PROJECTED CERTIFICATE OF OCCUPANCY DATE.....7
- 6 SITE EVALUATION.....8
- 7 MARKET AREA.....9
- 7.1 MARKET AREA DETERMINATION10
- 7.2 DRIVING TIMES AND PLACE OF WORK10
- 7.3 MARKET AREA DEFINITION10
- 8 DEMOGRAPHIC ANALYSIS11
- 8.1 POPULATION11
- 8.2 HOUSEHOLDS.....14
- 8.3 PROJECTIONS.....15
- 9 MARKET AREA ECONOMY18
- 10 INCOME RESTRICTIONS AND AFFORDABILITY.....20
- 10.1 HOUSEHOLDS RECEIVING HUD RENTAL ASSISTANCE.....20
- 10.2 HOUSEHOLDS NOT RECEIVING RENTAL ASSISTANCE20
- 10.3 HOUSEHOLDS QUALIFYING FOR UNITS.....20
- 10.4 HOUSEHOLDS LIVING IN MARKET RATE UNITS20
- 10.5 ESTABLISHING QUALIFYING INCOME RANGES.....21
- 10.6 QUALIFYING INCOME RANGES.....22
- 10.7 UPPER INCOME DETERMINATION.....22
- 10.8 PROGRAMMATIC AND PRO FORMA RENT ANALYSIS.....22
- 10.9 HOUSEHOLDS WITH QUALIFIED INCOMES.....23
- 11 DEMAND24
- 11.1 DEMAND FROM NEW HOUSEHOLDS24
- 11.2 DEMAND FROM EXISTING HOUSEHOLDS24
- 12 DEMAND FOR NEW UNITS.....28
- 13 BUSINESS REFERENCES29
- 14 RÉSUMÉS30

2.1 TABLE OF TABLES

- Capture Rate by Unit Size (Bedrooms) and Targeting 6
- NCHMA Capture Rate..... 6
- Workers' Travel Time to Work for the Market Area (Time in Minutes).....10
- Population Trends11
- 55+ Elderly Population Trends for the Market Area11
- Persons by Age.....11
- Race and Hispanic Origin12
- Household Trends14
- Elderly Household Trends14
- Occupied Housing Units by Tenure14
- Occupied Housing Units by Tenure by Age.....15
- Occupied Housing Units by Tenure by Age for the Market Area..... 15
- Population and Household Projections.....15
- Elderly Population Projections16
- Elderly Household Projections16
- Housing Units by Persons in Unit.....16
- Number of Households in Various Income Ranges.....17
- Number of Elderly Households in Various Income Ranges.....17
- Occupation of Employed Persons Age 16 Years And Over.....18
- Industry of Employed Persons Age 16 Years And Over.....19
- Median Wages by Industry19
- Maximum Income Limit (HUD FY 2017).....21
- Minimum Incomes Required and Gross Rents21
- Qualifying Income Ranges by Bedrooms and Persons Per Household.....22
- Qualifying and Proposed and Programmatic Rent Summary22
- Targeted Income Ranges22
- Number of Specified Households in Various Income Ranges by Tenure.....23
- Percent of Renter Households in Appropriate Income Ranges for the Market Area23
- New Renter Households in Each Income Range for the Market Area.....24
- Percentage of Income Paid For Gross Rent (Renter Households in Specified Housing Units).....25
- Rent Overburdened Households in Each Income Range for the Market Area25
- Percent of Income Paid for Gross Rent by Age.....25
- Rent Overburdened Elderly Households in the Market Area.....26
- Elderly Rent Overburdened Households in Each Income Range for the Market Area.....26
- Substandard Occupied Units26
- Substandard Conditions in Each Income Range for the Market Area.....27
- Occupied Housing Units by Tenure and Age of Householder.....27
- Demand Due to Elderly Transition.....27

2.2 TABLE OF MAPS

- SITE LOCATION MAP 8
- MARKET AREA MAP 9

3 INTRODUCTION

3.1 PURPOSE

The purpose of this report is to analyze the housing market for a specific site in Columbia, South Carolina.

3.2 SCOPE & METHODOLOGY

This report follows the content and format of SCSHFDA's Market Needs Assessment Report requirements as published in the 2017 HOME Rental Housing Application Package.

3.3 LIMITATIONS

This report is designed specifically to assist the Richland County Community Development HOME program in their administration of the HOME Rental Housing program and may not be used by other parties for other purposes.

4 EXECUTIVE SUMMARY

The projected completion date of the proposed project is on or before 12/31/2019.

The market area consists of Census tracts 12, 13, 21, 22, 23, 24, 25, 26.02, 26.03, 26.04, 27, 28, 29, 30, 112.01, 116.03, 116.04, 117.01, and 117.02 in Richland County.

The proposed project consists of 1 unit of new construction.

The proposed project is for elderly 62+ households with incomes at 60% of AMI. Rent is \$550.

4.1 DEMAND

| | |
|----------------------------|-------------------------------|
| | 60% AMI: \$21,780 to \$32,160 |
| New Housing Units Required | 4 |
| Rent Overburden Households | 82 |
| Substandard Units | 4 |
| Elderly Tenure | 0 |
| Demand | 90 |
| Less New Supply | 0 |
| NET DEMAND | 90 |

4.1.1 OPTIMAL BEDROOM MIX

The following bedroom mix will keep the market in balance over the long term. Individual projects can vary from it.

| <u>Bedrooms</u> | <u>Optimal Mix</u> |
|-----------------|--------------------|
| 1 | 20% |
| 2 | 80% |
| 3 | 0% |
| 4 | 0% |
| Total | 100% |

4.2 CAPTURE RATE

Capture Rate by Unit Size (Bedrooms) and Targeting

| 60% AMI: \$21,780 to \$32,160 | | | | |
|-------------------------------|---------------|-------------|-----------------|---------------------|
| | <u>Demand</u> | <u>%</u> | <u>Proposal</u> | <u>Capture Rate</u> |
| 1-Bedroom | 18 | 20% | 0 | 0.0% |
| 2-Bedrooms | 72 | 80% | 1 | 1.4% |
| 3-Bedrooms | 0 | 0% | 0 | — |
| 4 or More Bedrooms | 0 | 0% | 0 | — |
| Total | 90 | 100% | 1 | 1.1% |

* Numbers may not add due to rounding.

The capture rate is not intended to be used in isolation. A low capture rate does not guarantee a successful project, nor does a high capture rate assure failure; the capture rate should be considered in the context of all the other indicators presented in the study. It is one of many factors considered in reaching a conclusion.

4.3 NCHMA CAPTURE RATE

NCHMA defines capture rate as:

The percentage of age, size, and income qualified renter households in the primary market area that the property must capture to achieve the stabilized level of occupancy. Funding agencies may require restrictions to the qualified households used in the calculation including age, income, living in substandard housing, mover-ship and other comparable factors. The capture rate is calculated by dividing the total number of units at the property by the total number of age, size and income qualified renter households in the primary market area. See penetration rate for rate for entire market area.

This definition varies from the capture rate used above.

NCHMA Capture Rate

| 60% AMI: \$21,780 to \$32,160 | | | |
|-------------------------------|---|-----------------|---------------------|
| | <u>Income Qualified Renter Households</u> | <u>Proposal</u> | <u>Capture Rate</u> |
| | 236 | 1 | 0.4% |

5 PROJECT DESCRIPTION

The project description is provided by the developer.

5.1 DEVELOPMENT LOCATION

The site is in Columbia, South Carolina. It is located at 4221 Shorecrest Drive.

5.2 CONSTRUCTION TYPE

New construction

5.3 OCCUPANCY

The proposal is for occupancy by elderly 62+ households.

5.4 TARGET INCOME GROUP

Low income

5.5 SPECIAL POPULATION

None

5.6 STRUCTURE TYPE

Single family; the subject has one building. The residential building has one floor.

5.7 UNIT SIZES, RENTS AND TARGETING

| AMI | Bedrooms | Baths | Number of Units | Square Feet | Net Rent | Utility Allow. | Gross Rent | Target Population |
|-----|-----------------|-------|-----------------|-------------|----------|----------------|------------|-------------------|
| 60% | 2 | 1 | 1 | 947 | 550 | 176 | 726 | HOME |
| | Total Units | | 1 | | | | | |
| | PBRA Units | | 0 | | | | | |
| | Mkt. Rate Units | | 0 | | | | | |

These *pro forma* rents will be evaluated in terms of the market in the Supply section of the study.

5.8 DEVELOPMENT AMENITIES

None

5.9 UNIT AMENITIES

Refrigerator, stove, microwave, washer/dryer connections, ceiling fan, HVAC, blinds, pre-wired telephone/cable, and free internet access

5.10 UTILITIES INCLUDED

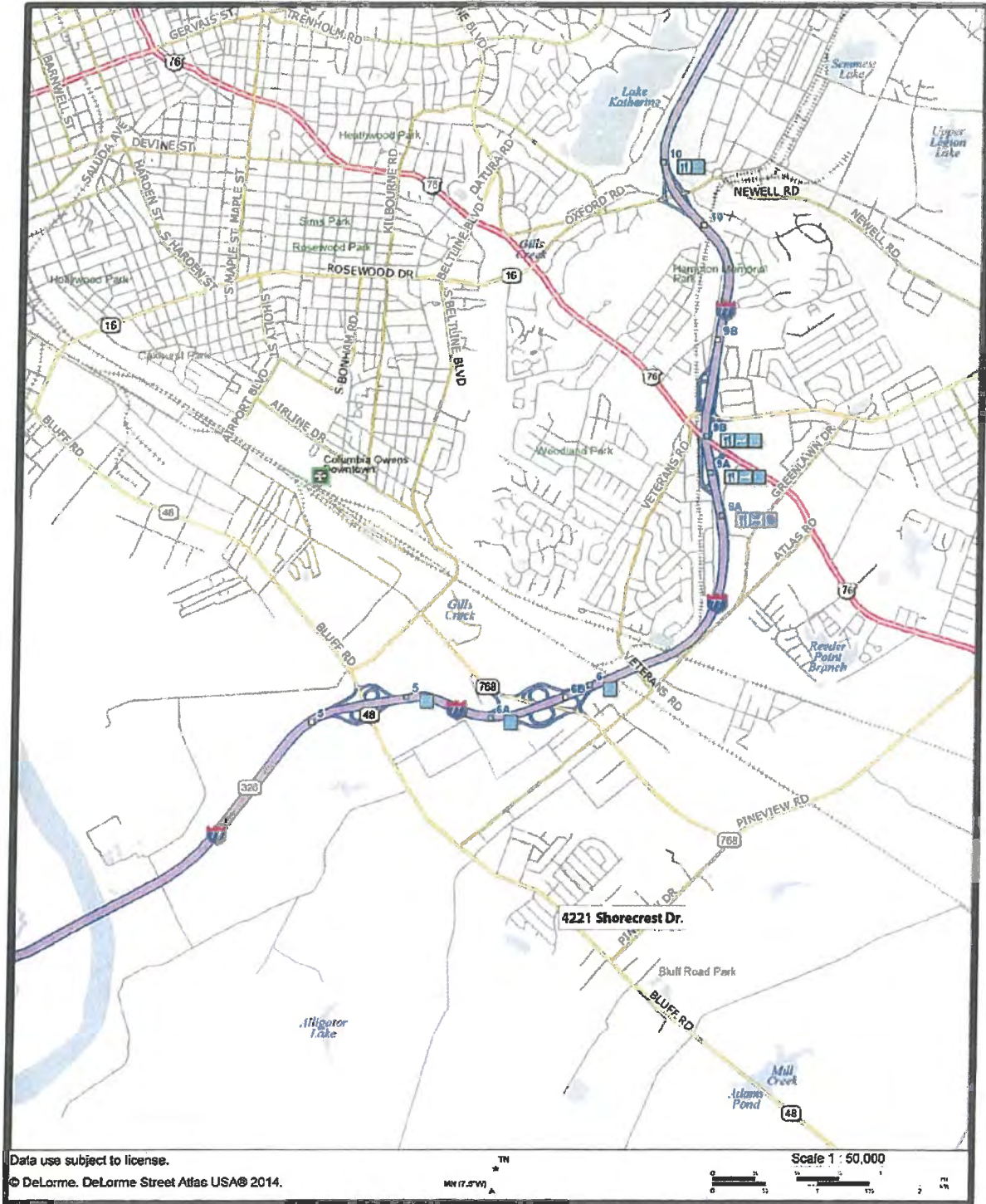
None

5.11 PROJECTED CERTIFICATE OF OCCUPANCY DATE

It is anticipated that the subject will have its final certificates of occupancy on or before 12/31/2019.

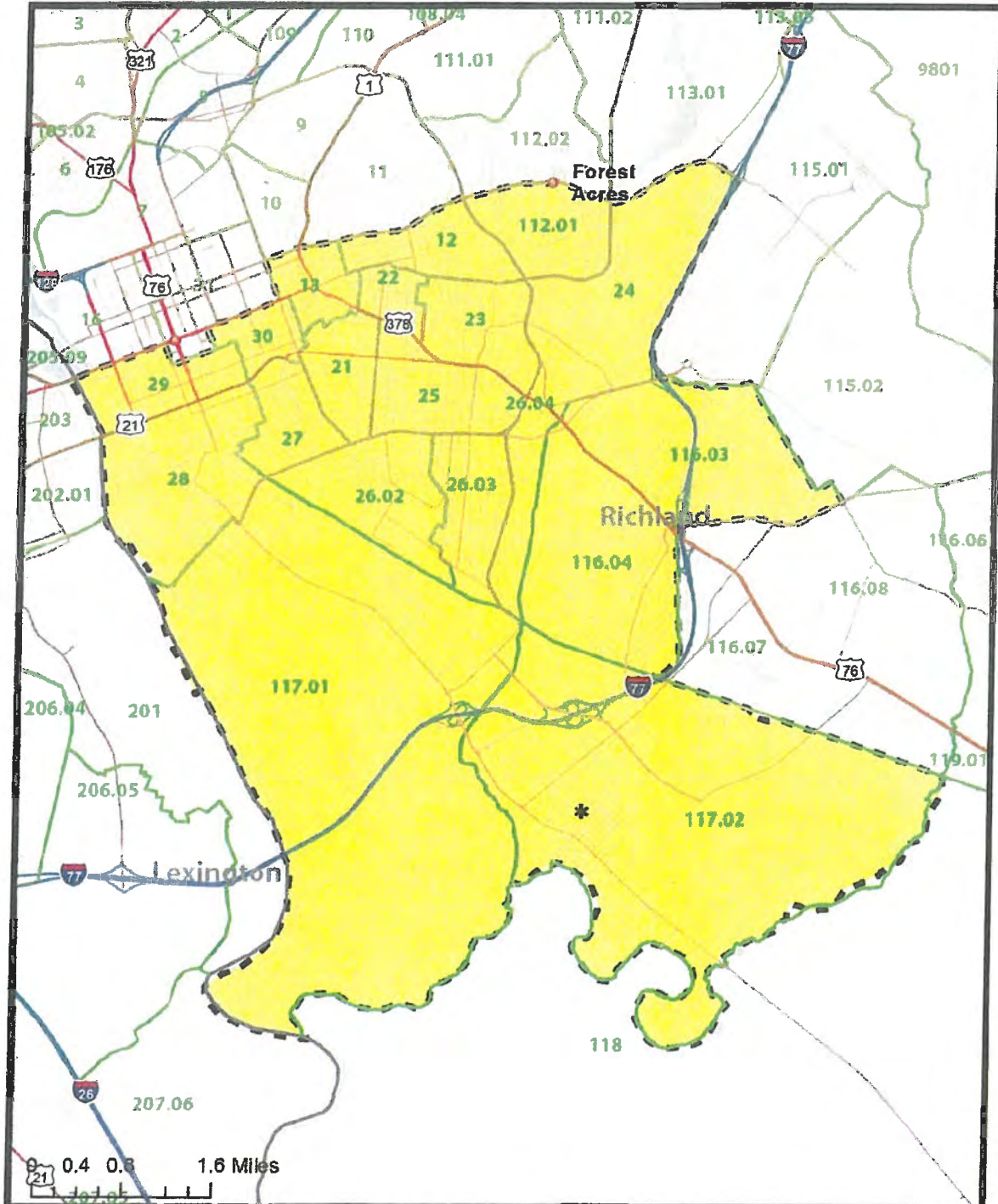
6 SITE EVALUATION

SITE LOCATION MAP



7 MARKET AREA

MARKET AREA MAP



7.1 MARKET AREA DETERMINATION

The market area is the community where the project will be located and only those outlying rural areas that will be significantly impacted by the project, generally excluding other significant established communities. The market area is considered to be the area from which most of the prospective tenants will be drawn. Some people will move into the market area from nearby towns, while others will move away. These households are accounted for in the "Household Trends" section. The border of the market area is based on travel time, commuting patterns, the gravity model, physical boundaries, and the distribution of renters in the area. The analyst visits the area before the market area definition is finalized.

Housing alternatives and local perspective will be presented in the Development Comparisons section of this report.

7.2 DRIVING TIMES AND PLACE OF WORK

Commuter time to work is shown below:

Workers' Travel Time to Work for the Market Area (Time in Minutes)

| | <u>State</u> | <u>%</u> | <u>County</u> | <u>%</u> | <u>Market Area</u> | <u>%</u> | <u>City</u> | <u>%</u> |
|----------------------------|--------------|----------|---------------|----------|--------------------|----------|-------------|----------|
| Total: | 1,989,545 | | 185,065 | | 28,872 | | 61,407 | |
| Less than 5 minutes | 64,390 | 3.2% | 14,502 | 7.8% | 975 | 3.4% | 12,978 | 21.1% |
| 5 to 9 minutes | 193,358 | 9.7% | 16,109 | 8.7% | 4,770 | 16.5% | 7,415 | 12.1% |
| 10 to 14 minutes | 292,404 | 14.7% | 28,338 | 15.3% | 7,299 | 25.3% | 11,735 | 19.1% |
| 15 to 19 minutes | 337,043 | 16.9% | 32,703 | 17.7% | 5,669 | 19.6% | 10,802 | 17.6% |
| 20 to 24 minutes | 322,545 | 16.2% | 31,007 | 16.8% | 4,778 | 16.5% | 7,761 | 12.6% |
| 25 to 29 minutes | 132,380 | 6.7% | 14,882 | 8.0% | 1,123 | 3.9% | 2,493 | 4.1% |
| 30 to 34 minutes | 282,222 | 14.2% | 26,336 | 14.2% | 2,334 | 8.1% | 4,460 | 7.3% |
| 35 to 39 minutes | 59,919 | 3.0% | 4,063 | 2.2% | 304 | 1.1% | 575 | 0.9% |
| 40 to 44 minutes | 60,695 | 3.1% | 3,969 | 2.1% | 393 | 1.4% | 588 | 1.0% |
| 45 to 59 minutes | 135,069 | 6.8% | 6,766 | 3.7% | 424 | 1.5% | 973 | 1.6% |
| 60 to 89 minutes | 73,025 | 3.7% | 4,281 | 2.3% | 529 | 1.8% | 1,018 | 1.7% |
| 90 or more minutes | 36,495 | 1.8% | 2,109 | 1.1% | 274 | 0.9% | 609 | 1.0% |

Source: 2015-5yr ACS (Census)

7.3 MARKET AREA DEFINITION

The market area for this report has been defined as Census tracts 12, 13, 21, 22, 23, 24, 25, 26.02, 26.03, 26.04, 27, 28, 29, 30, 112.01, 116.03, 116.04, 117.01, and 117.02 in Richland County (2010 Census). The market area is defined in terms of standard US Census geography so it will be possible to obtain accurate, verifiable information about it. The Market Area Map highlights this area.

8 DEMOGRAPHIC ANALYSIS

8.1 POPULATION

8.1.1 POPULATION TRENDS

Housing demand is most closely associated with population trends. While no population projection presently exists for the market area, one is calculated from existing figures and shown below.

Population Trends

| Year | State | County | Market Area | City |
|------|-----------|---------|-------------|---------|
| 2008 | 4,511,428 | 372,597 | 62,109 | 127,605 |
| 2009 | 4,575,864 | 378,989 | 62,812 | 128,777 |
| 2010 | 4,630,351 | 384,596 | 65,346 | 129,757 |
| 2011 | 4,679,602 | 389,708 | 66,691 | 131,004 |
| 2012 | 4,727,273 | 393,707 | 66,986 | 131,331 |

Sources: 2010 to 2015-5yr ACS (Census)

As can be seen in the table above the population in the market area was 62,109 in 2008 and grew to 66,986 in 2012.

8.1.2 ELDERLY POPULATION TRENDS

The population trends for elderly age groups are of interest as an indicator of the future need for elderly apartments. *The proposal is for elderly 62+.*

55+ Elderly Population Trends for the Market Area

| Year | State | County | Market Area | City |
|------|-----------|--------|-------------|--------|
| 2008 | 1,144,331 | 73,846 | 12,462 | 23,085 |
| 2009 | 1,185,643 | 76,716 | 12,919 | 23,291 |
| 2010 | 1,225,682 | 79,517 | 12,974 | 23,493 |
| 2011 | 1,264,966 | 81,966 | 12,907 | 23,693 |
| 2012 | 1,306,805 | 84,786 | 12,738 | 23,819 |

Sources: 2010 to 2015-5yr ACS (Census)

8.1.3 AGE

Population is shown below for several age categories. The percent figures are presented in such a way as to easily compare the market area to the state, which is a "norm." This will point out any peculiarities in the market area.

Persons by Age

| | State | % | County | % | Market Area | % | City | % |
|-----------------|-----------|-------|---------|-------|-------------|-------|---------|-------|
| Total | 4,625,364 | | 384,504 | | 64,318 | | 129,272 | |
| Under 20 | 1,224,425 | 26.5% | 105,605 | 27.5% | 16,163 | 25.1% | 33,286 | 25.7% |
| 20 to 34 | 924,550 | 20.0% | 98,800 | 25.7% | 22,517 | 35.0% | 44,999 | 34.8% |
| 35 to 54 | 1,260,720 | 27.3% | 101,413 | 26.4% | 13,096 | 20.4% | 28,283 | 21.9% |
| 55 to 61 | 418,651 | 9.1% | 30,651 | 8.0% | 4,610 | 7.2% | 8,563 | 6.6% |
| 62 to 64 | 165,144 | 3.6% | 10,494 | 2.7% | 1,635 | 2.5% | 2,891 | 2.2% |
| 65 plus | 631,874 | 13.7% | 37,541 | 9.8% | 6,297 | 9.8% | 11,250 | 8.7% |
| 55 plus | 1,215,669 | 26.3% | 78,686 | 20.5% | 12,542 | 19.5% | 22,704 | 17.6% |
| 62 plus | 797,018 | 17.2% | 48,035 | 12.5% | 7,932 | 12.3% | 14,141 | 10.9% |

Source: 2010 Census

8.1.4 RACE AND HISPANIC ORIGIN

The racial composition of the market area does not factor into the demand for units; the information below is provided for reference.

Note that "Hispanic" is not a racial category. "White," "Black," and "Other" represent 100% of the population. Some people in each of those categories also consider themselves "Hispanic." The percent figures allow for a comparison between the state ("norm") and the market area.

Race and Hispanic Origin

| | State | % | County | % | Market Area | % | City | % |
|-------------------------------|-----------|-------|---------|-------|-------------|-------|---------|-------|
| Total | 4,625,364 | | 384,504 | | 64,318 | | 129,272 | |
| Not Hispanic or Latino | 4,389,682 | 94.9% | 365,867 | 95.2% | 62,175 | 96.7% | 123,650 | 95.7% |
| White | 2,962,740 | 64.1% | 174,267 | 45.3% | 44,807 | 69.7% | 64,062 | 49.6% |
| Black or African American | 1,279,998 | 27.7% | 174,549 | 45.4% | 14,747 | 22.9% | 53,948 | 41.7% |
| American Indian | 16,614 | 0.4% | 987 | 0.3% | 131 | 0.2% | 363 | 0.3% |
| Asian | 58,307 | 1.3% | 8,433 | 2.2% | 1,595 | 2.5% | 2,846 | 2.2% |
| Native Hawaiian | 2,113 | 0.0% | 372 | 0.1% | 35 | 0.1% | 150 | 0.1% |
| Some Other Race | 5,714 | 0.1% | 562 | 0.1% | 62 | 0.1% | 162 | 0.1% |
| Two or More Races | 64,196 | 1.4% | 6,697 | 1.7% | 798 | 1.2% | 2,119 | 1.6% |
| Hispanic or Latino | 235,682 | 5.1% | 18,637 | 4.8% | 2,143 | 3.3% | 5,622 | 4.3% |
| White | 97,260 | 2.1% | 7,707 | 2.0% | 1,068 | 1.7% | 2,715 | 2.1% |
| Black or African American | 10,686 | 0.2% | 1,989 | 0.5% | 155 | 0.2% | 589 | 0.5% |
| American Indian | 2,910 | 0.1% | 243 | 0.1% | 14 | 0.0% | 71 | 0.1% |
| Asian | 744 | 0.0% | 115 | 0.0% | 10 | 0.0% | 33 | 0.0% |
| Native Hawaiian | 593 | 0.0% | 53 | 0.0% | 2 | 0.0% | 14 | 0.0% |
| Some Other Race | 107,750 | 2.3% | 6,796 | 1.8% | 741 | 1.2% | 1,760 | 1.4% |
| Two or More Races | 15,739 | 0.3% | 1,734 | 0.5% | 153 | 0.2% | 440 | 0.3% |

Source: 2010 Census

Note that the "Native Hawaiian" category above also includes "Other Pacific Islander" and the "American Indian" category also includes "Alaska Native."

8.1.5 RACE ALONE OR IN COMBINATION AND HISPANIC OR LATINO FOR TRACT 117.02

| | Tract Number | Tract Percent | Hispanic |
|--|-----------------|------------------|----------|
| Total population (all races) | 3,550 | 100 | |
| WHITE | | | |
| White alone or in combination [1] | 240 | 7 | |
| Hispanic or Latino | 12 | 0.3 | 12 |
| White alone | 224 | 6.3 | |
| Hispanic or Latino | 9 | 0.3 | |
| BLACK OR AFRICAN AMERICAN | | | |
| Black or African American alone or in combination [1] | 3,291 | 92.7 | |
| Hispanic or Latino | 6 | 0.2 | 6 |
| Black or African American alone | 3,261 | 91.9 | |
| Hispanic or Latino | 4 | 0.1 | |
| AMERICAN INDIAN AND ALASKA NATIVE | | | |
| American Indian and Alaska Native alone or in combination [1] | 19 | 0.5 | |
| Hispanic or Latino | 0 | 0.0 | 0 |
| American Indian and Alaska Native alone | 6 | 0.2 | |
| Hispanic or Latino | 0 | 0.0 | |
| ASIAN | | | |
| Asian alone or in combination [1] | 23 | 0.6 | |
| Hispanic or Latino | 0 | 0.0 | 0 |
| Asian alone | 15 | 0.4 | |
| Hispanic or Latino | 0 | 0.0 | |
| NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER | | | |
| Native Hawaiian and Other Pacific Islander alone or in combination [1] | 4 | 0.1 | |
| Hispanic or Latino | 0 | 0.0 | 0 |
| Native Hawaiian and Other Pacific Islander alone | 1 | 0.0 | |
| Hispanic or Latino | 0 | 0.0 | |
| SOME OTHER RACE | | | |
| Some Other Race alone or in combination [1] | 13 | 0.4 | |
| Hispanic or Latino | 7 | 0.2 | 7 |
| Some Other Race alone | 8 | 0.2 | |
| Hispanic or Latino | 6 | 0.2 | |

REQUIRED SCSHFDA TABLE:

<http://factfinder.census.gov/>

X Not applicable.

[1] The race concept "alone or in combination" includes people who reported a single race alone (e.g., Asian) and people who reported that race in combination with one or more of the other race groups (i.e., White, Black or African American, American Indian and Alaska Native, Native Hawaiian and Other Pacific Islander, and Some Other Race). The "alone or in combination" concept, therefore, represents the maximum number of people who reported as that race group, either alone, or in combination with another race(s). The sum of the six individual race "alone or in combination" categories may add to more than the total population because people who reported more than one race are tallied in each race category.

Source: 2010 Census, QT-P6

The following table is required by *Bulletin #2—Revised*, dated February 18, 2015.

8.1.6 REQUIRED SCSHFDA TABLE FOR THE TRACT THE SITE IS IN

| Minority Group | Statewide Pct | Concentration Threshold | Tract Number | Tract Percent |
|--|---------------|----------------------------|-----------------|------------------|
| Total Minority Population | 33.8 | 53.8 | 3,338 | 94.0 |
| Black or African American | 27.9 | 47.9 | 3,291 | 92.7 |
| American Indian and Alaska Native | 0.4 | 20.4 | 19 | 0.5 |
| Asian | 1.3 | 21.3 | 23 | 0.6 |
| Native Hawaiian and Other Pacific Islander | 0.1 | 20.1 | 4 | 0.1 |
| Hispanic or Latino | 5.1 | 25.1 | 25 | 0.7 |

Total Minority = 3,550 - 224 + 9 = 3,338 (i.e., Total population less non-Hispanic white alone.)

Source: QT-P6; Calculations by John Wall and Associates

8.2 HOUSEHOLDS

8.2.1 HOUSEHOLD TRENDS

The following table shows the change in the number of households between the base year and the projected year of completion.

Household Trends

| Year | State | County | Market Area | City |
|------|-----------|---------|-------------|--------|
| 2008 | 1,741,994 | 141,564 | 25,338 | 46,575 |
| 2009 | 1,758,732 | 142,773 | 25,783 | 46,496 |
| 2010 | 1,768,255 | 143,212 | 25,573 | 45,610 |
| 2011 | 1,780,251 | 143,874 | 25,288 | 45,112 |
| 2012 | 1,795,715 | 144,647 | 25,070 | 44,992 |

Sources: 2010 to 2015-5yr ACS (Census)

As can be seen in the table above there were 25,338 households in the market area in 2008 which decreased to 25,070 in 2012.

8.2.2 ELDERLY HOUSEHOLD TRENDS

The following table shows the number of households in various elderly categories for several years.

Elderly Household Trends

| Year | State | County | Market Area | City |
|------|---------|--------|-------------|--------|
| 2008 | 700,155 | 46,012 | 8,365 | 14,913 |
| 2009 | 725,199 | 48,025 | 8,690 | 15,184 |
| 2010 | 747,876 | 49,372 | 8,590 | 15,080 |
| 2011 | 768,018 | 50,629 | 8,455 | 14,857 |
| 2012 | 790,420 | 52,344 | 8,539 | 14,948 |

Sources: 2010 to 2015-5yr ACS (Census)

8.2.3 HOUSEHOLD TENURE

The tables below show how many units are occupied by owners and by renters. The percent of the households in the market area that are occupied by renters will be used later in determining the demand for new rental housing.

Occupied Housing Units by Tenure

| | State | % | County | % | Market Area | % | City | % |
|------------|-----------|-------|---------|-------|-------------|-------|--------|-------|
| Households | 1,801,181 | — | 145,194 | — | 25,845 | — | 45,666 | — |
| Owner | 1,248,805 | 69.3% | 89,023 | 61.3% | 12,943 | 50.1% | 21,641 | 47.4% |
| Renter | 552,376 | 30.7% | 56,171 | 38.7% | 12,902 | 49.9% | 24,025 | 52.6% |

Source: 2010 Census

From the table above, it can be seen that 49.9% of the households in the market area rent. This percentage will be used later in the report to calculate the number of general occupancy units necessary to accommodate household growth.

8.2.4 ELDERLY HOUSEHOLD TENURE

The table below shows tenure by age. The percentage calculated is the percent owners or renters in each age group.

Occupied Housing Units by Tenure by Age

| | <u>State</u> | <u>%</u> | <u>County</u> | <u>%</u> | <u>Market Area</u> | <u>%</u> | <u>City</u> | <u>%</u> |
|-------------------------|--------------|----------|---------------|----------|--------------------|----------|-------------|----------|
| Owner occupied: | 1,248,805 | 69.3% | 89,023 | 61.3% | 12,943 | 50.1% | 21,641 | 47.4% |
| 15 to 24 years | 17,132 | 19.4% | 1,311 | 11.9% | 391 | 8.0% | 613 | 10.8% |
| 25 to 34 years | 127,978 | 47.8% | 11,194 | 40.7% | 1,564 | 32.2% | 3,206 | 31.8% |
| 35 to 44 years | 208,648 | 66.0% | 16,534 | 61.0% | 1,992 | 57.8% | 3,464 | 48.9% |
| 45 to 54 years | 271,475 | 73.8% | 20,361 | 69.2% | 2,648 | 64.4% | 4,248 | 54.3% |
| 55 to 59 years | 138,407 | 78.5% | 10,135 | 74.8% | 1,523 | 71.6% | 2,390 | 62.5% |
| 60 to 64 years | 139,143 | 82.3% | 9,251 | 79.4% | 1,409 | 75.7% | 2,200 | 66.6% |
| 65 to 74 years | 200,422 | 84.8% | 11,272 | 82.1% | 1,686 | 74.2% | 2,676 | 69.1% |
| 75 to 84 years | 111,323 | 83.9% | 6,683 | 81.7% | 1,150 | 74.8% | 1,960 | 72.8% |
| 85 + | 34,277 | 73.8% | 2,282 | 74.8% | 580 | 74.6% | 884 | 69.3% |
| Renter occupied: | 552,376 | 30.7% | 56,171 | 38.7% | 12,902 | 49.9% | 24,025 | 52.6% |
| 15 to 24 years | 71,339 | 80.6% | 9,706 | 88.1% | 4,467 | 92.0% | 5,085 | 89.2% |
| 25 to 34 years | 139,948 | 52.2% | 16,317 | 59.3% | 3,290 | 67.8% | 6,884 | 68.2% |
| 35 to 44 years | 107,375 | 34.0% | 10,557 | 39.0% | 1,454 | 42.2% | 3,614 | 51.1% |
| 45 to 54 years | 96,611 | 26.2% | 9,054 | 30.8% | 1,464 | 35.6% | 3,581 | 45.7% |
| 55 to 59 years | 37,837 | 21.5% | 3,411 | 25.2% | 605 | 28.4% | 1,437 | 37.5% |
| 60 to 64 years | 29,875 | 17.7% | 2,399 | 20.6% | 452 | 24.3% | 1,103 | 33.4% |
| 65 to 74 years | 35,816 | 15.2% | 2,459 | 17.9% | 586 | 25.8% | 1,198 | 30.9% |
| 75 to 84 years | 21,381 | 16.1% | 1,501 | 18.3% | 387 | 25.2% | 732 | 27.2% |
| 85 + | 12,194 | 26.2% | 767 | 25.2% | 197 | 25.4% | 391 | 30.7% |

Source: 2010 Census

From the table above, tenure can be determined for various age groups of interest for the market area.

Occupied Housing Units by Tenure by Age for the Market Area

| | <u>Owners</u> | <u>%</u> | <u>Renters</u> | <u>%</u> |
|------|---------------|----------|----------------|----------|
| 55 + | 6,348 | 74.0% | 2,227 | 26.0% |
| 62 + | 4,261 | 74.7% | 1,441 | 25.3% |
| 65 + | 3,416 | 74.5% | 1,170 | 25.5% |

Source: 2010 Census

8.3 PROJECTIONS

For the data shown above projections of future population and households are created by calculating the percent change between each pair of years, discarding the high value and the low value, and averaging the remainder.

Population and Household Projections

| <u>Projections</u> | <u>Population</u> | <u>Annual Change</u> | <u>Households</u> | <u>Annual Change</u> |
|--------------------|-------------------|----------------------|-------------------|----------------------|
| 2016 | 71,363 | 1,459 | 24,240 | -277 |
| 2017 | 72,501 | 1,138 | 24,037 | -203 |
| 2018 | 73,657 | 1,156 | 23,836 | -201 |
| 2019 | 74,832 | 1,175 | 23,636 | -200 |

Source: John Wall and Associates from figures above

As seen in the table above, the number of households is projected to decrease by -604 from 2016 to 2019.

Similarly, projections are made for elderly population and households for the market area.

Elderly Population Projections

| <u>Projections</u> | <u>55+</u> | <u>Change</u> | <u>62+</u> | <u>Change</u> | <u>65+</u> | <u>Change</u> |
|--------------------|------------|---------------|------------|---------------|------------|---------------|
| 2016 | 12,715 | | 8,591 | | 7,037 | |
| 2017 | 12,709 | -6 | 8,616 | 25 | 7,076 | 39 |
| 2018 | 12,703 | -6 | 8,641 | 25 | 7,115 | 39 |
| 2019 | 12,697 | -6 | 8,666 | 25 | 7,154 | 39 |
| 2016 to 2019 | | -12 | | 50 | | 78 |

Source: John Wall and Associates from figures above

Elderly Household Projections

| <u>Projections</u> | <u>55+</u> | <u>Change</u> | <u>62+</u> | <u>Change</u> | <u>65+</u> | <u>Change</u> |
|--------------------|------------|---------------|------------|---------------|------------|---------------|
| 2016 | 8,511 | | 5,698 | | 4,836 | |
| 2017 | 8,504 | -7 | 5,731 | 33 | 4,876 | 40 |
| 2018 | 8,497 | -7 | 5,764 | 33 | 4,876 | 0 |
| 2019 | 8,490 | -7 | 5,798 | 34 | 4,876 | 0 |
| 2016 to 2019 | | -21 | | 100 | | 40 |

Source: John Wall and Associates from figures above

8.3.1 HOUSEHOLD SIZE

Household size is another characteristic that needs to be examined. The household size of those presently renting can be used as a strong indicator of the bedroom mix required. Renters and owners have been shown separately in the tables below because the make-up of owner-occupied units is significantly different from that of renters. A comparison of the percent figures for the market area and the state ("norm") is often of interest.

Housing Units by Persons in Unit

| | <u>State</u> | | <u>County</u> | | <u>Market Area</u> | | <u>City</u> | |
|-------------------------|--------------|-------|---------------|-------|--------------------|-------|-------------|-------|
| Owner occupied: | 1,248,805 | — | 89,023 | — | 12,943 | — | 21,641 | — |
| 1-person | 289,689 | 23.2% | 22,842 | 25.7% | 4,081 | 31.5% | 7,209 | 33.3% |
| 2-person | 477,169 | 38.2% | 31,289 | 35.1% | 4,759 | 36.8% | 7,758 | 35.8% |
| 3-person | 210,222 | 16.8% | 15,261 | 17.1% | 1,851 | 14.3% | 3,155 | 14.6% |
| 4-person | 164,774 | 13.2% | 12,123 | 13.6% | 1,491 | 11.5% | 2,249 | 10.4% |
| 5-person | 69,110 | 5.5% | 4,953 | 5.6% | 573 | 4.4% | 893 | 4.1% |
| 6-person | 24,016 | 1.9% | 1,666 | 1.9% | 128 | 1.0% | 240 | 1.1% |
| 7-or-more | 13,825 | 1.1% | 889 | 1.0% | 60 | 0.5% | 137 | 0.6% |
| Renter occupied: | 552,376 | — | 56,171 | — | 12,902 | — | 24,025 | — |
| 1-person | 188,205 | 34.1% | 20,986 | 37.4% | 5,366 | 41.6% | 10,147 | 42.2% |
| 2-person | 146,250 | 26.5% | 14,956 | 26.6% | 3,749 | 29.1% | 6,810 | 28.3% |
| 3-person | 93,876 | 17.0% | 9,193 | 16.4% | 2,078 | 16.1% | 3,494 | 14.5% |
| 4-person | 67,129 | 12.2% | 6,029 | 10.7% | 1,175 | 9.1% | 2,009 | 8.4% |
| 5-person | 33,904 | 6.1% | 2,978 | 5.3% | 331 | 2.6% | 930 | 3.9% |
| 6-person | 13,817 | 2.5% | 1,235 | 2.2% | 121 | 0.9% | 382 | 1.6% |
| 7-or-more | 9,195 | 1.7% | 794 | 1.4% | 82 | 0.6% | 253 | 1.1% |

Source: 2010 Census

The percent and number of large (5 or more persons) households in the market is an important fact to consider in projects with a significant number of 3 or 4 bedroom units. In such cases, this fact has been taken into account and is used to refine the analysis. It also helps to determine the upper income limit for the purpose of calculating demand. In the market area, 4.1% of the renter households are large, compared to 10.3% in the state.

8.3.2 HOUSEHOLD INCOMES

The table below shows the number of households (both renter and owner) that fall within various income ranges for the market area.

Number of Households in Various Income Ranges

| | <u>State</u> | <u>%</u> | <u>County</u> | <u>%</u> | <u>Market Area</u> | <u>%</u> | <u>City</u> | <u>%</u> |
|-------------------------------|--------------|----------|---------------|----------|--------------------|----------|-------------|----------|
| Total: | 1,815,094 | | 145,069 | | 24,677 | | 44,506 | |
| Less than \$10,000 | 160,030 | 8.8% | 12,367 | 8.5% | 3,183 | 12.9% | 5,505 | 12.4% |
| \$10,000 to \$14,999 | 116,567 | 6.4% | 7,430 | 5.1% | 1,805 | 7.3% | 3,346 | 7.5% |
| \$15,000 to \$19,999 | 112,481 | 6.2% | 7,754 | 5.3% | 1,281 | 5.2% | 2,290 | 5.1% |
| \$20,000 to \$24,999 | 113,343 | 6.2% | 8,507 | 5.9% | 1,590 | 6.4% | 2,774 | 6.2% |
| \$25,000 to \$29,999 | 106,166 | 5.8% | 8,441 | 5.8% | 1,385 | 5.6% | 2,743 | 6.2% |
| \$30,000 to \$34,999 | 103,562 | 5.7% | 8,293 | 5.7% | 1,263 | 5.1% | 2,757 | 6.2% |
| \$35,000 to \$39,999 | 95,753 | 5.3% | 6,878 | 4.7% | 996 | 4.0% | 2,061 | 4.6% |
| \$40,000 to \$44,999 | 91,524 | 5.0% | 8,132 | 5.6% | 1,245 | 5.0% | 2,487 | 5.6% |
| \$45,000 to \$49,999 | 79,090 | 4.4% | 5,659 | 3.9% | 834 | 3.4% | 1,705 | 3.8% |
| \$50,000 to \$59,999 | 148,502 | 8.2% | 12,286 | 8.5% | 1,656 | 6.7% | 3,310 | 7.4% |
| \$60,000 to \$74,999 | 180,498 | 9.9% | 13,961 | 9.6% | 1,890 | 7.7% | 3,943 | 8.9% |
| \$75,000 to \$99,999 | 204,041 | 11.2% | 17,397 | 12.0% | 2,038 | 8.3% | 3,970 | 8.9% |
| \$100,000 to \$124,999 | 123,026 | 6.8% | 10,724 | 7.4% | 1,583 | 6.4% | 2,378 | 5.3% |
| \$125,000 to \$149,999 | 67,800 | 3.7% | 6,536 | 4.5% | 1,050 | 4.3% | 1,526 | 3.4% |
| \$150,000 to \$199,999 | 60,171 | 3.3% | 5,587 | 3.9% | 1,102 | 4.5% | 1,619 | 3.6% |
| \$200,000 or more | 52,540 | 2.9% | 5,117 | 3.5% | 1,776 | 7.2% | 2,092 | 4.7% |

Source: 2015-5yr ACS (Census)

8.3.3 ELDERLY HOUSEHOLD INCOMES

The number and percent of elderly households are shown in the table below.

Number of Elderly Households in Various Income Ranges

| | <u>State</u> | <u>%</u> | <u>County</u> | <u>%</u> | <u>Market Area</u> | <u>%</u> | <u>City</u> | <u>%</u> |
|-------------------------------|--------------|----------|---------------|----------|--------------------|----------|-------------|----------|
| Under 55 | 1,004,013 | | 90,633 | | 16,158 | | 29,161 | |
| Less than \$10,000 | 95,248 | 9.5% | 8,436 | 9.3% | 2,407 | 14.9% | 3,895 | 13.4% |
| \$10,000 to \$14,999 | 52,586 | 5.2% | 4,521 | 5.0% | 1,172 | 7.3% | 2,070 | 7.1% |
| \$15,000 to \$19,999 | 55,154 | 5.5% | 4,461 | 4.9% | 776 | 4.8% | 1,255 | 4.3% |
| \$20,000 to \$24,999 | 56,964 | 5.7% | 5,135 | 5.7% | 1,141 | 7.1% | 1,743 | 6.0% |
| \$25,000 to \$29,999 | 54,821 | 5.5% | 5,532 | 6.1% | 959 | 5.9% | 1,874 | 6.4% |
| \$30,000 to \$34,999 | 56,715 | 5.6% | 5,325 | 5.9% | 979 | 6.1% | 1,979 | 6.8% |
| \$35,000 to \$39,999 | 51,917 | 5.2% | 4,191 | 4.6% | 647 | 4.0% | 1,302 | 4.5% |
| \$40,000 to \$44,999 | 51,861 | 5.2% | 5,575 | 6.2% | 889 | 5.5% | 1,825 | 6.3% |
| \$45,000 to \$49,999 | 43,823 | 4.4% | 3,530 | 3.9% | 527 | 3.3% | 1,145 | 3.9% |
| \$50,000 to \$59,999 | 83,923 | 8.4% | 8,112 | 8.9% | 1,142 | 7.1% | 2,327 | 8.0% |
| \$60,000 to \$74,999 | 106,606 | 10.6% | 8,797 | 9.7% | 1,210 | 7.5% | 2,717 | 9.3% |
| \$75,000 to \$99,999 | 121,578 | 12.1% | 10,815 | 11.9% | 1,220 | 7.6% | 2,508 | 8.6% |
| \$100,000 to \$124,999 | 72,981 | 7.3% | 6,406 | 7.1% | 864 | 5.3% | 1,412 | 4.8% |
| \$125,000 to \$149,999 | 39,004 | 3.9% | 3,790 | 4.2% | 650 | 4.0% | 981 | 3.4% |
| \$150,000 to \$199,999 | 33,795 | 3.4% | 3,272 | 3.6% | 627 | 3.9% | 933 | 3.2% |
| \$200,000 or more | 27,039 | 2.7% | 2,739 | 3.0% | 950 | 5.9% | 1,198 | 4.1% |
| 55+ | 811,081 | | 54,436 | | 8,519 | | 15,345 | |
| Less than \$10,000 | 64,782 | 8.0% | 3,931 | 7.2% | 776 | 9.1% | 1,610 | 10.5% |
| \$10,000 to \$14,999 | 63,981 | 7.9% | 2,910 | 5.3% | 633 | 7.4% | 1,276 | 8.3% |
| \$15,000 to \$19,999 | 57,327 | 7.1% | 3,294 | 6.1% | 506 | 5.9% | 1,035 | 6.7% |
| \$20,000 to \$24,999 | 56,379 | 7.0% | 3,372 | 6.2% | 449 | 5.3% | 1,032 | 6.7% |
| \$25,000 to \$29,999 | 51,346 | 6.3% | 2,909 | 5.3% | 426 | 5.0% | 870 | 5.7% |
| \$30,000 to \$34,999 | 46,848 | 5.8% | 2,969 | 5.5% | 284 | 3.3% | 779 | 5.1% |
| \$35,000 to \$39,999 | 43,836 | 5.4% | 2,688 | 4.9% | 350 | 4.1% | 760 | 4.9% |
| \$40,000 to \$44,999 | 39,663 | 4.9% | 2,558 | 4.7% | 356 | 4.2% | 662 | 4.3% |
| \$45,000 to \$49,999 | 35,267 | 4.3% | 2,129 | 3.9% | 307 | 3.6% | 560 | 3.6% |
| \$50,000 to \$59,999 | 64,579 | 8.0% | 4,175 | 7.7% | 515 | 6.0% | 983 | 6.4% |
| \$60,000 to \$74,999 | 73,892 | 9.1% | 5,164 | 9.5% | 680 | 8.0% | 1,227 | 8.0% |
| \$75,000 to \$99,999 | 82,463 | 10.2% | 6,582 | 12.1% | 818 | 9.6% | 1,462 | 9.5% |
| \$100,000 to \$124,999 | 50,045 | 6.2% | 4,318 | 7.9% | 720 | 8.4% | 966 | 6.3% |
| \$125,000 to \$149,999 | 28,796 | 3.6% | 2,747 | 5.0% | 400 | 4.7% | 545 | 3.6% |
| \$150,000 to \$199,999 | 26,377 | 3.3% | 2,316 | 4.3% | 475 | 5.6% | 686 | 4.5% |
| \$200,000 or more | 25,502 | 3.1% | 2,378 | 4.4% | 826 | 9.7% | 895 | 5.8% |

Source: 2015-5yr ACS (Census)

9 MARKET AREA ECONOMY

The economy of the market area will have an impact on the need for apartment units.

Occupation of Employed Persons Age 16 Years And Over

| | <u>State</u> | <u>%</u> | <u>County</u> | <u>%</u> | <u>Market Area</u> | <u>%</u> | <u>City</u> | <u>%</u> |
|--|--------------|----------|---------------|----------|--------------------|----------|-------------|----------|
| Total | 2,075,274 | | 184,364 | | 31,022 | | 56,459 | |
| Management, business, science, and arts occupations: | 686,558 | 33% | 71,364 | 39% | 14,155 | 46% | 23,181 | 41% |
| Management, business, and financial occupations: | 268,390 | 13% | 27,084 | 15% | 4,474 | 14% | 8,144 | 14% |
| Management occupations | 186,342 | 9% | 16,442 | 9% | 2,994 | 10% | 5,152 | 9% |
| Business and financial operations occupations | 82,048 | 4% | 10,642 | 6% | 1,480 | 5% | 2,992 | 5% |
| Computer, engineering, and science occupations: | 89,159 | 4% | 8,876 | 5% | 1,485 | 5% | 2,630 | 5% |
| Computer and mathematical occupations | 38,272 | 2% | 4,736 | 3% | 661 | 2% | 1,326 | 2% |
| Architecture and engineering occupations | 37,348 | 2% | 2,709 | 1% | 303 | 1% | 687 | 1% |
| Life, physical, and social science occupations | 13,539 | 1% | 1,431 | 1% | 521 | 2% | 617 | 1% |
| Education, legal, community service, arts, and media occupations: | 205,502 | 10% | 23,583 | 13% | 6,001 | 19% | 8,939 | 16% |
| Community and social service occupations | 36,106 | 2% | 4,267 | 2% | 635 | 2% | 1,269 | 2% |
| Legal occupations | 18,218 | 1% | 2,908 | 2% | 1,357 | 4% | 1,619 | 3% |
| Education, training, and library occupations | 122,489 | 6% | 13,367 | 7% | 3,072 | 10% | 4,624 | 8% |
| Arts, design, entertainment, sports, and media occupations | 28,689 | 1% | 3,041 | 2% | 937 | 3% | 1,427 | 3% |
| Healthcare practitioners and technical occupations: | 123,507 | 6% | 11,821 | 6% | 2,195 | 7% | 3,468 | 6% |
| Health diagnosing and treating practitioners and other technical occupations | 79,662 | 4% | 7,690 | 4% | 1,745 | 6% | 2,487 | 4% |
| Health technologists and technicians | 43,845 | 2% | 4,131 | 2% | 450 | 1% | 981 | 2% |
| Service occupations: | 379,346 | 18% | 36,189 | 20% | 6,443 | 21% | 12,295 | 22% |
| Healthcare support occupations | 45,060 | 2% | 4,271 | 2% | 371 | 1% | 1,273 | 2% |
| Protective service occupations: | 47,635 | 2% | 5,658 | 3% | 557 | 2% | 1,348 | 2% |
| Fire fighting and prevention, and other protective service workers including supervisors | 26,037 | 1% | 2,640 | 1% | 408 | 1% | 852 | 2% |
| Law enforcement workers including supervisors | 21,598 | 1% | 3,018 | 2% | 149 | 0% | 496 | 1% |
| Food preparation and serving related occupations | 130,819 | 6% | 13,279 | 7% | 3,300 | 11% | 5,374 | 10% |
| Building and grounds cleaning and maintenance occupations | 89,129 | 4% | 7,012 | 4% | 995 | 3% | 2,409 | 4% |
| Personal care and service occupations | 66,703 | 3% | 5,969 | 3% | 1,220 | 4% | 1,891 | 3% |
| Sales and office occupations: | 514,852 | 25% | 48,740 | 26% | 7,341 | 24% | 13,597 | 24% |
| Sales and related occupations | 243,561 | 12% | 21,880 | 12% | 3,738 | 12% | 6,722 | 12% |
| Office and administrative support occupations | 271,291 | 13% | 26,860 | 15% | 3,603 | 12% | 6,875 | 12% |
| Natural resources, construction, and maintenance occupations: | 190,040 | 9% | 10,078 | 5% | 1,403 | 5% | 2,825 | 5% |
| Farming, fishing, and forestry occupations | 10,391 | 1% | 558 | 0% | 27 | 0% | 196 | 0% |
| Construction and extraction occupations | 102,954 | 5% | 5,262 | 3% | 852 | 3% | 1,691 | 3% |
| Installation, maintenance, and repair occupations | 76,695 | 4% | 4,258 | 2% | 524 | 2% | 938 | 2% |
| Production, transportation, and material moving occupations: | 304,478 | 15% | 17,993 | 10% | 1,680 | 5% | 4,561 | 8% |
| Production occupations | 175,310 | 8% | 8,387 | 5% | 851 | 3% | 2,157 | 4% |
| Transportation occupations | 72,210 | 3% | 5,443 | 3% | 405 | 1% | 1,149 | 2% |
| Material moving occupations | 56,958 | 3% | 4,163 | 2% | 424 | 1% | 1,255 | 2% |

Source: 2015-5yr ACS (Census)

Industry of Employed Persons Age 16 Years And Over

| | <u>State</u> | <u>%</u> | <u>County</u> | <u>%</u> | <u>Market Area</u> | <u>%</u> | <u>City</u> | <u>%</u> |
|---|--------------|----------|---------------|----------|--------------------|----------|-------------|----------|
| Total: | 2,075,274 | | 184,364 | | 31,022 | | 56,459 | |
| Agriculture, forestry, fishing and hunting, and mining: | 21,510 | 1% | 1,119 | 1% | 111 | 0% | 313 | 1% |
| Agriculture, forestry, fishing and hunting | 20,113 | 1% | 974 | 1% | 48 | 0% | 231 | 0% |
| Mining, quarrying, and oil and gas extraction | 1,397 | 0% | 145 | 0% | 63 | 0% | 82 | 0% |
| Construction | 132,467 | 6% | 7,365 | 4% | 1,128 | 4% | 2,103 | 4% |
| Manufacturing | 286,743 | 14% | 13,282 | 7% | 1,108 | 4% | 3,304 | 6% |
| Wholesale trade | 56,022 | 3% | 4,019 | 2% | 698 | 2% | 1,076 | 2% |
| Retail trade | 252,318 | 12% | 21,815 | 12% | 3,192 | 10% | 6,412 | 11% |
| Transportation and warehousing, and utilities: | 95,763 | 5% | 7,367 | 4% | 735 | 2% | 1,511 | 3% |
| Transportation and warehousing | 70,181 | 3% | 5,652 | 3% | 606 | 2% | 1,214 | 2% |
| Utilities | 25,582 | 1% | 1,715 | 1% | 129 | 0% | 297 | 1% |
| Information | 38,007 | 2% | 3,950 | 2% | 620 | 2% | 1,219 | 2% |
| Finance and insurance, and real estate and rental and leasing: | 119,623 | 6% | 15,930 | 9% | 2,622 | 8% | 4,674 | 8% |
| Finance and insurance | 83,161 | 4% | 12,492 | 7% | 1,696 | 5% | 3,480 | 6% |
| Real estate and rental and leasing | 36,462 | 2% | 3,438 | 2% | 926 | 3% | 1,194 | 2% |
| Professional, scientific, and management, and administrative and waste management services: | 199,555 | 10% | 18,106 | 10% | 4,068 | 13% | 6,268 | 11% |
| Professional, scientific, and technical services | 100,559 | 5% | 10,269 | 6% | 2,791 | 9% | 3,843 | 7% |
| Management of companies and enterprises | 1,008 | 0% | 5 | 0% | 5 | 0% | 5 | 0% |
| Administrative and support and waste management services | 97,988 | 5% | 7,832 | 4% | 1,272 | 4% | 2,420 | 4% |
| Educational services, and health care and social assistance: | 451,232 | 22% | 45,517 | 25% | 8,898 | 29% | 15,346 | 27% |
| Educational services | 188,187 | 9% | 21,057 | 11% | 5,731 | 18% | 8,094 | 14% |
| Health care and social assistance | 263,045 | 13% | 24,460 | 13% | 3,167 | 10% | 7,252 | 13% |
| Arts, entertainment, and recreation, and accommodation and food services: | 217,146 | 10% | 21,366 | 12% | 4,780 | 15% | 8,028 | 14% |
| Arts, entertainment, and recreation | 36,104 | 2% | 3,333 | 2% | 667 | 2% | 1,384 | 2% |
| Accommodation and food services | 181,042 | 9% | 18,033 | 10% | 4,113 | 13% | 6,644 | 12% |
| Other services, except public administration | 104,212 | 5% | 8,900 | 5% | 1,394 | 4% | 2,367 | 4% |
| Public administration | 100,676 | 5% | 15,628 | 8% | 1,668 | 5% | 3,838 | 7% |

Source: 2015-5yr ACS (Census)

Note: Bold numbers represent category totals and add to 100%

Median Wages by Industry

| | <u>State</u> | <u>County</u> | <u>City</u> |
|---|--------------|---------------|-------------|
| Overall | \$30,515 | \$30,557 | \$26,240 |
| Agriculture, forestry, fishing and hunting, and mining: | \$25,270 | \$21,967 | \$15,950 |
| Agriculture, forestry, fishing and hunting | \$23,134 | \$19,125 | \$12,061 |
| Mining, quarrying, and oil and gas extraction | \$52,616 | \$51,326 | \$50,758 |
| Construction | \$30,358 | \$31,267 | \$25,459 |
| Manufacturing | \$39,967 | \$38,934 | \$34,195 |
| Wholesale trade | \$39,712 | \$44,521 | \$40,745 |
| Retail trade | \$19,666 | \$17,710 | \$14,453 |
| Transportation and warehousing, and utilities: | \$42,378 | \$46,968 | \$28,933 |
| Transportation and warehousing | \$38,417 | \$42,996 | \$24,107 |
| Utilities | \$55,017 | \$60,390 | \$42,379 |
| Information | \$38,385 | \$38,245 | \$40,373 |
| Finance and insurance, and real estate and rental and leasing: | \$38,637 | \$40,497 | \$41,165 |
| Finance and insurance | \$40,298 | \$40,909 | \$42,221 |
| Real estate and rental and leasing | \$34,249 | \$37,708 | \$32,232 |
| Professional, scientific, and management, and administrative and waste management services: | \$32,155 | \$32,838 | \$36,652 |
| Professional, scientific, and technical services | \$48,606 | \$46,827 | \$54,039 |
| Management of companies and enterprises | \$72,143 | — | — |
| Administrative and support and waste management services | \$21,643 | \$20,888 | \$19,348 |
| Educational services, and health care and social assistance: | \$32,150 | \$32,533 | \$29,811 |
| Educational services | \$34,799 | \$33,551 | \$27,129 |
| Health care and social assistance | \$31,139 | \$32,034 | \$30,839 |
| Arts, entertainment, and recreation, and accommodations and food services: | \$13,728 | \$12,544 | \$13,196 |
| Arts, entertainment, and recreation | \$18,458 | \$18,028 | \$14,113 |
| Accommodation and food services | \$13,037 | \$11,931 | \$13,148 |
| Other services except public administration | \$21,850 | \$23,538 | \$18,642 |
| Public administration | \$38,441 | \$40,539 | \$36,880 |

Source: 2015-5yr ACS (Census)

Note: Dashes indicate data suppressed by Census Bureau; no data is available for the market area.

10 INCOME RESTRICTIONS AND AFFORDABILITY

Several economic factors need to be examined in a housing market study. Most important is the number of households that would qualify for apartments on the basis of their incomes. A variety of circumstances regarding restrictions and affordability are outlined below.

These minimum and maximum incomes are used to establish the income *range* for households entering the project. Only households whose incomes fall within the range are considered as a source of demand.

Income data have been shown separately for owner and renter households. Only the renter household income data are used for determining demand for rental units.

Gross rent includes utilities, but it excludes payments of rental assistance by federal, state, and local entities. In this study, gross rent is always monthly.

10.1 HOUSEHOLDS RECEIVING HUD RENTAL ASSISTANCE

The lower limit of the acceptable income range for units with rental assistance is zero income. The upper limit of the acceptable income range for units with HUD rental assistance is established by the HUD guidelines. HUD allows very low income households (50% AMI or less) to receive rental assistance in the general case, and low income households (80% AMI or less) in some cases. HUD also requires that 75% of rental assistance to go to households at or below the 30% AMI level. For the purpose of this study, the tax credit set aside will be used to compute the income limits.

10.2 HOUSEHOLDS NOT RECEIVING RENTAL ASSISTANCE

Most households do not receive rental assistance. With respect to estimating which households may consider the subject a possible housing choice, we will evaluate the gross rent as a percent of their income according to the following formula:

$$\text{gross rent} \div X\% \times 12 \text{ months} = \text{annual income}$$

X% in the formula will vary, depending on the circumstance, as outlined in the next two sections.

10.3 HOUSEHOLDS QUALIFYING FOR UNITS

Households who earn less than a defined percentage (usually 50% or 60%) of the county or MSA median income as adjusted by HUD (AMI) qualify for low income housing units. Therefore, feasibility for projects expecting to receive HOME funds will be based in part on the incomes required to support the rents.

For those units occupied by low income households, the monthly gross rent should not realistically exceed 35% of the household income. However, elderly households can afford to pay a larger portion of their incomes on housing than family households. Elderly households should not realistically exceed 40% of the household income.

10.4 HOUSEHOLDS LIVING IN MARKET RATE UNITS

Minimum incomes for low (and sometimes moderate) income households in market rate units have been calculated the same as low income households (*i.e.*, 35% of income for gross rent).

The maximum likely income for market rate units is established by using 20% of income to be spent on gross rent.

Households in luxury/upscale apartments typically spend less than 30% of their income on rent plus utilities. In other words, the percent of income spent on rent goes down as the income goes up.

10.5 ESTABLISHING QUALIFYING INCOME RANGES

It is critical to establish the number of households that qualify for apartments under the HOME program based on their incomes. The income ranges are established in two stages. First, the maximum incomes allowable are calculated by applying the HOME guidelines. Then, minimum incomes required are calculated. According to United States Code, either 20% of the units must be occupied by households who earn under 50% of the area median gross income (AMI), OR 40% of the units must be occupied by households who earn under 60% of the AMI. Sometimes units are restricted for even lower income households. In many cases, the developer has chosen to restrict the rents for 100% of the units to be for low income households.

Maximum Income Limit (HUD FY 2017)

| <u>Pers.</u> | <u>VLI</u> | <u>60%</u> |
|--------------|------------|------------|
| 1 | 23,450 | 28,140 |
| 2 | 26,800 | 32,160 |
| 3 | 30,150 | 36,180 |
| 4 | 33,500 | 40,200 |
| 5 | 36,200 | 43,440 |
| 6 | 38,900 | 46,680 |
| 7 | 41,550 | 49,860 |
| 8 | 44,250 | 53,100 |

Source: *Very Low Income (50%) Limit and 60% limit: HUD, Low and Very-Low Income Limits by Family Size*
Others: John Wall and Associates, derived from HUD figures

The table above shows the maximum allowable incomes for households moving into the subject based on household size and the percent of area median gross income (AMI).

After establishing the maximum income, the lower income limit will be determined. The lower limit is the income a household must have in order to be able to afford the rent and utilities. The realistic lower limit of the income range is determined by the following formula:

Gross rent ÷ 35% [or 30% or 40%, as described in the subsections above] x 12 months = annual income

This provides for up to 35% [or 30% or 40%] of adjusted annual income (AAI) to be used for rent plus utilities.

The proposed gross rents, as supplied by the client, and the minimum incomes required to maintain 35% [or 30% or 40%] or less of income spent on gross rent are:

Minimum Incomes Required and Gross Rents

| | <u>Bedrooms</u> | <u>Number of Units</u> | <u>Net Rent</u> | <u>Gross Rent</u> | <u>Minimum Income Required</u> | <u>Target Population</u> |
|-----|-----------------|------------------------|-----------------|-------------------|--------------------------------|--------------------------|
| 60% | 2 | 1 | 550 | 726 | \$21,780 | HOME |

Source: *John Wall and Associates from data provided by client*

From the tables above, the practical lower income limits for units *without* rental assistance can be established. Units *with* rental assistance will use \$0 as their lower income limit.

When the minimum incomes required are combined with the maximum limits, the income ranges for households entering the project can be established. Only households whose incomes fall within the ranges can be considered as a source of demand. Note that *both* the income limits *and* the amount of spread in the ranges are important.

10.6 QUALIFYING INCOME RANGES

The most important information from the tables above is summarized in the table below. Income requirements for any PBRA units will be calculated for the contract rent.

Qualifying Income Ranges by Bedrooms and Persons Per Household

| AMI | Bedrooms | Persons | Gross Rent | Income Based Lower Limit | Spread Between Limits | Upper Limit |
|-----|----------|---------|------------|--------------------------|-----------------------|-------------|
| 60% | 2 | 2 | 726 | 21,780 | 10,380 | 32,160 |
| 60% | 2 | 3 | 726 | 21,780 | 14,400 | 36,180 |
| 60% | 2 | 4 | 726 | 21,780 | 18,420 | 40,200 |

Sources: Gross rents: client; Limits: tables on prior pages; Spread: calculated from data in table

10.7 UPPER INCOME DETERMINATION

The income limit for all elderly units is calculated on 2 persons, regardless of number of bedrooms.

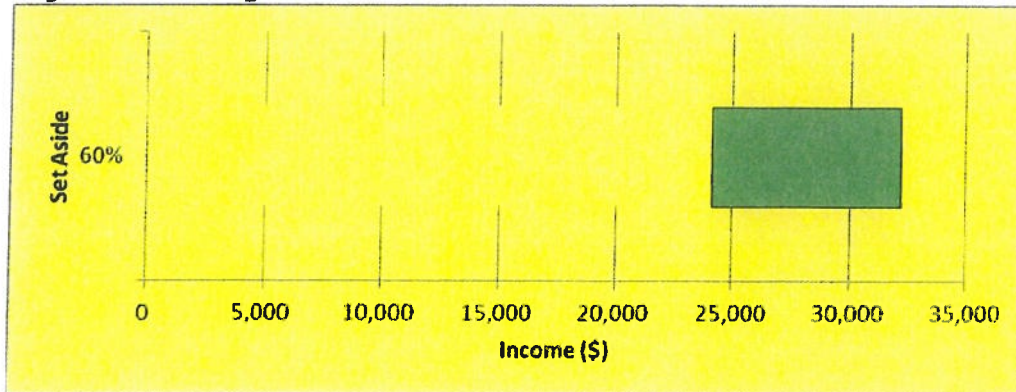
10.8 PROGRAMMATIC AND PRO FORMA RENT ANALYSIS

The table below shows a comparison of programmatic rent and *pro forma* rent.

Qualifying and Proposed and Programmatic Rent Summary

| | 2-BR |
|--------------------------|-------|
| 60% Units | |
| Number of Units | 1 |
| Max Allowable Gross Rent | \$806 |
| Pro Forma Gross Rent | \$726 |
| Difference (\$) | \$80 |
| Difference (%) | 9.9% |

Targeted Income Ranges



An income range of \$21,780 to \$32,160 is reasonable for the 60% AMI units.

10.9 HOUSEHOLDS WITH QUALIFIED INCOMES

The table below shows income levels for renters and owners separately. The number and percent of income qualified *renter* households is calculated from this table.

Number of Specified Households in Various Income Ranges by Tenure

| | State | % | County | % | Market Area | % | City | % |
|-------------------------|-----------|-------|--------|-------|-------------|-------|--------|-------|
| Owner occupied: | 1,244,998 | | 85,975 | | 12,165 | | 20,059 | |
| Less than \$5,000 | 32,246 | 2.6% | 1,912 | 2.2% | 246 | 2.0% | 354 | 1.8% |
| \$5,000 to \$9,999 | 32,635 | 2.6% | 1,747 | 2.0% | 291 | 2.4% | 507 | 2.5% |
| \$10,000 to \$14,999 | 58,479 | 4.7% | 2,424 | 2.8% | 358 | 2.9% | 676 | 3.4% |
| \$15,000 to \$19,999 | 59,164 | 4.8% | 2,889 | 3.4% | 353 | 2.9% | 652 | 3.3% |
| \$20,000 to \$24,999 | 63,130 | 5.1% | 3,262 | 3.8% | 413 | 3.4% | 778 | 3.9% |
| \$25,000 to \$34,999 | 127,899 | 10.3% | 7,424 | 8.6% | 757 | 6.2% | 1,684 | 8.4% |
| \$35,000 to \$49,999 | 180,518 | 14.5% | 11,726 | 13.6% | 1,348 | 11.1% | 2,709 | 13.5% |
| \$50,000 to \$74,999 | 247,460 | 19.9% | 16,775 | 19.5% | 2,029 | 16.7% | 3,689 | 18.4% |
| \$75,000 to \$99,999 | 171,019 | 13.7% | 13,425 | 15.6% | 1,464 | 12.0% | 2,688 | 13.4% |
| \$100,000 to \$149,999 | 168,429 | 13.5% | 14,697 | 17.1% | 2,162 | 17.8% | 3,031 | 15.1% |
| \$150,000 or more | 104,019 | 8.4% | 9,694 | 11.3% | 2,744 | 22.6% | 3,291 | 16.4% |
| Renter occupied: | 570,096 | | 59,094 | | 12,512 | | 24,447 | |
| Less than \$5,000 | 46,224 | 8.1% | 4,289 | 7.3% | 1,335 | 10.7% | 2,429 | 9.9% |
| \$5,000 to \$9,999 | 48,925 | 8.6% | 4,419 | 7.5% | 1,311 | 10.5% | 2,215 | 9.1% |
| \$10,000 to \$14,999 | 58,088 | 10.2% | 5,006 | 8.5% | 1,447 | 11.6% | 2,670 | 10.9% |
| \$15,000 to \$19,999 | 53,317 | 9.4% | 4,865 | 8.2% | 928 | 7.4% | 1,638 | 6.7% |
| \$20,000 to \$24,999 | 50,213 | 8.8% | 5,245 | 8.9% | 1,177 | 9.4% | 1,996 | 8.2% |
| \$25,000 to \$34,999 | 81,829 | 14.4% | 9,310 | 15.8% | 1,891 | 15.1% | 3,816 | 15.6% |
| \$35,000 to \$49,999 | 85,849 | 15.1% | 8,943 | 15.1% | 1,727 | 13.8% | 3,544 | 14.5% |
| \$50,000 to \$74,999 | 81,540 | 14.3% | 9,472 | 16.0% | 1,517 | 12.1% | 3,564 | 14.6% |
| \$75,000 to \$99,999 | 33,022 | 5.8% | 3,972 | 6.7% | 574 | 4.6% | 1,282 | 5.2% |
| \$100,000 to \$149,999 | 22,397 | 3.9% | 2,563 | 4.3% | 471 | 3.8% | 873 | 3.6% |
| \$150,000 or more | 8,692 | 1.5% | 1,010 | 1.7% | 134 | 1.1% | 420 | 1.7% |

Source: 2011 5yr ACS (Census)

The percent of renter households in the appropriate income ranges will be applied to the renter household growth figures to determine the number of new renter households that will be income qualified to move into each of the different unit types the subject will offer.

Percent of Renter Households in Appropriate Income Ranges for the Market Area

| AMI | | 60% | |
|-------------------------|-------------------|--------|-------|
| Lower Limit | | 21,780 | |
| Upper Limit | | 32,160 | |
| | Mkt. Area | % | # |
| Renter occupied: | Households | | |
| Less than \$5,000 | 1,335 | — | 0 |
| \$5,000 to \$9,999 | 1,311 | — | 0 |
| \$10,000 to \$14,999 | 1,447 | — | 0 |
| \$15,000 to \$19,999 | 928 | — | 0 |
| \$20,000 to \$24,999 | 1,177 | 0.64 | 758 |
| \$25,000 to \$34,999 | 1,891 | 0.72 | 1,354 |
| \$35,000 to \$49,999 | 1,727 | — | 0 |
| \$50,000 to \$74,999 | 1,517 | — | 0 |
| \$75,000 to \$99,999 | 574 | — | 0 |
| \$100,000 to \$149,999 | 471 | — | 0 |
| \$150,000 or more | 134 | — | 0 |
| Total | 12,512 | | 2,112 |
| Percent in Range | | | 16.9% |

Source: John Wall and Associates from figures above

The table above shows how many renter households are in each income range. The number and percent are given in the last two rows (e.g., 2,112, or 16.9% of the renter households in the market area are in the 60% range.)

11 DEMAND

11.1 DEMAND FROM NEW HOUSEHOLDS

11.1.1 NEW HOUSEHOLDS

It was shown in the Household Trends section of this study that 100 new housing units will be needed by the year of completion. It was shown in the Tenure section that the area ratio of rental units to total units is 25.3%. Therefore, 25 of these new units will need to be rental.

The table "Percent of Renter Households in Appropriate Income Ranges for the Market Area" shows the percentage of renter households in various income ranges. These percentages are applied to the total number of new rental units needed to arrive at the number of new rental units needed in the relevant income categories:

New Renter Households in Each Income Range for the Market Area

| | New Renter Households | Percent Income Qualified | Demand due to new Households |
|-------------------------------|-----------------------|--------------------------|------------------------------|
| 60% AMI: \$21,780 to \$32,160 | 25 | 16.9% | 4 |

Source: John Wall and Associates from figures above

11.2 DEMAND FROM EXISTING HOUSEHOLDS

11.2.1 DEMAND FROM RENT OVERBURDEN HOUSEHOLDS

A household is defined as rent overburdened when it pays 30% or more of its income on gross rent (rent plus utilities). Likewise, the household is *severely* rent overburdened if it pays 35% or more of its income on gross rent.

For units *without* rental assistance, households may pay 35% of their incomes for gross rent. Therefore, up to 35% of income for gross rent is used in establishing affordability in the "Demand from New Households" calculations. Hence, only *severely* (paying in excess of 35%) rent overburdened households are counted as a source of demand for units without rental assistance.

For units *with* rental assistance (tenants pay only 30% of their income for gross rent), any households paying more than 30% for gross rent would benefit by moving into the unit so all overburdened households in the relevant income range are counted as a source of demand.

The following table presents data on rent overburdened households in various income ranges.

Percentage of Income Paid For Gross Rent (Renter Households in Specified Housing Units)

| | <u>State</u> | | <u>County</u> | | <u>Market Area</u> | | <u>City</u> | |
|------------------------------|--------------|-------|---------------|-------|--------------------|-------|-------------|-------|
| Less than \$10,000: | 95,149 | | 8,708 | | 2,646 | | 4,644 | |
| 30.0% to 34.9% | 2,194 | 2.3% | 130 | 1.5% | 61 | 2.3% | 101 | 2.2% |
| 35.0% or more | 59,539 | 62.6% | 6,370 | 73.2% | 2,032 | 76.8% | 3,281 | 70.7% |
| \$10,000 to \$19,999: | 111,405 | | 9,871 | | 2,375 | | 4,308 | |
| 30.0% to 34.9% | 6,319 | 5.7% | 372 | 3.8% | 96 | 4.0% | 210 | 4.9% |
| 35.0% or more | 80,519 | 72.3% | 8,180 | 82.9% | 2,054 | 86.5% | 3,376 | 78.4% |
| \$20,000 to \$34,999: | 132,042 | | 14,555 | | 3,068 | | 5,812 | |
| 30.0% to 34.9% | 20,758 | 15.7% | 2,139 | 14.7% | 511 | 16.7% | 1,022 | 17.6% |
| 35.0% or more | 60,300 | 45.7% | 8,272 | 56.8% | 1,618 | 52.7% | 3,030 | 52.1% |
| \$35,000 to \$49,999: | 85,849 | | 8,943 | | 1,727 | | 3,544 | |
| 30.0% to 34.9% | 10,829 | 12.6% | 1,239 | 13.9% | 160 | 9.3% | 661 | 18.7% |
| 35.0% or more | 11,780 | 13.7% | 1,990 | 22.3% | 458 | 26.5% | 598 | 16.9% |
| \$50,000 to \$74,999: | 81,540 | | 9,472 | | 1,517 | | 3,564 | |
| 30.0% to 34.9% | 3,854 | 4.7% | 578 | 6.1% | 75 | 4.9% | 168 | 4.7% |
| 35.0% or more | 3,206 | 3.9% | 478 | 5.0% | 157 | 10.3% | 111 | 3.1% |
| \$75,000 to \$99,999: | 33,022 | | 3,972 | | 574 | | 1,282 | |
| 30.0% to 34.9% | 504 | 1.5% | 4 | 0.1% | 4 | 0.7% | 4 | 0.3% |
| 35.0% or more | 526 | 1.6% | 8 | 0.2% | 0 | 0.0% | 0 | 0.0% |
| \$100,000 or more: | 31,089 | | 3,573 | | 605 | | 1,293 | |
| 30.0% to 34.9% | 161 | 0.5% | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| 35.0% or more | 193 | 0.6% | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |

Source: 2015-5yr ACS (Census)

From the table above, the number of rent overburdened households in each appropriate income range can be estimated in the table below.

Rent Overburdened Households in Each Income Range for the Market Area

| 35%+ Overburden AMI | Mkt. Area | | 60% | |
|-----------------------|------------|------|--------|--|
| Lower Limit | | | 21,780 | |
| Upper Limit | | | 32,160 | |
| | Households | % | # | |
| Less than \$10,000: | 2,032 | — | 0 | |
| \$10,000 to \$19,999: | 2,054 | — | 0 | |
| \$20,000 to \$34,999: | 1,618 | 0.69 | 1,120 | |
| \$35,000 to \$49,999: | 458 | — | 0 | |
| \$50,000 to \$74,999: | 157 | — | 0 | |
| \$75,000 to \$99,999: | 0 | — | 0 | |
| \$100,000 or more: | 0 | — | 0 | |
| Column Total | 6,319 | | 1,120 | |

Source: John Wall and Associates from figures above

11.2.2 DEMAND FROM ELDERLY RENT OVERBURDENED HOUSEHOLDS

The table below shows elderly households that are rent overburdened.

Percent of Income Paid for Gross Rent by Age

| | <u>State</u> | | <u>County</u> | | <u>Market Area</u> | | <u>City</u> | |
|-----------------------------|--------------|-------|---------------|-------|--------------------|-------|-------------|-------|
| Total: | 570,096 | | 59,094 | | 12,512 | | 24,447 | |
| Householder 15 to 24 years: | 63,064 | | 9,639 | | 3,992 | | 4,500 | |
| 35.0 percent or more | 31,974 | 50.7% | 5,829 | 60.5% | 2,955 | 74.0% | 2,665 | 59.2% |
| Householder 25 to 34 years: | 151,265 | | 17,941 | | 3,636 | | 7,453 | |
| 35.0 percent or more | 55,075 | 36.4% | 7,116 | 39.7% | 1,409 | 38.8% | 2,782 | 37.3% |
| Householder 35 to 64 years: | 287,281 | | 27,246 | | 3,882 | | 10,280 | |
| 35.0 percent or more | 100,460 | 35.0% | 10,400 | 38.2% | 1,596 | 41.1% | 3,946 | 38.4% |
| Householder 65 +: | 68,486 | | 4,268 | | 1,002 | | 2,214 | |
| 35.0 percent or more | 28,554 | 41.7% | 1,953 | 45.8% | 359 | 35.8% | 1,003 | 45.3% |

Source: 2015-5yr ACS (Census)

The following table shows the number of elderly rent overburdened households in the market area.

Rent Overburdened Elderly Households in the Market Area

| | <u>Number</u> | <u>Percent</u> |
|------|---------------|----------------|
| 55 + | 997 | 43.4% |
| 62 + | 465 | 36.9% |
| 65 + | 359 | 35.8% |

Source: 2015-5yr ACS (Census)

There are 465 elderly households in the 62+ age group. This number (465) will be multiplied by the percent of overburdened households in each income range from the *Rent Overburdened Households in Each Income Range for the Market Area* table above.

Elderly Rent Overburdened Households in Each Income Range for the Market Area

| <u>AMI</u> | <u>60%</u> | |
|--|------------|-------|
| Elderly Rent Overburden HH in Age group | | 465 |
| Rent Overburden HH in Income Range | | 0.177 |
| Income Qualified Elderly Rent Overburden | | 82 |

Source: John Wall and Associates from numbers shown previously

11.2.3 DEMAND FROM SUBSTANDARD CONDITIONS

The Bureau of the Census defines substandard conditions as 1) lacking plumbing, or 2) 1.01 or more persons per room.

Substandard Occupied Units

| | <u>State</u> | <u>%</u> | <u>County</u> | <u>%</u> | <u>Market Area</u> | <u>%</u> | <u>City</u> | <u>%</u> |
|-------------------------|--------------|----------|---------------|----------|--------------------|----------|-------------|----------|
| Owner occupied: | 1,244,998 | | 85,975 | | 12,165 | | 20,059 | |
| Complete plumbing: | 1,241,673 | 100% | 85,775 | 100% | 12,121 | 100% | 20,029 | 100% |
| 1.00 or less | 1,229,206 | 99% | 85,104 | 99% | 12,106 | 100% | 19,914 | 99% |
| 1.01 to 1.50 | 9,337 | 1% | 481 | 1% | 10 | 0% | 50 | 0% |
| 1.51 or more | 3,130 | 0% | 190 | 0% | 5 | 0% | 65 | 0% |
| Lacking plumbing: | 3,325 | 0% | 200 | 0% | 44 | 0% | 30 | 0% |
| 1.00 or less | 3,197 | 0% | 200 | 0% | 44 | 0% | 30 | 0% |
| 1.01 to 1.50 | 52 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| 1.51 or more | 76 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| Renter occupied: | 570,096 | | 59,094 | | 12,512 | | 24,447 | |
| Complete plumbing: | 566,114 | 99% | 58,658 | 99% | 12,433 | 99% | 24,321 | 99% |
| 1.00 or less | 545,930 | 96% | 56,949 | 96% | 12,276 | 98% | 23,623 | 97% |
| 1.01 to 1.50 | 14,542 | 3% | 1,127 | 2% | 98 | 1% | 382 | 2% |
| 1.51 or more | 5,642 | 1% | 582 | 1% | 59 | 0% | 316 | 1% |
| Lacking plumbing: | 3,982 | 1% | 436 | 1% | 79 | 1% | 126 | 1% |
| 1.00 or less | 3,724 | 1% | 436 | 1% | 79 | 1% | 126 | 1% |
| 1.01 to 1.50 | 52 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| 1.51 or more | 206 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |

Total Renter Substandard

236

Source: 2015-5yr ACS (Census)

From these tables, the need from substandard rental units can be drawn. There are 236 substandard rental units in the market area. Because 11.2% of the renter households have an elderly 62+ householder, we can determine there are 26 elderly substandard rental units.

From the figures above the number of substandard units in each appropriate income range can be estimated in the table below.

Substandard Conditions in Each Income Range for the Market Area

| | Total Substandard Units | Percent Income Qualified | Demand due to Substandard |
|-------------------------------|-------------------------------|--------------------------------|---------------------------------|
| 60% AMI: \$21,780 to \$32,160 | 26 | 16.9% | 4 |

Source: John Wall and Associates from figures above

11.2.4 DEMAND FROM ELDERLY TENURE

Many elderly wish to remain in the same community but are unable to or do not want to “keep up with” all that owning a home requires. However, because apartments are either in too short supply or do not exist in their community, they are unable to make that move.

If the state’s condition is interpreted to be the norm regarding the percentage of elderly that desire to rent, then the market area has a standard to be compared to.

Occupied Housing Units by Tenure and Age of Householder

| | State | | Market Area | |
|-------------|---------|-------|-------------|-------|
| 55+ Owners | 623,572 | 82.0% | 6,348 | 74.0% |
| 55+ Renters | 137,103 | 18.0% | 2,227 | 26.0% |
| 62+ Owners | 429,508 | 83.1% | 4,261 | 74.7% |
| 62+ Renters | 87,316 | 16.9% | 1,441 | 25.3% |
| 65+ Owners | 346,022 | 83.3% | 3,416 | 74.5% |
| 65+ Renters | 69,391 | 16.7% | 1,170 | 25.5% |

Source: 2010 Census

As can be seen in the above table, 16.9% of the state’s elderly 62+ households rent, while 25.3% of the market area’s elderly households rent. This indicates there should be little or no room in the market for apartments to house elderly homeowners who want to move into apartments.

There are 5,703 units in the market area that have a householder 62 or older. If the state’s percentage/norm (16.9%) is applied to these units, then 964 units (not just the present 1,441 units) would be rental. *This indicates an additional demand of -478 units for elderly 62+ households that would transition from home ownership to renting, were suitable rental units available. This component is capped at 99%*

Demand Due to Elderly Transition

| | New Elderly Households Needed for Transition | Percent Income Qualified | Demand |
|-------------------------------|---|--------------------------------|--------|
| 60% AMI: \$21,780 to \$32,160 | 0 | 16.9% | 0 |

12 DEMAND FOR NEW UNITS

The demand components shown in the previous section are summarized below.

| | 60% AMI: \$21,780 to \$32,160 |
|----------------------------|-------------------------------|
| New Housing Units Required | 4 |
| Rent Overburden Households | 82 |
| Substandard Units | 4 |
| Elderly Tenure | 0 |
| Demand | 90 |
| Less New Supply | 0 |
| NET DEMAND | 90 |

* Numbers may not add due to rounding.

13 BUSINESS REFERENCES

Ms. Laura Nicholson
SC State Housing Finance & Development Authority
Attn: Housing Development
300-C Outlet Pointe Boulevard
Columbia, South Carolina 29210
803/896-9194

Mr. Jay Ronca
Vantage Development
1544 S. Main Street
Fyffe, Alabama 35971
256/417-4920 ext. 224

Mr. Scott Farmer
North Carolina Housing Finance Agency
3508 Bush Street
Raleigh, North Carolina 37609
919/877-5700

14 RÉSUMÉS**JOHN WALL****EXPERIENCE****PRESIDENT**

JWA, Inc., Anderson, South Carolina (June, 1990 to Present)

JWA, Inc. is an information services company providing demographic and other types of data, as well as geographic information system services, mapping, and research to market analysts and other clients.

PRESIDENT

John Wall & Associates, Anderson, South Carolina (December, 1982 to Present)

John Wall & Associates is a planning and analysis firm specializing in real estate market analysis and land development consultation. Initially, the firm concentrated on work in the southeastern portion of the United States. In 1990, the work was expanded to the entire United States. John Wall & Associates (Anderson, South Carolina office) has completed over 2,500 market analyses, the majority of these being for apartment projects (both government and conventional). The firm has also done many other types of real estate market analyses, shopping center master plans, industrial park master plans, housing and demographic studies, land planning projects, site analysis, location analysis, and GIS projects. Clients have included private developers, governments, syndicators, and lending institutions.

CHURCHILL STATESIDE GROUP INVESTMENT COMMITTEE, (March 2011 to Present)

MIDLAND MORTGAGE INVESTMENT COMMITTEE, MMI (October, 1992 to November, 2001)

MIDLAND ADVISORY SERVICES COMMITTEE, MAS (October, 1992 to November, 2001)

MIDLAND EQUITY COMMITTEE, MEC (March, 1995 to November, 2001)

VISITING PROFESSOR OF SITE PLANNING (PART-TIME)

Clemson University College of Architecture, Planning Dept., Clemson, South Carolina (1985 & 1986)

PLANNING DIRECTOR

Planning Department, City of Anderson, South Carolina (September, 1980 to December, 1982)

PLANNER

Planning Department, City of Anderson, South Carolina (December 1978 to September, 1980)

CARTOGRAPHER

Oconee County Tax Assessors' Office, Walhalla, South Carolina (October, 1976 to January, 1977)

ASSISTANT ENGINEER

American Concrete Pipe Association, Vienna, Virginia (January, 1969 to March, 1969)

PROFESSIONAL ORGANIZATION

National Council of Housing Market Analysts (NCHMA) Member Delegate (2002-Present)

PUBLICATIONS

Conducting Market Studies in Rural Area, NCHMA Publications

EDUCATION

Continuing Education, National Council of Housing Market Analysts (2002-Present)

Multifamily Accelerated Processing (MAP) Certificate, HUD (May 2012)

Real Estate Development, Harvard University, Cambridge, Massachusetts (July, 1989)

Fundamentals of Real Estate Finance, Harvard University, Cambridge, Massachusetts (July, 1989)

Management of Planning & Design Firms, Harvard University, Cambridge, Massachusetts (August, 1984)

Master of City & Regional Planning, Clemson University, Clemson, South Carolina (May, 1980)

BS Pre-Architecture, Clemson University, Clemson, South Carolina (May, 1978)

Graduate of Manlius Military Academy, Manlius, New York (June, 1965)

MILITARY

U.S. Navy, Interim Top Secret Clearance (April, 1969 to October, 1973; Honorable Discharge)

BOB ROGERS**EXPERIENCE****SENIOR MARKET ANALYST**

John Wall and Associates, Anderson, South Carolina (1992 to Present)

Responsibilities include: development of housing demand methodology; development of computer systems and technologies; analysis of demographic trends; creation and production of analytic maps and graphics; CRA compliance; courtroom presentation graphics.

MANAGER

Institute for Electronic Data Analysis, Knoxville, Tennessee (1990 to 1992)

Responsibilities included marketing, training new employees and users of US Bureau of the Census data products, and custom research.

CONSULTANT

Sea Ray Boats, Inc., Knoxville, Tennessee (1991)

Project included using various statistical techniques to create customer profiles that the senior management team used to create a marketing strategy.

CONSULTANT

Central Transport, High Point, North Carolina (1990)

Project included research and analysis in the area of driver retention and how to improve the company's turnover ratio.

PROFESSIONAL ORGANIZATION

National Council of Housing Market Analysts (NCHMA)

Executive Committee Member (2004-2010)

Standards Committee Co-Chair (2006-2010)

Standards Committee Vice Chair (2004-2006)

Member delegate (2002-Present)

PUBLICATIONS

Senior Housing Options, NCHMA White Paper draft

Field Work for Market Studies, NCHMA White Paper, 2011

Ten Things Developers Should Know About Market Studies, Affordable Housing Finance Magazine, 2007

Selecting Comparable Properties (best practices), NCHMA publication 2006

EDUCATION

Continuing education, *National Council of Housing Market Analysts (2002 to present)*

Multifamily Accelerated Processing (MAP) Certificate, HUD (May 2012)

MBA Transportation and Logistics, *The University of Tennessee, Knoxville, Tennessee (1991)*

BS Business Logistics, Penn State, *University Park, Pennsylvania (1989)*

ATTACHMENT - B

BUDGET

Construction Costs Addendum - M-35

0

1/0/1900

NOTE: Line items highlighted in RED are intended to be utilized for rehabilitation developments.

| Site Work & Utilities | Qty | | Unit Price | | Total Cost | Material Information / Notes/ Comments |
|--|------|-------|------------|----------|--------------|--|
| Clearing/Grubbing | | ACRE | | Per ACRE | \$ - | |
| Excavate Lot To Proper Grade | | CY | | Per CY | \$ - | |
| Excavate Footings/Foundation | 10 | CY | \$ 150.00 | Per CY | \$ 1,500.00 | |
| Water Line to Street & Tie-In | 100 | LF | \$ 6.00 | Per LF | \$ 600.00 | |
| Sanitary Line To Street & Tie-In | 100 | LF | \$ 6.00 | Per LF | \$ 600.00 | |
| Sanitary Sewer Manhole/Structure | | EA | | Per EA | \$ - | |
| Storm Sewer | | LF | | Per LF | \$ - | |
| Storm Sewer Manhole/Inlet Structure | | EA | | Per EA | \$ - | |
| Gas Line- Complete | | LF | | Per LF | \$ - | |
| Electric/Power Line To Unit | | LF | | Per LF | \$ - | |
| Site Lighting-Complete- Per Light Pole | | POLES | | Per POLE | \$ - | |
| Demolition of Existing Structures / Buildings | | EA | | Per EA | \$ - | |
| Open Line Item For Developer's Use As Needed | | | | | \$ - | |
| Open Line Item For Developer's Use As Needed | | | | | \$ - | |
| Subtotal | | | | | \$ 2,700.00 | |
| Concrete & Paving | Qty | | Unit Price | | Total Cost | |
| Concrete Footing | 6 | CY | \$ 250.00 | Per CY | \$ 1,500.00 | |
| Concrete Slab On Grade, incl. gravel & vapor barrier | 11 | SF | \$ 250.00 | Per SF | \$ 2,750.00 | |
| Concrete Driveway- Finished | 4 | SY | \$ 250.00 | Per SY | \$ 1,000.00 | |
| Concrete Sidewalk- Finished | | SY | | Per SY | \$ - | |
| Concrete Curb & Gutter | | LF | | Per LF | \$ - | |
| Parking Lot- Stone Base & Asphalt | | SY | | Per SY | \$ - | |
| Parking Striping & Signage | | LS | | Per LS | \$ - | |
| Dumpster Pad & Fencing- Complete | | SY | | Per SY | \$ - | |
| Concrete Porch | | CY | | Per CY | \$ - | |
| Demolish/Dispose of Concrete | | CY | | Per CY | \$ - | |
| Demolish/Dispose of Asphalt | | CY | | Per CY | \$ - | |
| Carport | 3 | CY | \$ 250.00 | Per CY | \$ 750.00 | |
| Open Line Item For Developer's Use As Needed | | | | | \$ - | |
| Total Cost | | | | | \$ 6,000.00 | |
| Masonry | Qty | | Unit Price | | Total Cost | |
| Concrete Block | 0 | SF | | Per SF | \$ - | |
| Brick Veneer | 2000 | SF | \$ 8.00 | Per SF | \$ 16,000.00 | |
| Demolition of Concrete Block | | SF | | Per SF | \$ - | |
| Demolition of Brick | | SF | | Per SF | \$ - | |
| Open Line Item For Developer's Use As Needed | | | | | \$ - | |
| Open Line Item For Developer's Use As Needed | | | | | \$ - | |
| Total Cost | | | | | \$ 16,000.00 | |
| Metals | Qty | | Unit Price | | Total Cost | |
| Ornamental Railings- Stairs | | LF | | Per LF | \$ - | |
| Ornamental Fence | | LF | | Per LF | \$ - | |
| Ornamental Gate | | EA | | Per EA | \$ - | |
| Lintels | | LF | | Per LF | \$ - | |
| Support Column | 2 | EA | \$ 800.00 | Per EA | \$ 1,600.00 | |
| Demolition of Ornamental Railings- Stairs | | LF | | Per LF | \$ - | |
| Demolition of Ornamental Fence | | LF | | Per LF | \$ - | |
| Open Line Item For Developer's Use As Needed | | | | | \$ - | |
| Open Line Item For Developer's Use As Needed | | | | | \$ - | |
| Total Cost | | | | | \$ 1,600.00 | |
| Framing / Rough Carpentry | Qty | | Unit Price | | Total Cost | |
| 1st Floor - Joist / Truss System | 947 | SF | \$ 13.50 | Per SF | \$ 12,784.50 | |
| 2nd Floor- Joist/Truss System | | SF | | Per SF | \$ - | |
| Roof- Joist/Truss System | | SF | | Per SF | \$ - | |
| 3/4" Tongue & Groove Floor Sheathing | | SF | | Per SF | \$ - | |
| Stud Wall Complete | | LF | | Per LF | \$ - | |
| Exterior Wall Sheathing | | SF | | Per SF | \$ - | |
| Builder Board Exterior Wall Sheathing | | SF | | Per SF | \$ - | |
| Roof Truss System | | SF | | Per SF | \$ - | |
| Roof Sheathing | | SF | | Per SF | \$ - | |
| Demolish Roof System | | SF | | Per SF | \$ - | |
| Demolish Exterior Wall | | SF | | Per SF | \$ - | |
| Open Line Item For Developer's Use As Needed | | | | | \$ - | |
| Open Line Item For Developer's Use As Needed | | | | | \$ - | |
| Open Line Item For Developer's Use As Needed | | | | | \$ - | |
| Total Cost | | | | | \$ 12,784.50 | |


| Finish / Trim Carpentry | Qty | | Unit Price | | Total Cost |
|--|------|----|-------------|--------|--------------------|
| Window Casing/Trim Etc. | 240 | EA | \$ 2.00 | Per EA | \$ 480.00 |
| Door Casing/Trim | | EA | | Per EA | \$ - |
| Base Molding- MDF | 300 | LF | \$ 2.00 | Per LF | \$ 600.00 |
| Base Molding- Pine | | LF | | Per LF | \$ - |
| Crown Molding- MDF | | LF | | Per LF | \$ - |
| Crown Molding- Pine/Equal | | LF | | Per LF | \$ - |
| Chair Rail- MDF | | LF | | Per LF | \$ - |
| Chair Rail- Pine/Equal | | LF | | Per LF | \$ - |
| Bathroom Vanity/Base Cabinets | 6 | LF | \$ 300.00 | Per LF | \$ 1,800.00 |
| Kitchen Cabinets | 20 | LF | | Per LF | \$ - |
| Vinyl Coated Metal Wire Shelving | 20 | LF | \$ 20.00 | Per LF | \$ 400.00 |
| Wood Shelving | | LF | | Per LF | \$ - |
| Demolish Casing/Trim/Chair Rail/Molding | | LF | | Per LF | \$ - |
| Demolish Kitchen Cabinets | | EA | | Per EA | \$ - |
| Demolish Shelving | | LF | | Per LF | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Total Cost | | | | | \$ 3,280.00 |
| Insulation | Qty | | Unit Price | | Total Cost |
| Walls- Batt Insulation (Specify R-Value & Inches) | 1250 | SF | \$ 1.05 | Per SF | \$ 1,312.50 |
| Floors- Batt Insulation (Specify R-Value & Inches) | | SF | | Per SF | \$ - |
| Attics- R-38 Blown-In Recycled Cellulose | 947 | SF | \$ 1.25 | Per SF | \$ 1,183.75 |
| Attics- R-38 Blown-In | | SF | | Per SF | \$ - |
| Demolish Walls / Floor Insulation | | SF | | Per SF | \$ - |
| Demolish Attic Insulation | | SF | | Per SF | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Total Cost | | | | | \$ 2,496.25 |
| Flooring-Carpet | Qty | | Unit Price | | Total Cost |
| Remove Carpet/Pad | | SF | | Per SF | \$ - |
| Carpet & Pad | | SF | | Per SF | \$ - |
| Carpet- Glue Down | | SF | | Per SF | \$ - |
| Carpet- Indoor/Outdoor | | SF | | Per SF | \$ - |
| Demolish Carpet and Pad | | SF | | Per SF | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Total Cost | | | | | \$ - |
| Flooring-Vinyl | Qty | | Unit Price | | Total Cost |
| Vinyl Sheet Flooring | | SF | | Per SF | \$ - |
| Vinyl Tile Flooring | | SF | | Per SF | \$ - |
| Repair/Replace Subfloor and Vinyl | | SF | | Per SF | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Total Cost | | | | | \$ - |
| Flooring-Wood | Qty | | Unit Price | | Total Cost |
| Engineered Wood Flooring | | SF | | Per SF | \$ - |
| Oak / Natural Flooring | | SF | | Per SF | \$ - |
| Prefinished Solid Wood Flooring | | SF | | Per SF | \$ - |
| Repair/Replace Engineered Wood Flooring | | SF | | Per SF | \$ - |
| Repair/Replace Oak / Natural Flooring | | SF | | Per SF | \$ - |
| Laminate Floor | 947 | SF | \$ 6.00 | | \$ 5,682.00 |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Total Cost | | | | | \$ 5,682.00 |
| Flooring / Wall- Tile | Qty | | Unit Price | | Total Cost |
| Ceramic Floor Tile | 80 | SF | \$ 12.00 | Per SF | \$ 960.00 |
| Ceramic Tile Walls/Tub Surrounds- Thin Set | | SF | | Per SF | \$ - |
| Repair/Replace Tile | | SF | | Per SF | \$ - |
| Remove Ceramic Tile & Dispose | | SF | | Per SF | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Total Cost | | | | | \$ 960.00 |
| Siding / Soffit / Fascia / Gutters | Qty | | Unit Price | | Total Cost |
| House Wrap- Fully Taped | 1250 | SF | \$ 0.50 | Per SF | \$ 625.00 |
| Rubberized Flashing @ Doors/Windows | | EA | | Per EA | \$ - |
| Vinyl Siding | | SF | | Per SF | \$ - |
| Fiber Cement Board Siding- Plank Type | | SF | | Per SF | \$ - |
| Fiber Cement Board Siding- Shingle Type | | SF | | Per SF | \$ - |
| Aluminum Gutters & Downspouts | | LF | | Per LF | \$ - |
| Porch Column Surrounds | 4 | EA | \$ 300.00 | Per EA | \$ 1,200.00 |
| Fiber Cement Panels | | EA | | Per EA | \$ - |
| Remove/Dispose Vinyl Siding | | SF | | Per SF | \$ - |
| Remove/Dispose Gutters / Downspouts | | LS | | Per LS | \$ - |
| Remove/Dispose Fiber Cement Board Siding | | SF | | Per SF | \$ - |
| Remove/Dispose Porch Columns | | EA | | Per EA | \$ - |
| Soffit Material and Installation | 1 | EA | \$ 1,000.00 | Per EA | \$ 1,000.00 |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Total Cost | | | | | \$ 2,825.00 |

| Roofing | Qty | | Unit Price | | Total Cost |
|---|------|----|-------------|---------|-------------|
| New Roof- Shingles/Felt/Accessories | 19 | SQ | \$ 200.00 | Per SQ. | \$ 3,800.00 |
| Tear-off & dispose existing roofing & felt | | SQ | | Per SQ. | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Total Cost | | | | | \$ 3,800.00 |
| Doors | Qty | | Unit Price | | Total Cost |
| Interior Pre-Hung | 3 | EA | \$ 175.00 | Per EA | \$ 525.00 |
| ADA Interior Pre-Hung | 5 | EA | \$ 200.00 | Per EA | \$ 1,000.00 |
| Exterior Pre-Hung, Metal Door- Standard | | EA | | Per EA | \$ - |
| ADA Exterior Pre-Hung, Metal Door- Standard | | EA | | Per EA | \$ - |
| Storm Door | 2 | EA | \$ 250.00 | Per EA | \$ 500.00 |
| Demolish Interior / Exterior Door | | EA | | Per EA | \$ - |
| Interior Pocket Door | 1 | EA | \$ 450.00 | Per EA | \$ 450.00 |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Total Cost | | | | | \$ 2,475.00 |
| Windows | Qty | | Unit Price | | Total Cost |
| New Construction-Vinyl -Energy Star | 6 | EA | \$ 220.00 | Per EA | \$ 1,320.00 |
| Window Blinds | 6 | EA | \$ 35.00 | Per EA | \$ 210.00 |
| Remove & Dispose of Existing Window | | EA | | Per EA | \$ - |
| Replacement-Vinyl -Energy Star | | EA | | Per EA | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Total Cost | | | | | \$ 1,530.00 |
| Drywall / Acoustics | Qty | | Unit Price | | Total Cost |
| Drywall, Taped/Finished, Ready For Prime/Paint | 4072 | SF | \$ 0.95 | Per SF | \$ 3,868.40 |
| Drywall Repair | | EA | | Per EA | \$ - |
| Suspended/Drop Ceiling Incl. Grid- Complete | | SF | | Per SF | \$ - |
| Remove Drywall | | SF | | Per SF | \$ - |
| Remove Suspended/Drop Ceiling Incl. Grid- Complete | | SF | | Per SF | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Total Cost | | | | | \$ 3,868.40 |
| Mirrors / Shower Door / Bath Accessories | Qty | | Unit Price | | Total Cost |
| Medicine Cabinet- Basic | 1 | EA | \$ 100.00 | Per EA | \$ 100.00 |
| Mirror- Plate Glass | | SF | | Per SF | \$ - |
| Shower Door- Tub | | EA | | Per EA | \$ - |
| Shower Door- Stall | 1 | EA | \$ 800.00 | Per EA | \$ 800.00 |
| Bath Accessory- Basic (i.e. towel ring, towel bar etc.) | | SF | | Per SF | \$ - |
| Demolish Medicine Cabinet | | EA | | Per EA | \$ - |
| Remove Mirror- Plate Glass | | EA | | Per EA | \$ - |
| Remove Shower Door | | EA | | Per EA | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Total Cost | | | | | \$ 900.00 |
| Plumbing | Qty | | Unit Price | | Total Cost |
| Bathtub-Standard | | EA | | Per EA | \$ - |
| Bathtub & Shower Combo- Fiberglass- Standard | | EA | | Per EA | \$ - |
| Shower Stall- Standard | | EA | | Per EA | \$ - |
| ADA Accessible Shower Stall/Unit | 1 | EA | \$ 1,300.00 | Per EA | \$ 1,300.00 |
| Toilet complete | | EA | | Per EA | \$ - |
| ADA Accessible Toilet complete | 1 | EA | \$ 350.00 | Per EA | \$ 350.00 |
| Pedestal Sink complete | | EA | | Per EA | \$ - |
| Bathroom Sink Faucet- Standard | 1 | EA | \$ 350.00 | Per EA | \$ 350.00 |
| Water Heater- Electric- Complete w/ pan | 1 | EA | \$ 800.00 | Per EA | \$ 800.00 |
| Water Heater- Gas- Complete w/ pan | | EA | | Per EA | \$ - |
| Rough In Plumbing-Per Fixture | 8 | EA | \$ 300.00 | Per EA | \$ 2,400.00 |
| Rough In Plumbing Per SF | | SF | | Per SF | \$ - |
| Remove/Dispose of Toilet/Tub/Sink etc. | | EA | | Per EA | \$ - |
| Remove/Dispose of Water Heater etc. | | EA | | Per EA | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Total Cost | | | | | \$ 5,200.00 |
| Electrical / Lighting | Qty | | Unit Price | | Total Cost |
| Interior Light Fixture- Standard | 10 | EA | \$ 50.00 | Per EA | \$ 500.00 |
| Ceiling Fan w/ Light | 3 | EA | \$ 120.00 | Per EA | \$ 360.00 |
| Fluorescent Light Fixture | | EA | | Per EA | \$ - |
| Exterior Light Fixture- Standard | | EA | | Per EA | \$ - |
| Exterior Spot/Flood Light- Standard | | EA | | Per EA | \$ - |
| Wire Whole UNIT Incl. receptacles/switches etc. | | SF | | Per SF | \$ - |
| 150 AMP Service Panel w/ breakers, meter & mast etc. | | EA | | Per EA | \$ - |
| 200 AMP Service Panel w/ breakers, meter, mast etc. | 1 | EA | \$ 1,700.00 | Per EA | \$ 1,700.00 |
| Install New GFI Outlet | 3 | EA | \$ 35.00 | Per EA | \$ 105.00 |
| Misc. Equipment Connection (i.e. HVAC unit etc.) | | EA | | Per EA | \$ - |
| 400 Amp service with two meters and disconnect | | EA | | Per EA | \$ - |
| Remove Light Fixture/Ceiling Fan & Dispose | | EA | | Per EA | \$ - |
| Electrical Subcontractor | 1 | EA | \$ 1,800.00 | Per EA | \$ 1,800.00 |
| Open Line Item For Developer's Use As Needed | | | | | \$ - |
| Total Cost | | | | | \$ 4,465.00 |

| HVAC | Qty | Unit | Unit Price | Total Cost |
|--|------|------|--------------|----------------------|
| Energy Star 14 SEER HVAC/Heat Pump - 2 Ton Air Handler | 0 | EA | \$ - | \$ - |
| Flexible Ductwork System, Registers Etc.- ENTIRE UNIT | 1 | SF | \$ 1,000.00 | \$ 1,000.00 |
| Programmable Thermostat | 947 | SF | \$ 0.90 | \$ 852.30 |
| Remove HVAC Unit/Air Handler/Furnace Etc. & Dispose | 1 | EA | \$ 150.00 | \$ 150.00 |
| Energy Star 15 Seer HVAC/Heat Pump - 2 Ton | 1 | EA | \$ 4,600.00 | \$ 4,600.00 |
| Open Line Item For Developer's Use As Needed | | | | \$ - |
| Total Cost | | | | \$ 6,602.30 |
| Painting | Qty | Unit | Unit Price | Total Cost |
| Interior Painting Drywall Sprayed | 4000 | SF | \$ 0.85 | \$ 3,400.00 |
| Interior Painting Doors | | EA | | \$ - |
| Interior Painting Base and Window Casing | | LF | | \$ - |
| Exterior Building siding | | SF | | \$ - |
| Exterior trim and accessories | | EA | | \$ - |
| Open Line Item For Developer's Use As Needed | | | | \$ - |
| Open Line Item For Developer's Use As Needed | | | | \$ - |
| Total Cost | | | | \$ 3,400.00 |
| Miscellaneous / Other Items Not Included | Qty | Unit | Unit Price | Total Cost |
| Contractor Contingency | 1 | EA | \$ 5,000.00 | \$ 5,000.00 |
| Security System | 1 | EA | \$ 5,000.00 | \$ 5,000.00 |
| Fence Installation | 1 | EA | \$ 1,800.00 | \$ 1,800.00 |
| Energy Star Smart Refrigerator | 1 | EA | \$ 1,500.00 | \$ 1,500.00 |
| Energy Star Range/Oven | 1 | EA | \$ 1,500.00 | \$ 1,500.00 |
| Energy Star Over Range Microwave | 1 | EA | \$ 900.00 | \$ 900.00 |
| Telehealth Software | 1 | EA | \$ 10,000.00 | \$ 10,000.00 |
| Total Cost | | | | \$ 25,700.00 |
| Sub Total | | | | \$ 112,268.45 |

| CONSTRUCTION COST SUMMARY | |
|---|----------------------|
| Site Work and Utilities | \$ 2,700.00 |
| Concrete and Paving | \$ 6,000.00 |
| Masonry | \$ 16,000.00 |
| Metals | \$ 1,600.00 |
| Framing / Rough Carpentry | \$ 12,784.50 |
| Finish / Trim Carpentry | \$ 3,280.00 |
| Insulation | \$ 2,496.25 |
| Flooring - Carpet | \$ - |
| Flooring - Vinyl | \$ - |
| Flooring - Wood | \$ 5,682.00 |
| Flooring / Wall - Tile | \$ 960.00 |
| Siding / Soffit / Fascia / Gutters | \$ 2,825.00 |
| Roofing | \$ 3,800.00 |
| Doors | \$ 2,475.00 |
| Windows | \$ 1,530.00 |
| Drywall / Acoustics | \$ 3,868.40 |
| Mirrors / Shower Door / Bath Accessories | \$ 900.00 |
| Plumbing | \$ 5,200.00 |
| Electrical / Lighting | \$ 4,465.00 |
| Heating, Ventilating and Air Conditioning | \$ 6,602.30 |
| Painting | \$ 3,400.00 |
| Miscellaneous / Other items not included | \$ 25,700.00 |
| Total Construction | \$ 112,268.45 |
| General Requirements (max 6%) | \$ 6,736.11 |
| Contractor Profit and Overhead (max 8%) | \$ 8,981.43 |
| Total Project Development | \$ 127,986.03 |
| Total Project Development (less site work) | \$ 125,286.03 |

Reviewed and approved for submission by:

Raymond A. Perkins, Jr., PE Engineer 1/31/2019
 (Print Name & Title) (Date)

 (Signature) (Date)

SC Uplift Community Outreach
 (Company / Firm Name)

phone: 803.328.3628
 fax: N/A
 email: perkmav@gmail.com

← At Initial Application: to be completed by an Estimator, Contractor, Architect, or Engineer.
 At Placed in Service: to be completed by the contractor that performed the work.

ATTACHMENT - C
HUD INCOME GUIDELINES 2018

2018 HOME PROGRAM RENTS

| PROGRAM | EFFICIENCY | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR | 6 BR |
|---|------------|------|------|------|------|------|------|
| Beaufort County, SC HUD Metro FMR Area | | | | | | | |
| LOW HOME RENT LIMIT | 632 | 677 | 812 | 938 | 1047 | 1156 | 1263 |
| HIGH HOME RENT LIMIT | 841 | 903 | 1056 | 1245 | 1370 | 1493 | 1616 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 842 | 920 | 1056 | 1398 | 1860 | 2139 | 2418 |
| 50% RENT LIMIT | 632 | 677 | 812 | 938 | 1047 | 1156 | 1263 |
| 65% RENT LIMIT | 841 | 903 | 1086 | 1245 | 1370 | 1493 | 1616 |
| Jasper County, SC HUD Metro FMR Area | | | | | | | |
| LOW HOME RENT LIMIT | 433 | 464 | 557 | 643 | 718 | 792 | 866 |
| HIGH HOME RENT LIMIT | 564 | 606 | 729 | 834 | 910 | 986 | 1061 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 678 | 740 | 850 | 1066 | 1158 | 1332 | 1505 |
| 50% RENT LIMIT | 433 | 464 | 557 | 643 | 718 | 792 | 866 |
| 65% RENT LIMIT | 564 | 606 | 729 | 834 | 910 | 986 | 1061 |
| Myrtle Beach-North Myrtle Beach-Conway, SC | | | | | | | |
| LOW HOME RENT LIMIT | 507 | 543 | 652 | 754 | 841 | 928 | 1015 |
| HIGH HOME RENT LIMIT | 640 | 688 | 827 | 947 | 1036 | 1125 | 1214 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 788 | 800 | 931 | 1231 | 1439 | 1655 | 1871 |
| 50% RENT LIMIT | 507 | 543 | 652 | 754 | 841 | 928 | 1015 |
| 65% RENT LIMIT | 640 | 688 | 827 | 947 | 1036 | 1125 | 1214 |
| Spartanburg, SC HUD Metro FMR Area | | | | | | | |
| LOW HOME RENT LIMIT | 511 | 550 | 661 | 763 | 851 | 939 | 1027 |
| HIGH HOME RENT LIMIT | 511 | 605 | 734 | 959 | 1050 | 1140 | 1229 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 511 | 605 | 734 | 985 | 1129 | 1298 | 1468 |
| 50% RENT LIMIT | 513 | 550 | 661 | 763 | 851 | 939 | 1027 |
| 65% RENT LIMIT | 649 | 696 | 837 | 959 | 1050 | 1140 | 1229 |
| Union County, SC HUD Metro FMR Area | | | | | | | |
| LOW HOME RENT LIMIT | 423 | 453 | 543 | 628 | 701 | 773 | 845 |
| HIGH HOME RENT LIMIT | 466 | 502 | 668 | 834 | 910 | 986 | 1061 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 466 | 502 | 668 | 867 | 928 | 1067 | 1206 |
| 50% RENT LIMIT | 423 | 453 | 543 | 628 | 701 | 773 | 845 |
| 65% RENT LIMIT | 564 | 606 | 729 | 834 | 910 | 986 | 1061 |
| Sumter, SC MSA | | | | | | | |
| LOW HOME RENT LIMIT | 445 | 476 | 572 | 660 | 737 | 813 | 889 |
| HIGH HOME RENT LIMIT | 604 | 608 | 759 | 901 | 986 | 1069 | 1152 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 604 | 608 | 759 | 1014 | 1134 | 1304 | 1474 |
| 50% RENT LIMIT | 445 | 476 | 572 | 660 | 737 | 813 | 889 |
| 65% RENT LIMIT | 610 | 655 | 788 | 901 | 986 | 1069 | 1152 |

For all HOME projects, the maximum allowable rent is the HUD calculated High HOME Rent Limit and/or Low HOME Rent Limit.

2018 HOME PROGRAM RENTS

| PROGRAM | EFFICIENCY | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR | 6 BR |
|-----------------------|------------|------|------|------|------|------|------|
| Clarendon County, SC | | | | | | | |
| LOW HOME RENT LIMIT | 423 | 453 | 543 | 628 | 701 | 773 | 845 |
| HIGH HOME RENT LIMIT | 485 | 582 | 668 | 834 | 910 | 986 | 1061 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 485 | 582 | 668 | 972 | 1071 | 1232 | 1392 |
| 50% RENT LIMIT | 423 | 453 | 543 | 628 | 701 | 773 | 845 |
| 65% RENT LIMIT | 564 | 606 | 729 | 834 | 910 | 986 | 1061 |
| Colleton County, SC | | | | | | | |
| LOW HOME RENT LIMIT | 423 | 453 | 543 | 628 | 701 | 773 | 845 |
| HIGH HOME RENT LIMIT | 532 | 606 | 729 | 834 | 910 | 986 | 1061 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 532 | 621 | 733 | 924 | 998 | 1148 | 1297 |
| 50% RENT LIMIT | 423 | 453 | 543 | 628 | 701 | 773 | 845 |
| 65% RENT LIMIT | 564 | 606 | 729 | 834 | 910 | 986 | 1061 |
| Dillon County, SC | | | | | | | |
| LOW HOME RENT LIMIT | 423 | 453 | 543 | 628 | 701 | 773 | 845 |
| HIGH HOME RENT LIMIT | 485 | 553 | 668 | 834 | 910 | 986 | 1061 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 485 | 553 | 668 | 869 | 910 | 1047 | 1183 |
| 50% RENT LIMIT | 423 | 453 | 543 | 628 | 701 | 773 | 845 |
| 65% RENT LIMIT | 564 | 606 | 729 | 834 | 910 | 986 | 1061 |
| Georgetown County, SC | | | | | | | |
| LOW HOME RENT LIMIT | 507 | 543 | 652 | 753 | 840 | 926 | 1013 |
| HIGH HOME RENT LIMIT | 561 | 581 | 773 | 980 | 1074 | 1167 | 1259 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 561 | 581 | 773 | 1124 | 1154 | 1327 | 1500 |
| 50% RENT LIMIT | 507 | 543 | 652 | 753 | 840 | 926 | 1013 |
| 65% RENT LIMIT | 663 | 711 | 856 | 980 | 1074 | 1167 | 1259 |
| Greenwood County, SC | | | | | | | |
| LOW HOME RENT LIMIT | 485 | 503 | 630 | 726 | 811 | 895 | 978 |
| HIGH HOME RENT LIMIT | 485 | 503 | 669 | 908 | 911 | 1048 | 1166 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 485 | 503 | 669 | 908 | 911 | 1048 | 1184 |
| 50% RENT LIMIT | 490 | 525 | 630 | 726 | 811 | 895 | 978 |
| 65% RENT LIMIT | 616 | 662 | 797 | 912 | 998 | 1082 | 1166 |
| Hampton County, SC | | | | | | | |
| LOW HOME RENT LIMIT | 423 | 453 | 543 | 628 | 701 | 773 | 845 |
| HIGH HOME RENT LIMIT | 485 | 502 | 668 | 834 | 910 | 986 | 1061 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 485 | 502 | 668 | 881 | 910 | 1047 | 1183 |
| 50% RENT LIMIT | 423 | 453 | 543 | 628 | 701 | 773 | 845 |
| 65% RENT LIMIT | 564 | 606 | 729 | 834 | 910 | 986 | 1061 |

For all HOME projects, the maximum allowable rent is the HUD calculated High HOME Rent Limit and/or Low HOME Rent Limit.

2018 HOME PROGRAM RENTS

Orangeburg County, SC

| PROGRAM | EFFICIENCY | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR | 6 BR |
|-----------------------|------------|------|------|------|------|------|------|
| LOW HOME RENT LIMIT | 446 | 478 | 573 | 661 | 738 | 815 | 890 |
| HIGH HOME RENT LIMIT | 507 | 510 | 674 | 834 | 910 | 986 | 1061 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 507 | 510 | 674 | 874 | 1031 | 1186 | 1340 |
| 50% RENT LIMIT | 446 | 478 | 573 | 661 | 738 | 815 | 890 |
| 65% RENT LIMIT | 564 | 606 | 729 | 834 | 910 | 986 | 1061 |

Williamsburg County, SC

| PROGRAM | EFFICIENCY | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR | 6 BR |
|-----------------------|------------|------|------|------|------|------|------|
| LOW HOME RENT LIMIT | 423 | 453 | 543 | 628 | 701 | 773 | 845 |
| HIGH HOME RENT LIMIT | 485 | 582 | 668 | 834 | 910 | 986 | 1061 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 485 | 582 | 668 | 972 | 1083 | 1245 | 1408 |
| 50% RENT LIMIT | 423 | 453 | 543 | 628 | 701 | 773 | 845 |
| 65% RENT LIMIT | 564 | 606 | 729 | 834 | 910 | 986 | 1061 |

U. S. DEPARTMENT OF HUD
STATE: SOUTH CAROLINA

| PROGRAM | 1 PERSON | 2 PERSON | 3 PERSON | 4 PERSON | 5 PERSON | 6 PERSON | 7 PERSON | 8 PERSON |
|--|----------|----------|----------|----------|----------|----------|----------|----------|
| ----- 2018 ADJUSTED HOME INCOME LIMITS ----- | | | | | | | | |
| Augusta-Richmond County, GA-SC HUD Metro FMR | | | | | | | | |
| 30% LIMITS | 13100 | 15000 | 16850 | 18700 | 20200 | 21700 | 23200 | 24700 |
| VERY LOW INCOME | 21850 | 24950 | 28050 | 31150 | 33650 | 36150 | 38650 | 41150 |
| 60% LIMITS | 26220 | 29940 | 33660 | 37380 | 40380 | 43380 | 46380 | 49380 |
| LOW INCOME | 34900 | 39900 | 44900 | 49850 | 53850 | 57850 | 61850 | 65850 |
| Charleston-North Charleston, SC MSA | | | | | | | | |
| 30% LIMITS | 15650 | 17900 | 20150 | 22350 | 24150 | 25950 | 27750 | 29550 |
| VERY LOW INCOME | 26100 | 29800 | 33550 | 37250 | 40250 | 43250 | 46200 | 49200 |
| 60% LIMITS | 31320 | 35760 | 40260 | 44700 | 48300 | 51900 | 55440 | 59040 |
| LOW INCOME | 41750 | 47700 | 53650 | 59600 | 64400 | 69150 | 73950 | 78700 |
| Charlotte-Concord-Gastonia, NC-SC HUD Metro | | | | | | | | |
| 30% LIMITS | 15600 | 17800 | 20050 | 22250 | 24050 | 25850 | 27600 | 29400 |
| VERY LOW INCOME | 25950 | 29650 | 33350 | 37050 | 40050 | 43000 | 45950 | 48950 |
| 60% LIMITS | 31140 | 35580 | 40020 | 44460 | 48060 | 51600 | 55140 | 58740 |
| LOW INCOME | 41550 | 47450 | 53400 | 59300 | 64050 | 68800 | 73550 | 78300 |
| Chester County, SC HUD Metro FMR Area | | | | | | | | |
| 30% LIMITS | 10150 | 11600 | 13050 | 14500 | 15700 | 16850 | 18000 | 19150 |
| VERY LOW INCOME | 16950 | 19350 | 21750 | 24150 | 26100 | 28050 | 29950 | 31900 |
| 60% LIMITS | 20340 | 23220 | 26100 | 28980 | 31320 | 33660 | 35940 | 38280 |
| LOW INCOME | 27100 | 30950 | 34800 | 38650 | 41750 | 44850 | 47950 | 51050 |
| Lancaster County, SC HUD Metro FMR Area | | | | | | | | |
| 30% LIMITS | 11950 | 13650 | 15350 | 17050 | 18450 | 19800 | 21150 | 22550 |
| VERY LOW INCOME | 19900 | 22750 | 25600 | 28400 | 30700 | 32950 | 35250 | 37500 |
| 60% LIMITS | 23880 | 27300 | 30720 | 34080 | 36840 | 39540 | 42300 | 45000 |
| LOW INCOME | 31850 | 36400 | 40950 | 45450 | 49100 | 52750 | 56400 | 60000 |
| Columbia, SC HUD Metro FMR Area | | | | | | | | |
| 30% LIMITS | 14700 | 16800 | 18900 | 20950 | 22650 | 24350 | 26000 | 27700 |
| VERY LOW INCOME | 24500 | 28000 | 31500 | 34950 | 37750 | 40550 | 43350 | 46150 |
| 60% LIMITS | 29400 | 33600 | 37800 | 41940 | 45300 | 48660 | 52020 | 55380 |
| LOW INCOME | 39150 | 44750 | 50350 | 55900 | 60400 | 64850 | 69350 | 73800 |
| Kershaw County, SC HUD Metro FMR Area | | | | | | | | |
| 30% LIMITS | 12050 | 13750 | 15450 | 17150 | 18550 | 19900 | 21300 | 22650 |
| VERY LOW INCOME | 20000 | 22850 | 25700 | 28550 | 30850 | 33150 | 35450 | 37700 |
| 60% LIMITS | 24000 | 27420 | 30840 | 34260 | 37020 | 39780 | 42540 | 45240 |
| LOW INCOME | 32000 | 36600 | 41150 | 45700 | 49400 | 53050 | 56700 | 60350 |

2018 HOME PROGRAM RENTS

| PROGRAM | EFFICIENCY | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR | 6 BR |
|---|------------|------|------|------|------|------|------|
| Augusta-Richmond County, GA-SC HUD Metro FMR | | | | | | | |
| LOW HOME RENT LIMIT | 546 | 585 | 701 | 810 | 903 | 997 | 1090 |
| HIGH HOME RENT LIMIT | 617 | 636 | 771 | 1053 | 1196 | 1301 | 1406 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 617 | 636 | 771 | 1053 | 1358 | 1562 | 1765 |
| 50% RENT LIMIT | 546 | 585 | 701 | 810 | 903 | 997 | 1090 |
| 65% RENT LIMIT | 736 | 791 | 951 | 1090 | 1196 | 1301 | 1406 |
| Charleston-North Charleston, SC MSA | | | | | | | |
| LOW HOME RENT LIMIT | 652 | 698 | 838 | 968 | 1081 | 1192 | 1303 |
| HIGH HOME RENT LIMIT | 743 | 884 | 1037 | 1226 | 1349 | 1469 | 1590 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 743 | 884 | 1037 | 1376 | 1783 | 2050 | 2318 |
| 50% RENT LIMIT | 652 | 698 | 838 | 968 | 1081 | 1192 | 1303 |
| 65% RENT LIMIT | 829 | 889 | 1069 | 1226 | 1349 | 1469 | 1590 |
| Charlotte-Concord-Gastonia, NC-SC HUD Metro | | | | | | | |
| LOW HOME RENT LIMIT | 648 | 695 | 833 | 963 | 1075 | 1186 | 1296 |
| HIGH HOME RENT LIMIT | 777 | 838 | 967 | 1256 | 1381 | 1506 | 1630 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 777 | 838 | 967 | 1310 | 1681 | 1933 | 2185 |
| 50% RENT LIMIT | 648 | 695 | 833 | 963 | 1075 | 1186 | 1296 |
| 65% RENT LIMIT | 849 | 911 | 1094 | 1256 | 1381 | 1506 | 1630 |
| Chester County, SC HUD Metro FMR Area | | | | | | | |
| LOW HOME RENT LIMIT | 423 | 453 | 543 | 628 | 701 | 773 | 845 |
| HIGH HOME RENT LIMIT | 512 | 515 | 680 | 834 | 910 | 986 | 1061 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 512 | 515 | 680 | 904 | 1028 | 1182 | 1336 |
| 50% RENT LIMIT | 423 | 453 | 543 | 628 | 701 | 773 | 845 |
| 65% RENT LIMIT | 564 | 606 | 729 | 834 | 910 | 986 | 1061 |
| Lancaster County, SC HUD Metro FMR Area | | | | | | | |
| LOW HOME RENT LIMIT | 497 | 533 | 640 | 738 | 823 | 909 | 994 |
| HIGH HOME RENT LIMIT | 561 | 695 | 861 | 985 | 1080 | 1173 | 1266 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 561 | 695 | 884 | 1195 | 1219 | 1402 | 1585 |
| 50% RENT LIMIT | 497 | 533 | 640 | 738 | 823 | 909 | 994 |
| 65% RENT LIMIT | 666 | 716 | 861 | 985 | 1080 | 1173 | 1266 |
| Columbia, SC HUD Metro FMR Area | | | | | | | |
| LOW HOME RENT LIMIT | 605 | 656 | 787 | 908 | 1013 | 1118 | 1223 |
| HIGH HOME RENT LIMIT | 605 | 776 | 891 | 1148 | 1261 | 1373 | 1485 |
| For Information Only: | | | | | | | |
| FAIR MARKET RENT | 605 | 776 | 891 | 1173 | 1456 | 1674 | 1893 |
| 50% RENT LIMIT | 612 | 656 | 787 | 908 | 1013 | 1118 | 1223 |
| 65% RENT LIMIT | 776 | 833 | 1002 | 1148 | 1261 | 1373 | 1485 |

For all HOME projects, the maximum allowable rent is the HUD calculated High HOME Rent Limit and/or Low HOME Rent Limit.



FY 2018 INCOME LIMITS DOCUMENTATION SYSTEM

HUD.gov [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2018 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

| FY 2018 Income Limit Area | Median Family Income Explanation | FY 2018 Income Limit Category | Persons in Family | | | | | | | |
|--|---|---|-------------------|--------|--------|---------------|--------|--------|--------|--------|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Columbia, SC HUD Metro FMR Area | \$69,900 | Very Low (50%) Income Limits (\$) Explanation | 24,500 | 28,000 | 31,500 | 34,950 | 37,750 | 40,550 | 43,350 | 46,150 |
| | | Extremely Low Income Limits (\$)* Explanation | 14,700 | 16,800 | 20,780 | 25,100 | 29,420 | 33,740 | 38,060 | 42,380 |
| | | Low (80%) Income Limits (\$) Explanation | 39,150 | 44,750 | 50,350 | 55,900 | 60,400 | 64,850 | 69,350 | 73,800 |

NOTE: Richland County is part of the **Columbia, SC HUD Metro FMR Area**, so all information presented here applies to all of the **Columbia, SC HUD Metro FMR Area**. HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the **Columbia, SC HUD Metro FMR Area**.

The **Columbia, SC HUD Metro FMR Area** contains the following areas: Calhoun County, SC; Fairfield County, SC; Lexington County, SC; Richland County, SC; and Saluda County, SC.

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income limit areas are based on FY 2018 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated [FY 2018 Fair Market Rent documentation system](#).

For last year's Median Family Income and Income Limits, please see here:

FY2017 Median Family Income and Income Limits for Columbia, SC HUD Metro FMR Area

Select a different county or county equivalent in South Carolina:

- Marlboro County
- McCormick County
- Newberry County
- Oconee County
- Orangeburg County
- Pickens County

Select county or county equivalent:

Select any FY2018 HUD Metropolitan FMR Area's Income Limits:

- Columbia, SC HUD Metro FMR Area

Select HMFA Income Limits Area

Or press below to start over and select a different state:

Select a new state

Update URL For bookmarking or E-Mailing

Prepared by the [Economic and Market Analysis Division](#), HUD.



FY 2018 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2018 Very Low-Income (50%) Income Limits Calculation

The Income Limits explained on this page are not for use with Multifamily Tax Subsidy Projects (IRC section 42 and 142 projects). Users interested in these programs should visit the [FY2018 Multifamily Tax Subsidy Project Documentation System](#).

Estimates of the 4-person Very Low-Income Limit (VLIL) for metropolitan and non-metropolitan areas are developed as follows:

- 1. Calculate Preliminary VLIL:** The 4-person Very Low-Income Limit (VLIL) is based on 50% of the median family income estimated for **Columbia, SC HUD Metro FMR Area**. For a discussion of the estimated median family income please [read here](#). Once the median family income is estimated and a preliminary 4-person Very Low-Income Limit is calculated (as 50% of median family income) a series of considerations required by statute are made, which are detailed in the next 4 steps.
- 2. High Housing Cost Adjustment:** The 4-Person VLIL is increased if it is less than the amount at which 35 percent of it equals 85 percent of the annualized two-bedroom Section 8 40th percentile FMR (this adjusts income limits upward for areas where rental housing costs are unusually high in relation to median income);
- 3. Low Housing Cost Adjustment:** If the 4-Person VLIL exceeds 80% of the U.S. median family income, and the two bedroom 40th percentile fair market rent is affordable (less than or equal to 30% of the preliminary VLIL), the VLIL will be reduced to the greater of 80% of U.S. median family income or the amount at which 30 percent of it equals the two-bedroom 40th percentile FMR (this adjusts income limits downward for areas of unusually high median family incomes);
- 4. State Non-Metro Median Family Income Adjustment:** The 4-Person VLIL is also adjusted if it would otherwise be lower than 50% of the State Non-Metro Median Family Income.
- 5. Ceilings and Floors:** In lieu of holding income limits harmless, HUD does not allow the 4-Person VLIL to decrease more than 5 percent from the previous year. In addition, the annual change of the 4-Person VLIL can not exceed the greater of 5 percent or twice the change in the national median family income estimate. For FY 2018 twice the change of the national median family income from the prior year is 11.5 percent.
- 6. Family Size Adjustments:** Once the final 4-person income limit has been established, income limits for other family sizes are calculated by applying a percentage adjustment to the final 4-person VLIL. Calculation of income limits for other family sizes is straight-forward. The 1-person family income limit is 70% of the 4-person income limit. The 2-person family income limit is 80% of the 4-person income limit, the 3-person family income limit is 90% of the 4-person income

limit, the 5-person income limit is 108% of the 4-person income limit, the 6-person family income limit is 116% of the 4-person income limit, the 7-person family income limit is 124% of the 4-person income limit, and the 8-person family income limit is 132% of the 4-person income limit. For family sizes larger than 8 persons, the income limit can be calculated by adding an additional eight (8) percent per person to the next lower limit. For example a 9-person family income limit is 140% (132% + 8%), and so on. The resulting low-income limit calculation for other family sizes are then rounded up to the nearest \$50 to produce the Final VLIL.

ROUNDING NOTE: Rounding is applied to make it easier for those wishing to replicate HUD's calculations. The 4-person preliminary VLIL is rounded to the nearest \$50, whenever housing cost adjustments are applied. If the preliminary VLIL requires a floor to be applied, the floor is rounded up to the nearest \$50 to ensure that it is greater than or equal to 95 percent of last year's four-person VLIL. Similarly, if the preliminary VLIL requires a ceiling to be applied, the ceiling is rounded down to the nearest \$50. The the resulting rounded 4-person final VLIL is used to calculate income limits for other family sizes. Once the low-income limit for other family sizes are calculated, they are then rounded up to the nearest \$50, unless they already end in "00" or "50".

4-Person Very Low-Income Limit Calculation for Columbia, SC HUD Metro FMR Area

1. All information presented here applies to the **Columbia, SC HUD Metro FMR Area** which Richland County is a part of. The estimated FY2018 Median Family Income and preliminary 4-Person VLIL for Columbia, SC HUD Metro FMR Area are as follows:

| Area | FY 2018 Estimate of Median Family Income | Preliminary 4-Person Very Low-Income Limit |
|--|--|--|
| Columbia, SC HUD Metro FMR Area | \$69,900 | \$69,900 * 0.50 = \$34,950 |

2. The High Housing Cost adjustment calculations follow:

| 2BR 40th percentile FMR | 85% of Annualized 2BR FMR | 35% of Preliminary 4P VLIL | High Housing Cost Adjustment? | Preliminary 4P VLIL |
|--|---------------------------|----------------------------|-------------------------------------|---------------------|
| \$891 | \$9,088 | \$12,233 | Is \$12,233 < \$9,088? No | \$34,950 |

3. The Low Housing Cost adjustment calculations follow:

| Annualized 2BR 40 th percentile FMR | Income that can afford annualized 2BR FMR paying 30% for rent | 80% of US Median Income | Maximum allowable 4P VLIL | Preliminary 4P VLIL | Low Housing Cost Adjustment? | Preliminary 4P VLIL |
|--|---|-------------------------|---------------------------|---------------------|------------------------------|---------------------|
| | | | | | | |

| | | | | | | |
|--------------|----------------|------------|------------------------|------------|---------------|-------------------------------|
| $\$891 * 12$ | $\$10,692/0.3$ | $\$57,520$ | MAX | $\$34,950$ | Is $\$34,950$ | $\\$34,950$ |
| = | = | | $(\$35,640, \$57,520)$ | | $> \$57,520?$ | |
| $\$10,692$ | $\$35,640$ | | = | | No | |
| | | | $\$57,520$ | | | |

4. State non-metro Median Family Income Adjustment:

| | | |
|--|--|-------------------------------|
| 50 Percent of State Non-Metro Median Family Income | State Median Family Income Adjustment? | Preliminary 4P VLIL |
| $\$48,300 * 0.5$ | Is $\$34,950 < \$24,150?$ | $\\$34,950$ |
| = | No | |
| $\$24,150$ | | |

5. Ceiling or Floor adjustment — Since the VLIL year-over-year change does not fall below -0.05 or exceed 0.115, no adjustment was applied.

| FY2018 4P Adjusted Preliminary VLIL | FY2017 4-Person VLIL | YoY Change | Ceiling or Floor Adjustment? | FY2018 Final 4-Person VLIL |
|-------------------------------------|----------------------|-----------------------------------|---|-------------------------------|
| $\$34,950$ | $\$33,500$ | $\$34,950 / \$33,500 - 1 = 0.043$ | $-0.05 < 0.043 > 0.115$ No Adjustment | $\\$34,950$ |

6. The Family Size adjustment calculations follow:

| Family Size Adjustments and Final VLIL for Columbia, SC HUD Metro FMR Area | | | | | | | | |
|---|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| | 1-Person | 2-Person | 3-Person | 4-Person | 5-Person | 6-Person | 7-Person | 8-Person |
| Family Size Adjustment | $\$34,950 *$ 0.70 | $\$34,950 *$ 0.80 | $\$34,950 *$ 0.90 | $\$34,950 *$ 1 | $\$34,950 *$ 1.08 | $\$34,950 *$ 1.16 | $\$34,950 *$ 1.24 | $\$34,950 *$ 1.32 |
| Very Low Income Limit | $\$24,465$ | $\$27,960$ | $\$31,455$ | $\$34,950$ | $\$37,746$ | $\$40,542$ | $\$43,338$ | $\$46,134$ |
| FY 2018 FINAL VLIL | $\\$24,500$ | $\\$28,000$ | $\\$31,500$ | $\\$34,950$ | $\\$37,750$ | $\\$40,550$ | $\\$43,350$ | $\\$46,150$ |

NOTE: The VLIL calculation for additional family sizes are rounded up to the nearest \$50, unless it already ends in "00" or "50".

Very Low-Income Limit Calculation For Families With More Than 8 People

Select family size ▼

Calculate

Clear

Update URL for bookmarking or E-mailing

Technical Problems or questions? [Contact Us.](#)



FY 2018 FAIR MARKET RENT DOCUMENTATION SYSTEM

The Final FY 2018 FMRs for All Bedroom Sizes

| Final FY 2018 FMRs By Unit Bedrooms | | | | | |
|--|-------------------|--------------------|--------------------|----------------------|---------------------|
| Year | Efficiency | One-Bedroom | Two-Bedroom | Three-Bedroom | Four-Bedroom |
| FY 2018 FMR | \$605 | \$776 | \$891 | \$1,173 | \$1,456 |
| FY 2017 FMR | \$592 | \$759 | \$876 | \$1,159 | \$1,436 |

Richland County, South Carolina is part of the Columbia, SC HUD Metro FMR Area, which consists of the following counties: Calhoun County, SC; Fairfield County, SC; Lexington County, SC; Richland County, SC; and Saluda County, SC. All information here applies to the entirety of the Columbia, SC HUD Metro FMR Area.

Fair Market Rent Calculation Methodology

Show/Hide Methodology Narrative

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2011-2015 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2018 provided the estimate is statistically reliable. For FY2018, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself and whether the ACS estimate is based on at least 100 survey cases. HUD does not receive the exact number of survey cases, but rather a categorical variable known as the count indicator indicating a range of cases. An estimate based on at least 100 cases corresponds to a count indicator of 4 or higher.

If an area does not have a reliable 2011-2015 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin of error test described above. If so, the FY2018 base rent is the average of the inflated ACS estimates.

If an area has not had a minimally reliable estimate in the past 3 years, the estimate State for the area's corresponding metropolitan area (if applicable) or State non-metropolitan area is used as the basis for FY2018.

2. HUD calculates a recent mover adjustment factor by comparing a 2015 1-year 40th percentile recent-mover 2-bedroom rent to the 2011-2015 5-year 40th percentile adjusted standard quality gross rent. If either the recent mover and non-recent mover rent estimates are not reliable, HUD uses the recent mover adjustment for a larger

geography. For metropolitan areas, the order of geographies examined is: FMR Area, Entire Metropolitan Area (for Metropolitan Sub-Areas), State Metropolitan Portion, Entire State, and Entire US; for non-metropolitan areas, the order of geographies examined is: FMR Area, State Non-Metropolitan Portion, Entire State, and Entire US. The recent mover adjustment factor is floored at one.

3. HUD calculates the appropriate recent mover adjustment factor between the 5-year data and the 1-year data and applies this to the 5-year base rent estimate.
4. Rents are calculated as of 2016 using the relevant (regional or local) change in gross rent Consumer Price Index (CPI) from annual 2015 to annual 2016.
5. All estimates are then inflated from 2016 to FY2018 using a trend factor based on the forecast of gross rent changes through FY2018.
6. FY2018 FMRs are then compared to a State minimum rent, and any area whose preliminary FMR falls below this value is raised to the level of the State minimum.
7. FY2018 FMRs may not be less than 90% of FY2017 FMRs.

The results of the Fair Market Rent Step-by-Step Process

1. The following are the 2015 American Community Survey 5-year 2-Bedroom Adjusted Standard Quality Gross Rent estimate and margin of error for Columbia, SC HUD Metro FMR Area.

| Area | ACS ₂₀₁₅ 5-Year 2-Bedroom Adjusted Standard Quality Gross Rent | ACS ₂₀₁₅ 5-Year 2-Bedroom Adjusted Standard Quality Gross Rent Margin of Error | Ratio | Sample Size Category | Result |
|---------------------------------|---|---|------------------------------|----------------------|--|
| Columbia, SC HUD Metro FMR Area | \$762 | \$11 | $\frac{\$11}{\$762} = 0.014$ | 6 | 0.014 < .5 6 ≥ 4 Use ACS ₂₀₁₅ 5-Year Columbia, SC HUD Metro FMR Area 2-Bedroom Adjusted Standard Quality Gross Rent |

Since the ACS₂₀₁₅ Margin of Error Ratio is less than .5, the ACS₂₀₁₅ Columbia, SC HUD Metro FMR Area value is used for the estimate of 2-Bedroom Adjusted Standard Quality Gross Rent:

| Area | FY2018 Base Rent |
|---------------------------------|------------------|
| Columbia, SC HUD Metro FMR Area | \$762 |

2. A recent mover adjustment factor is applied based on the smallest area of geography which contains Columbia, SC HUD Metro FMR Area and has an ACS₂₀₁₅ 1-year Adjusted Standard Quality Recent-Mover estimate with a Margin of Error Ratio that is less than .5.

| Area | ACS ₂₀₁₅ 1-Year Adjusted Standard Quality Recent-Mover Gross Rent | ACS ₂₀₁₅ 1-Year Adjusted Standard Quality Recent-Mover Gross Rent Margin of Error | Ratio | Sample Size Category | Result |
|---|--|--|-------|----------------------|---|
| Columbia, SC HUD Metro FMR Area – 2 Bedroom | <u>\$825</u> | \$48 | 0.058 | 6 | 0.058 < .5 6 ≥ 4 Use ACS ₂₀₁₅ 1-Year Columbia, SC HUD Metro FMR Area 2-Bedroom Adjusted Standard Quality Recent-Mover Gross Rent |

The smallest area of geography which contains Columbia, SC HUD Metro FMR Area and has an ACS₂₀₁₅ 1-year Adjusted Standard Quality Recent-Mover estimate with a Margin of Error Ratio that is less than .5 and with a sufficient number of sample cases is Columbia, SC HUD Metro FMR Area.

3. The calculation of the relevant Recent-Mover Adjustment Factor for Columbia, SC HUD Metro FMR Area is as follows:

| ACS ₂₀₁₅ 5-Year Area | ACS ₂₀₁₅ 5-Year 40th Percentile Adjusted Standard Quality Gross Rent | ACS ₂₀₁₅ 1-Year 40th Percentile Adjusted Standard Quality Recent-Mover Gross Rent |
|---|---|--|
| Columbia, SC HUD Metro FMR Area – 2 Bedroom | <u>\$762</u> | <u>\$825</u> |

| Area | Ratio | Recent-Mover Adjustment Factor |
|------|-------|--------------------------------|
|------|-------|--------------------------------|

| Area | Ratio | Recent-Mover Adjustment Factor |
|---------------------------------|-------------------------------|---|
| Columbia, SC HUD Metro FMR Area | $\frac{\$825}{\$762} = 1.083$ | $1.083 \geq 1.0$ Use calculated Recent-Mover Adjustment Factor of 1.083 |

4. The calculation of the relevant CPI Update Factors for Columbia, SC HUD Metro FMR Area is as follows: HUD updates the 2015 intermediate rent with the ratio of the annual 2016 local or regional CPI to the annual 2015 local or regional CPI to establish rents as of 2016.

| | Update Factor | Type |
|-------------------|---------------|------------|
| CPI Update Factor | <u>1.0194</u> | Region CPI |

5. The calculation of the Trend Factor is as follows: HUD forecasts the change in national gross rents from 2016 to 2018. This makes Fair Market Rents "as of" FY2018.

| National Trend Factor |
|-----------------------|
| <u>1.0589</u> |

6. The FY 2018 2-Bedroom Fair Market Rent for Columbia, SC HUD Metro FMR Area is calculated as follows:

| Area | ACS ₂₀₁₅ 5-Year Estimate | Recent-Mover Adjustment Factor | Annual 2015 to 2016 CPI Adjustment | Trending 1.0589 to FY2018 | FY 2018 2-Bedroom FMR |
|---------------------------------|-------------------------------------|--------------------------------|------------------------------------|---------------------------|---|
| Columbia, SC HUD Metro FMR Area | \$762 | 1.083 | 1.0194 | 1.0589 | $\$762 * 1.083 * 1.0194 * 1.0589 = \891 |

7. In keeping with HUD policy, the preliminary FY 2018 FMR is checked to ensure that it does not fall below the state minimum.

| Area | Preliminary FY2018 2-Bedroom FMR | FY 2018 South Carolina State Minimum | Final FY2018 2-Bedroom FMR |
|---------------------------------|----------------------------------|--------------------------------------|---|
| Columbia, SC HUD Metro FMR Area | \$891 | <u>\$668</u> | $\$891 \geq \668 Use Columbia, SC HUD Metro FMR Area FMR of \$891 |

8. Bedroom ratios are applied to calculate FMRs for unit sizes other than two bedrooms.

Click on the links in the table to see how the bedroom ratios are calculated.

| FY 2018 FMRs By Unit Bedrooms | | | | | |
|--------------------------------------|-------------------|--------------------|--------------------|----------------------|---------------------|
| | Efficiency | One-Bedroom | Two-Bedroom | Three-Bedroom | Four-Bedroom |
| FY 2018 FMR | \$605 | \$776 | \$891 | \$1,173 | \$1,456 |

9. The FY2018 FMR must not be below 90% of the FY2017 FMR.

| | Efficiency | One-Bedroom | Two-Bedroom | Three-Bedroom | Four-Bedroom |
|------------------------------|-------------------|--------------------|--------------------|----------------------|---------------------|
| FY2017 FMR | \$592 | \$759 | \$876 | \$1,159 | \$1,436 |
| FY2017 floor | \$533 | \$683 | \$788 | \$1,043 | \$1,292 |
| FY 2018 FMR | \$605 | \$776 | \$891 | \$1,173 | \$1,456 |
| Use FY2017 floor for FY2018? | No | No | No | No | No |

Final FY2018 Rents for All Bedroom Sizes for Columbia, SC HUD Metro FMR Area

The following table shows the Final FY 2018 FMRs by bedroom sizes.

| Final FY 2018 FMRs By Unit Bedrooms | | | | | |
|--|-------------------|--------------------|--------------------|----------------------|---------------------|
| | Efficiency | One-Bedroom | Two-Bedroom | Three-Bedroom | Four-Bedroom |
| Final FY 2018 FMR | \$605 | \$776 | \$891 | \$1,173 | \$1,456 |

The FMRs for unit sizes larger than four bedrooms are calculated by adding 15 percent to the four bedroom FMR, for each extra bedroom. For example, the FMR for a five bedroom unit is 1.15 times the four bedroom FMR, and the FMR for a six bedroom unit is 1.30 times the four bedroom FMR. FMRs for single-room occupancy units are 0.75 times the zero bedroom (efficiency) FMR.

Permanent link to this page: http://www.huduser.gov/portal/datasets/fmr/fmrs/FY2018_code/2018summary.odn?&year=2018&fmrtype=Final&selection_type=county&fips=4507999999

Other HUD Metro FMR Areas in the Same MSA

Select another Final FY 2018 HUD Metro FMR Area that is a part of the Columbia, SC MSA:

Kershaw County, SC HUD Metro FMR Area

Select a different area

ATTACHMENT - D

**SECTION 202 OF EXECUTIVE ORDER # 11246
OF SEPTEMBER 24, 1965**

HUD > Program Offices > Fair Housing > Fair Housing Laws and Presidential Executive Orders > Executive Order 11246

Executive Order 11246

DATE: 09-24-65

29 -- Labor

Equal employment opportunity

Under and by virtue of the authority vested in me as President of the United States by the Constitution and statutes of the United States, it is ordered as follows:

Part I -- Nondiscrimination in Government Employment

[Part I superseded by EO 11478 of Aug. 8, 1969, 34 FR 12985, 3 CFR, 1966 - 1970 Comp., p. 803]

Part II -- Nondiscrimination in Employment by Government Contractors and Subcontractors

subpart a -- duties of the secretary of labor

Sec. 201. The Secretary of Labor shall be responsible for the administration and enforcement of Parts II and III of this Order. The Secretary shall adopt such rules and regulations and issue such orders as are deemed necessary and appropriate to achieve the purposes of Parts II and III of this Order.

[Sec. 201 amended by EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

subpart b -- contractors' agreements

Sec. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

`` During the performance of this contract, the contractor agrees as follows:

`` (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

`` (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

`` (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of The provisions of Executive Order 11246 of Sept. 24, 1965, appear at 30 FR 12319, 12935, 3 CFR, 1964 - 1965 Comp., p. 339, unless otherwise noted.

ATTACHMENT - E
SECTION 3 OF HOUSING AND URBAN
DEVELOPMENT ACT 1968

What is the Section 3 Business Registry?

The Section 3 Business Registry is a listing of firms that have self-certified that they meet one of the regulatory definitions of a Section 3 business and are included in a searchable online database that can be used by agencies that receive HUD funds, developers, contractors, and others to facilitate the award of certain HUD-funded contracts. The database can also be used by Section 3 residents to identify businesses that may have HUD-funded employment opportunities.

This registry is a helpful tool to assistant recipients of HUD funding (e.g., Public Housing Agencies, local units of government, property owners, etc), developers, and others locate Section 3 businesses within their community. It also enables HUD grantees to meet their Section 3 obligations by reducing some of the burden associated with locating eligible businesses.

It is important to note that Section 3 businesses are not entitled to receive contracts simply by being listed in HUD's Section 3 Business Registry database. Eligible businesses may need to demonstrate that they are responsible and have the ability to perform successfully under the terms and conditions of proposed contracts. Section 3 requirements at 24 CFR 135, then provides preference for contracts and subcontracts to these firms-but not a guarantee.

While the Department maintains the Business Registry database, it has not verified the information submitted by the businesses and does not endorse the services they provide. Accordingly, it is recommended that users perform due diligence before awarding contracts to firms that have self-certified on this registry by ensuring that they meet the definition of a Section 3 business concern as defined by the Department's regulations at 24 CFR 135.5.

The general public can notify the Department through the Business Registry website if they believe a firm has potentially misrepresented themselves as a Section 3 business. In such situations, HUD will request documentation and additional information from the business to verify that they qualify for inclusion in the database. Businesses found to have misrepresented themselves will be removed from the database and penalized (see registry webpage for more information).

To search the database for self-certified Section 3 businesses, register your business for inclusion, or for more information on the Business Registry, please visit <http://www.hud.gov/Sec3Biz>.

Additional information on the requirements of Section 3, can be found at <http://www.hud.gov/section3>



ANNUAL SECTION 3 SUMMARY REPORTING REQUIREMENTS

FOR RECIPIENTS OF HUD COMMUNITY PLANNING & DEVELOPMENT FUNDING

***TECHNICAL ASSISTANCE ON FORM HUD-60002**

Why HUD Enforces Section 3?

Each year the U.S. Department of Housing and Urban Development invests billions of federal dollars into distressed communities for projects designed to build and rehabilitate housing, improve roads, develop community centers, and otherwise assist families achieve the American Dream.

The Section 3 regulation recognizes that HUD funding typically results in projects/activities that generate new employment, training and contracting opportunities. These economic opportunities not only provide “bricks and mortar”, but can also positively impact the lives of local residents who live in the neighborhoods being redeveloped.

Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 135] is HUD’s legislative directive for providing preference to low- and very low-income residents of the local community (regardless of race or gender), and the businesses that substantially employ these persons, for new employment, training, and contracting opportunities resulting from HUD-funded projects.

Further, as a condition of receiving HUD Community Planning and Development assistance, recipients certify that they will comply with the requirements of Section 3 annually pursuant to 24 CFR 570.607(b). Accordingly, the Department has the legal responsibility to monitor recipients for compliance and can impose penalties upon those that fail to meet these obligations.

Applicability of Section 3 to Community Planning & Development Assistance

The requirements of Section 3 apply to recipients of HUD Community Planning and Development funding exceeding **\$200,000**.

Section 3 covered projects are those in which a *combined* (or aggregate) amount of covered funding exceeding \$200,000, is invested into activities involving **housing construction, demolition, rehabilitation, or other public construction—i.e., roads, sewers, community centers, etc.**

[Example: Section 3 applies to the combined investment of more than \$200,000 into multiple single-family housing rehabilitation projects during a program year].

Contractors or subcontractors that receive contracts in excess of **\$100,000** for Section 3 covered projects/activities are required to comply with the Section 3 regulations in the same manner as direct recipients.

If the recipient agency receives Section 3 covered funding and invests these funds into covered projects/activities, but no individual contract exceeds \$100,000, responsibility for complying with Section 3 only applies to the recipient.

Accordingly, the recipient must attempt to reach the Section 3 minimum numerical goals found at 24 CFR Part 135.30 by: 1) Awarding 10 percent of the total dollar amount of all covered construction contracts to Section 3 businesses; and 2) Offering 30 percent of new employment opportunities to Section 3 businesses.

Section 3 Covered Community Planning and Development funding

- Community Development Block Grants (CDBG)
- Home Investment Partnership Assistance
- Housing Opportunities for Persons with Aids (HOPWA)
- Economic Development Initiative (EDI)
- Brownfield Economic Development Initiative (BEDI)
- Emergency Shelter Grants
- Homeless Assistance
- University Partnership Grants
- Neighborhood Stimulus Program (NSP)
- Certain Grants Awarded Under HUD Notices of Funding Availability (NOFAs)

*NOTE: The requirements of Section 3 only apply to the portion(s) of covered funding that were used for project/activities involving housing construction, rehabilitation, demolition, or other public construction.

Section 3 applies to the **entire** covered project or activity regardless of whether the activity was fully or partially funded with covered assistance.

Section 3 Covered Recipient Agencies

“Recipient” refers to any entity that receives Section 3 covered financial assistance directly from HUD or from another recipient and includes, but is not limited to any of the following:

- States; Units of Local Government; Native American Tribes; or other Public Bodies
- Public or Private Nonprofit Organizations
- Private Agencies or Institutions
- Mortgagors; Developers; Limited Dividend Sponsors; Builders; Property Managers; Community Housing Development Organizations
- Successors, assignees or transferees of any such entity listed above
- Recipients do **NOT** include any ultimate beneficiary under the HUD program that Section 3 applies and does **NOT** refer to contractors.

Triggering the Requirements of Section 3

Section 3 is triggered when the normal completion of construction and rehabilitation projects creates the need for **new** employment, contracting, or training opportunities.

The Section 3 regulations should not be construed to mean that recipients are required to hire Section 3 residents or award contracts to Section 3 businesses other than what is needed to complete covered projects/activities.

If the expenditure of covered funding does not result in new employment, contracting, or training opportunities, the requirements of Section 3 have not been triggered. However, each agency must still submit Section 3 annual reports indicating this information.

Recipient Responsibilities Pursuant to Section 3

Each recipient (and their covered contractors, subcontractors, or subrecipients) are required to comply with the requirements of Section 3 for new employment, training, or contracting opportunities resulting from the expenditure of covered funding. This responsibility includes:

1. Implementing procedures to notify Section 3 residents and business concerns about training, employment, and contracting opportunities generated by Section 3 covered assistance;
2. Notifying potential contractors working on Section 3 covered projects of their responsibilities;
3. Incorporating the Section 3 Clause into all covered solicitations and contracts [see 24 CFR Part 135.38];
4. Facilitating the training and employment of Section 3 residents and the award of contracts to Section 3 business concerns;
5. Assisting and actively cooperating with the Department in making contractors and subcontractors comply;
6. Refraining from entering into contracts with contractors that are in violation of Section 3 regulations;
7. Documenting actions taken to comply with Section 3; and
8. Submitting Section 3 Annual Summary Reports (form HUD-60002) in accordance with 24 CFR Part 135.90.

In addition to the responsibilities described above, **State and County agencies or consortia** that distribute covered funds to units of local government, nonprofit organizations, or other subrecipients, must attempt to reach the minimum numerical goals set forth at 24 CFR Part 135.30, regardless of the number of subrecipients that receive covered funding. State or County agencies must also do the following:

1. Inform subrecipients about the requirements of Section 3;
2. Assist subrecipients and their contractors with achieving compliance;
3. Monitor subrecipients' performance with respect to meeting the requirements of Section 3; and
4. Report to HUD on the cumulative Section 3 activities taking place within their jurisdiction on an annual basis.

Section 3 Residents and Business Concerns

Section 3 Residents Are:

1. Residents of Public and Indian Housing; or
2. Individuals that reside in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended and whose income do not exceed the local HUD income limits set forth for low- or very low-income households.

Section 3 Business Concerns Are One of the Following:

1. Businesses that are 51 percent or more owned by Section 3 residents;
2. Businesses whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the firm were Section 3 residents; or
3. Businesses that provide evidence of a commitment to subcontract in excess of 25 percent of the dollar amount of all subcontracts to be awarded to businesses that meet the qualifications described above.

In accordance with the regulation, residents and businesses concerns seeking Section 3 preference shall certify, or submit evidence to the recipient, contractor, subcontractor or subrecipient (if requested) verifying that they meet the definitions provided above.

Recipients can use their discretion for determining the type of verification that is required by prospective Section 3 residents and business concerns. Some examples include: proof of residency in a public housing authority; proof of federal subsidies for housing, food stamps, or unemployment benefits; and payroll data or other relevant business information.

Section 3 Summary Reports (Form HUD-60002)

Annually, each direct recipient of Community Planning and Development funding is required to submit form HUD-60002 to HUD's Economic Opportunity Division in Washington, DC. , preferably online from the following website: www.hud.gov/section3.

Due Date: Form HUD-60002 is due at the same time as annual performance (e.g., CAPERS) reports

The Section 3 Summary Report shall follow the same program, fiscal, or calendar year as the annual performance report and should correspond to the covered projects and activities that were administered during the reporting period.

NOTE: Section 3 reports must be submitted by all agencies that receive Community Planning and Development funding in excess of \$200,000 whether the requirements were triggered or not.

Determining What Should Be Reported on Form HUD-60002

Section 3 Annual Summary Reports are intended to measure each recipient's efforts to comply with the statutory and regulatory requirements of Section 3 in its own operations **AND** those of its covered contractors, subcontractors, and subrecipients. Each submission of form HUD-60002 should indicate the following:

- The total dollar amount of HUD funding that was received by the recipient for covered projects/activities during the specified reporting period.
- The total number of new employees that were hired by the recipient and/or its covered contractors, subcontractors, and subrecipients, as a result of performing or completing covered project/activities.
- The number of new employees that were hired by the recipient (or its covered contractors, subcontractors, and subrecipients), as a result of covered projects/activities, that met the definition of a Section 3 resident.
- The total number of man hours worked on covered projects (optional).
- The aggregate number of hours worked by Section 3 residents on covered projects (optional).
- The total number of Section 3 residents that participated in training opportunities that were made available by the recipient agency, its contractors, subrecipients, or other local community resource agencies.
- The total dollar amount of construction and/or non-construction contracts (or subcontracts) that were awarded with covered funding.
- The dollar amount of the recipient's construction or non-construction contracts (or subcontracts) that were awarded to Section 3 business concerns.
- Detailed narrative descriptions of the specific actions that were taken by the recipient (or its covered contractors, subcontractors, subrecipients, or others) to comply with the requirements of Section 3 and/or meet the minimum numerical goals for employment and contracting opportunities.

Section 3 Reporting and Compliance Determinations

Absent evidence to the contrary, the Department considers recipients of covered funding to be in compliance with Section 3 if they meet the minimum numerical goals set forth at 24 CFR Part 135.30. Specifically:

- a. 30 percent of the aggregate number of new hires shall be Section 3 residents;
- b. 10 percent of the total dollar amount of all covered construction contracts shall be awarded to Section 3 business concerns; and
- c. 3 percent of the total dollar amount of all covered non-construction contracts shall be awarded to Section 3 business concerns.

Recipients that fail to meet the minimum numerical goals above bear the burden of demonstrating why it was not possible to do so. Such justifications should describe the efforts that were taken, barriers encountered, and other relevant information that will enable the Department to make a compliance determination.

Recipients that submit Section 3 reports containing **all zeros**, without a sufficient explanation to justify their submission, are in **noncompliance** with the requirements of Section 3.

Failure to comply with the requirements of Section 3 may result in sanctions, including: debarment, suspension, or limited denial of participation in HUD programs pursuant to 24 CFR Part 24.

Recipients that are subject to annual A-133 Audits may also receive an audit finding for failure to submit form HUD-60002 to HUD.

Important Notes for Submitting Form HUD-60002

- Recipients must submit a separate form HUD-60002 for each type of covered funding (*e.g.*, separate reports must be submitted for CDBG and HOME funding).
- Use the online Section 3 Summary Reporting System at: www.hud.gov/section3 to ensure that form HUD- 60002 is received by the Economic Opportunity Division in HUD Headquarters in a timely manner.
- The “reporting period” option in the online Section 3 Summary Reporting System (box #7) lists quarters but the Section 3 reporting is an annual requirement. Accordingly, recipients should select **Quarter 4** to document the total amount of covered activities/projects that were completed during the entire reporting period.
- If the recipient (or its covered contractors, subcontractors and subrecipients) did not hire any new employees during the reporting period, and/or if no covered construction or non-construction contracts were awarded, the recipient must indicate this in Part III of form HUD-60002 and certify that this information is true and accurate by penalty of law.

Where Are Reports Submitted

Form HUD-60002 must be submitted to HUD's Economic Opportunity Division, in Washington, DC. Recipients are strongly encouraged to submit form HUD-60002 online at: www.hud.gov/section3.

Recipients can also download a hard copy of form HUD 60002 from the website listed above. Hard copies shall be submitted via fax or mail to:

U.S. Department of Housing and Urban Development
Attn: Economic Opportunity Division
451 Seventh Street, SW
Room 5235
Washington, DC 20410
202-708-1286 (fax)

Additional Section 3 Guidance and Technical Assistance

The Economic Opportunity Division is committed to providing recipient's guidance and technical assistance for compliance with the requirements of Section 3.

For additional information, please visit the Section 3 website at: www.hud.gov/section3. This webpage provides the following tools and information:

- Section 3 Statute—12 U.S.C. 1701u
- Section 3 Regulation—24 CFR Part 135
- Frequently Asked Questions
- Section 3 Model Programs
- Guidance on Section 3 and Economic Stimulus Funding
- Guidance on Section 3 and the Neighborhood Stimulus Program (NSP)
- Sample Section 3 Certification Forms (residents and business concerns)
- Link to HUD's Local Income Eligibility Calculator
- Link to Section 3 Annual Reporting System(form HUD-60002)
- Downloadable Forms
- Contact Information for Economic Opportunity Division staff
- Email inquiries on Section 3 can be sent to section3@hud.gov

ATTACHMENT F

HOME INVESTMENT PARTNERSHIP PROGRAM

FINAL RULE & AMENDMENT

24 CFR PART 92

(For Full Rule and Amendment, go to

https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr92_main_02.tpl)

Section by Section Summary of the 2013 HOME Final Rule

Table of Contents

| | |
|---|----|
| Section by Section Summary of the 2013 HOME Final Rule | 1 |
| §92.2 Definitions | 6 |
| CDBG Program | 6 |
| Commitment | 6 |
| Community Housing Development Organization (CHDOs) | 7 |
| Consolidated Plan | 9 |
| Homeownership | 9 |
| Housing | 10 |
| Low-Income Families and Very Low-Income Families | 10 |
| Program Income | 11 |
| Project Completion | 11 |
| Public Housing | 12 |
| Reconstruction | 12 |
| Single Room Occupancy (SRO) | 13 |
| Subrecipient | 13 |
| Uniform Physical Condition Standards (UPCS) | 14 |
| §92.3 Applicability of 2013 Regulatory Changes | 14 |
| §92.201 Distribution of Assistance | 15 |
| §92.202 Site and Neighborhood Standards | 16 |
| §92.203 Income Determinations | 16 |
| Source Documentation for Income Determinations | 16 |
| Elimination of Census Long Form as Definition of Income | 16 |
| Single Income Definition for Each HOME-Funded Program or Rental Project | 16 |
| Counting All Household Members' Income | 17 |
| §92.205 Eligible Activities: General | 18 |
| Housing Must Meet Property Standards to Be Eligible | 18 |

7/24/13

| | |
|--|----|
| Acquisition of Vacant Land or Demolition Are Not Eligible Stand-Alone Activities..... | 18 |
| Using Alternative Forms of Assistance..... | 19 |
| On-Site Manager’s Unit..... | 19 |
| Terminated Projects..... | 20 |
| Project Completion Deadline | 20 |
| §92.206 Eligible Project Costs | 21 |
| Refinancing..... | 21 |
| Costs Incurred Before Commitment of HOME Funds | 22 |
| Clarification of Eligible Audit Costs | 22 |
| Prohibition on Charging PJ “Soft” Costs to Beneficiaries..... | 22 |
| §92.207 Eligible Administrative and Planning Costs | 23 |
| §92.208 Eligible Community Housing Development Organization (CHDO) Operating Expense and Capacity Building Costs | 24 |
| §92.209 Tenant-Based Rental Assistance: Eligible Costs and Requirements | 24 |
| Eligible Costs | 24 |
| Tenant Selection | 25 |
| Targeted Assistance in Tenant-Based Rental Assistance | 25 |
| Self-Sufficiency Programs..... | 26 |
| Homebuyer Program..... | 27 |
| Protections for Persons with Disabilities that Have a Preference in the TBRA Program..... | 27 |
| Tenant Leases..... | 27 |
| TBRA Rent Standard | 28 |
| Technical Change | 28 |
| §92.210 Troubled HOME-Assisted Rental Housing Projects (new provision)..... | 29 |
| §92.213 HOME Funds and Public Housing..... | 30 |
| §92.214 Prohibited Activities and Fees..... | 32 |
| Fees Charged by PJs, State Recipients, and Subrecipients | 32 |
| Fees Charged by Project Owners | 34 |
| §92.221 Match Credit | 34 |
| §92.222 Reduction of Matching Contribution Requirement | 35 |
| §92.250 Maximum Per-Unit Subsidy Amount, Underwriting, and Subsidy Layering | 35 |

| | |
|---|----|
| Maximum Per-Unit Subsidy | 35 |
| Underwriting and Subsidy Layering | 36 |
| §92.251 Property Standards | 37 |
| New Construction Projects | 38 |
| Rehabilitation Projects | 38 |
| Acquisition of Standard Housing Property Standards | 40 |
| Tenant-Based Rental Assistance Property Standards | 41 |
| Manufactured Housing Property Standards | 41 |
| Ongoing Property Standards during the Period of Affordability | 43 |
| §92.252 Qualification as Affordable Housing: Rental Housing | 44 |
| Initial Occupancy of Vacant Units | 44 |
| Leases Required for Rental Units | 45 |
| Additional Clarifications of Existing Policies | 46 |
| Single Room Occupancy (SRO) Unit Rents | 46 |
| Utility Allowances | 47 |
| Nondiscrimination for Rental Assistance Subsidy Holders | 48 |
| Periods of Affordability and Repayment Obligation | 48 |
| Rent Review and Approval during the Affordability Period..... | 48 |
| Fixed and Floating Units..... | 49 |
| Cross-References to Other Requirements for Rental Housing | 50 |
| §92.253 Tenant Protections and Selection | 50 |
| Lease Requirements..... | 50 |
| Prohibited Lease Terms: Mandatory Supportive Services | 50 |
| Termination of Tenancy | 50 |
| Tenant Protections and Selection | 51 |
| Other Tenant Selection Requirements | 52 |
| §92.254 Qualification as Affordable Housing: Homeownership | 53 |
| New Purchase Price Limits | 53 |
| Conversion of Unsold Homeownership Units to Rental Housing | 55 |
| Income of All Persons Residing in the Housing..... | 56 |
| Housing Counseling..... | 56 |

7/24/13

| | |
|--|----|
| HUD Approval of Resale and Recapture Provisions..... | 57 |
| Resale Restrictions: Fair Return and Affordability to a Reasonable Range of Low-income Homebuyers..... | 57 |
| Recapture Provisions: Assumption of Recapture Obligations by Subsequent Homebuyer | 58 |
| Exceptions to Qualification as Homeowner for Homeowner Rehabilitation Programs | 59 |
| Providing HOME Homeownership Assistance through Lenders..... | 60 |
| Sustainable Homeownership Program Design..... | 61 |
| §92.255 Converting Rental Units to Homeownership Units for Existing Tenants..... | 62 |
| §92.257 Faith-Based Organizations | 63 |
| §92.300 Set-Aside for Community Housing Development Organizations (CHDOs) | 63 |
| Determining Qualification as a CHDO | 63 |
| Reservation of CHDO Funds..... | 64 |
| Qualification as “Set-Aside” Funds: Definition of Owned, Developed, Sponsored | 64 |
| Qualification as “Set-Aside” Funds: Other Regulatory Changes | 66 |
| §92.351 Affirmative Marketing; Minority Outreach Program | 67 |
| §92.352 Environmental Review | 68 |
| §92.354 Labor | 68 |
| §92.356 Conflict of Interest | 69 |
| Financial Interest or Benefit..... | 69 |
| Occupancy of HOME-Assisted Units | 69 |
| §92.500 The HOME Investment Trust Fund..... | 70 |
| Interest Bearing Local HOME Accounts | 70 |
| Separate Expenditure Deadline for CHDO Set-Aside Funds | 70 |
| Reducing or Recapturing CHDO Set-Aside Funds | 71 |
| §92.502 Program Disbursement and Information System | 71 |
| Program Income..... | 71 |
| Access to IDIS | 71 |
| §92.503 Program Income, Repayments, and Recaptured Funds | 72 |
| §92.504 Participating Jurisdiction Responsibilities; Written Agreements; On-Site Inspections | 72 |
| Required Policies and Procedures Related to PJ Responsibilities..... | 72 |
| Written Agreements | 73 |

7/24/13

| | |
|---|----|
| On-Site Inspections | 79 |
| Financial Oversight..... | 81 |
| §92.505 Applicability of Uniform Administrative Requirements..... | 82 |
| §92.508 Recordkeeping | 82 |
| Program Records..... | 82 |
| Project Records | 82 |
| Program Administration Records..... | 83 |
| §92.551 Corrective and Remedial Actions | 83 |
| §92.552 Hearing Proceedings | 84 |
| §92.614 Other Federal Requirements | 84 |

ATTACHMENT G
HOME RENTAL COMPLIANCE REPORT

Rental Set Up and Completion Form

HOME Program (For single and multi-address activities)

| | |
|---|---|
| Check the appropriate box: <input type="checkbox"/> Original Submission <input type="checkbox"/> Change Owner's Address <input type="checkbox"/> Ownership Transfer <input type="checkbox"/> Revision | Name and Phone Number of Person Completing Form: Jocelyn Jennings 803-576-2055 |
|---|---|

Set Up Activity:

A. General Information.

| | | |
|-------------------------|-----------------------------|---------------------------|
| 1. Name of Participant: | 2. IDIS Activity ID Number: | 3. Activity Name: CHDO |
|-------------------------|-----------------------------|---------------------------|

B. CHDO Questions.

| | |
|--|--|
| 1. Is funding limited to CHDO Operating (CO) or CHDO Capacity Building (CC)? (Y/N): (If Yes, STOP. DO NOT FILL OUT THIS FORM.) | 2. Will the activity be funded with CR (Y/N)? If yes, CHDO Acting As: (enter code) (1) Owner (2) Sponsor (3) Developer |
| 3. Will initial funding be a CHDO Site Control and/or Seed Money Loan (Y/N)? (If Y, answer Item 4.) | 4. Is the activity going forward? (Y/N) (If Y, fill out the rest of the form. If N, only the cost information is needed.) |

C. Objective and Outcome.

| | |
|---|---|
| 1. Objective (enter code): (2) (1) Create suitable living environments (2) Provide decent affordable housing (3) Create economic opportunities | 2. Outcome (enter code): (2) (1) Availability/accessibility (2) Affordability (3) Sustainability |
|---|---|

D. Special Characteristics.

| | |
|---|---|
| 1. Activity Location Type "Y" next to any that apply: (1) N CDBG Strategy Area (5) N Brownfield redevelopment area (2) Y Local target area (6) N Conversion of nonresidential to residential use (3) N Presidentially declared major disaster area (4) N Historic preservation area (7) N Colonia (For AZ, CA, NM, TX) | 2. Will this activity be carried out by a faith-based organization (Y/N)? |
|---|---|

E. Activity Information.

| | | | | | |
|---|-----------|-----------------------------|-----------------|---------------------------------------|---------------|
| 1. Activity Type (check one): (1) Rehab Only (4) Acquisition & Rehab (2) New Construction Only (5) Acquisition & New Construction (3) Acquisition Only | | 2. Property Street Address: | | | |
| 3. City: | 4. State: | 5. Zip Code: | 6. County Code: | Activity Estimates: 7. HOME Units: | 8. HOME Cost: |
| 9. Multi-Address (Y/N)? | | | | | |

F. Property Owner or Developer Information. (Only applicable if this is a multi-address activity)

| | | | |
|--|--|--------------|--|
| 1. Property Owner or Developer Type (enter code): (4) (1) Individual (4) Not-for-Profit (2) Partnership (5) Publicly Owned (3) Corporation (6) Other | 2. Property Owner or Developer's Name: | | |
| 3. Street Address: | | | |
| 4. City: | 5. State: | 6. Zip Code: | |

G. Activity Information. (If this is a multi-address activity, make copies of this form so that cost and beneficiary information is reported for each building (Sections H, I, J, K, and L.))

| | | | | | |
|--|--|---|--|---|--|
| 1. Activity Type (enter code): (1) Rehab Only (4) Acquisition & Rehab (2) New Construction Only (5) Acquisition & New Construction (3) Acquisition Only | | 2. Property Type (enter code): (1) Condominium (4) Apartment (2) Cooperative (5) Other (3) SRO | | 3. FHA Insured (Y/N)? | |
| 4. Mixed Use (Y/N)? | | 5. Mixed Income (Y/N)? | | 6. Completed Units: Total Number: _____ HOME-assisted Units: _____ | |

H. Property Address. (For multi address activities)

| | | | | | |
|-------------------|-----------------------------|----------|-----------|--------------|-----------------|
| 1. Building Name: | 2. Property Street Address: | 3. City: | 4. State: | 5. Zip Code: | 6. County code: |
|-------------------|-----------------------------|----------|-----------|--------------|-----------------|

I. Units

| | <u>Total</u> | <u>HOME-assisted</u> |
|--|--------------|----------------------|
| 1. Of the Units Completed, the number: | | |
| Meeting Energy Star standards: | _____ | _____ |
| 504-accessible: | _____ | _____ |
| Designated for persons with HIV/AIDS: | _____ | _____ |
| Of those, the number for chronically homeless: | _____ | _____ |
| Designated for the homeless: | _____ | _____ |
| Of those, the number for the chronically homeless: | _____ | _____ |

J. Period of Affordability. If you are imposing a period of affordability that is longer than the regulatory minimum, enter the total years (HOME minimum + additional) of affordability.
PJ-imposed period of affordability: _____ years

K. Costs.

| | | |
|--|----|----|
| 1. HOME Funds (Including Program Income) | | |
| (1) Amortized Loan | \$ | |
| (2) Grant | \$ | |
| (3) Deferred Payment Loan | \$ | |
| (4) Other | \$ | |
| (5) CHDO Loan | \$ | |
| Total HOME Funds | | \$ |
| 2. Public Funds | | |
| (1) Other Federal Funds | \$ | |
| (2) State/Local Funds | \$ | |
| (3) Tax Exempt Bond Proceeds | \$ | |
| Total Public Funds | | \$ |
| 3. Private Funds | | |
| (1) Private Loans | \$ | |
| (2) Owner Cash Contribution | \$ | |
| (3) Private Grants | \$ | |
| Total Private Funds | | \$ |
| 4. Low-Income Housing Tax Credit Proceeds | | \$ |
| 5. Activity Total or Total This Address | | \$ |

Instructions for Completing the Rental Set-up and Completion Report HOME Program

Read the instructions for each item carefully before completing the form. The purpose of this report is to assist with the collection of information to be entered into IDIS.

Applicability. This report is to be completed for each homebuyer activity assisted with HOME funds.

Timing. This report form is used to setup an activity in IDIS so that funds may be drawn down and to complete the activity so that the HOME Program reporting requirements are met.

A. General Information.

1. **Name of Participant.** Enter the name of the participating jurisdiction or the agency administering the homeowner rehab activity.
2. **IDIS Activity ID Number.** Enter the activity number assigned by IDIS.
3. **Activity Name.** Enter the name that the grantee or sub-grantee has designated to the activity.

B. CHDO Questions. (Only applicable if the activity is being carried out by a CHDO.)

1. **Is funding limited to CHDO Operating (CO) or CHDO capacity Building (CC)?** This report does not apply to CO or CC activities. In IDIS, fund and draw after selecting CO/CC on the HOME menu.
2. **Will the activity be funded with CR (Y/N)?** _____ If yes, **CHDO Acting as:** (Enter code) _____
 - (1) Owner
 - (2) Sponsor
 - (3) Developer
3. **Will initial funding be a CHDO Site Control and/or Seed Money Loan (Y/N)?** _____ (If Y, answer 4)
4. **Is the activity going forward?** After funding and drawing CL, answer "Y" to proceed to set up a Rental activity or "N" to report costs and complete the activity.

C. Objective and Outcome.

Objective. Enter the code of the objective that best describes the purpose of the activity. If a code is not entered in IDIS, the system will default the answer to "2" – Decent affordable housing.

1. **Suitable living environments.** Applies to activities that benefit communities, families, or individuals by addressing issues in their living environment.
2. **Decent affordable housing.** Applies to housing activities that meet individual family or community needs. This objective should not be used for activities where housing is an element of a larger effort.
3. **Creating economic opportunities.** Applies to activities related to economic development, commercial revitalization, and job creation.

Outcome. Enter code of the outcome that best describes the benefits resulting from the activity. If a code is not entered in IDIS, the system will default the answer to "2" – Affordability.

1. **Availability/accessibility.** Applies to activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not refer only to physical barriers.
2. **Affordability.** Applies to activities that provide affordability in a variety of ways. It can include the creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or day care.
3. **Sustainability.** Applies to activities that promote livable or viable communities and neighborhoods by providing services or by removing slums or blighted areas.

D. Special Characteristics

1. **Activity Location.** Type "Y" next to any that apply. IDIS will default the answer to "N" if an answer is not typed in the field.
 - (1) CDBG strategy area is defined as HUD-approved neighborhood or Community Revitalization strategy Area (NRSA or CRSA), identified in the grantee's Consolidated/Annual Action Plan under Section 91.215(e) or Section 91.315(e)(2).
 - (2) Local target area is defined as a locally designated non-CDBG strategy area targeted for assistance.
 - (3) Presidentially declared major strategy area is defined as an area declared a major disaster under subchapter IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
 - (4) Historic Preservation Area is defined as an area designated for historic preservation by local, state, or federal officials.
 - (5) Brownfield redevelopment area is defined as an abandoned, idle, or underused property where expansion or redevelopment is complicated by real or potential environmental contamination.
 - (6) Conversion from non-residential or residential use is self explanatory. An example is converting an old warehouse into rental units or condominiums.
 - (7) Colonia is defined as a rural community or neighborhood located within 150 miles of the U.S.-Mexican border that lacks adequate infrastructure and frequently also lacks other basic services. This field only applies to activities located in the states of Arizona, California, New Mexico, and Texas.
2. **Faith-Based Organization.** Will this activity be carried out by a faith-based organization (Y/N)? Enter "Y" if it is known or if the organization declares itself to be a faith-based organization. If not, enter "N". Note: IDIS will enter the default answer of "N" if an answer is not typed in the field.

E. Activity Information

1. **Activity Type.** Enter code to indicate the type of activity.
 - (1) Rehab Only. A HOME-assisted rehabilitation activity that did not include acquisition of real property.
 - (2) New Construction Only. Any activity that involved: (a) the addition of units outside the existing walls of the structure and (b) the construction of a new residential unit(s).
 - (3) Acquisition Only. Acquisition of a structure that received certificate of occupancy at least 13 months before acquisition, which did not require rehabilitation and which is being used to provide affordable housing.
 - (4) Acquisition & Rehab. A HOME-assisted rehabilitation activity, which included the acquisition of real property.
 - (5) Acquisition & New Construction. A HOME-assisted new construction activity, which included the acquisition of real property. This includes acquisition of a structure that has received an initial certificate of occupancy within a one-year period prior to acquisition.
2. **Property Street Address.** Self explanatory. For multi address activities enter a general description of the project location.
3. **City.** Self explanatory.
4. **State.** Self explanatory.
5. **Zip code.** Self explanatory.
6. **County code.** Enter the county name or code. IDIS provides help to select the appropriate code.
7. **Activity Estimates. HOME Units.** Enter the estimated total number of units (upon completion) that will receive HOME assistance.
8. **Activity Estimates. HOME Cost.** Enter the total amount of HOME funds requested for the activity.
9. **Multi-Address (Y/N)?** If the activity consists of more than one home, enter "Y" so that costs and beneficiary information can be reported for each address at completion.

10. **Loan Guarantee? Y/N.** Enter Yes or No to indicate whether this activity is supported by a loan guarantee.

F. Property Owner/Developer Information.

1. **Property Owner/Developer Type.** Enter code to indicate the type of property owner/developer:
 - (1) Individual
 - (2) Partnership
 - (3) Corporation
 - (4) Not-for-Profit
 - (5) Publicly Owned
 - (6) Other
2. **Property Owner's/Developer's Name.** Enter the name of the property owner or developer.
- 3., 4., 5., and 6. **Owner's/Developer's Street Address, City, State, and Zip Code.** Self-explanatory.

Complete Rental Activity

G. Activity Information.

1. **Activity Type.** Only if the activity type has changed from set up in E. 1, enter the revised completion activity type in the box.
2. **Property Type.** Enter code to indicate the type of property assisted:
 - (1) Condominium
 - (2) Cooperative
 - (3) SRO
 - (4) Apartment
 - (5) Other
3. **FHA Insured.** (Y/N)? (For single address activities.) Enter Y for yes or N for no to indicate whether the property's mortgage is insured by FHA.
4. **Mixed Use.** (Y/N)? Indicate "Y", if the activity is designated in Part for uses other than residential but where residential living space must constitute at least 51 percent of the activity space. Indicate N, if the activity is not mixed-use.
5. **Mixed Income.** (Y/N)? Indicate "Y", if less than 100 percent of the activity's housing units qualify as affordable housing as defined in section 92.252 of the HOME regulations. Indicate N, if the activity is not mixed-income.
6. **Completed Units: Total Number: HOME Assisted:** Enter the total number of completed units and the total number of HOME assisted units.

H. Property Address. (For multi address activities.)

1. 2., 3., 4., 5., and 6. **Building name, Property's Street Address, City, State, Zip Code and County Code.** Self-explanatory.

Note: Each unit or apartment is not to be entered as a separate address. A multi address activity would have more than one building.

I. Units.

1. **Of the units completed, the number: Total and Home-Assisted Meeting Energy Star Standards.** Enter the total number of completed units that meet Energy Star standards and the number of completed HOME-Assisted units that meet Energy Star standards.

Energy Star applies to substantial rehabilitation. It is a system for achieving and verifying a level of building performance with respect to energy efficiency. The performance level is certified by third party contractors. See www.energystar.gov for more information.

Total and HOME Assisted 504 accessible. Enter the total number of completed units and completed HOME assisted units that are 504 accessible.

Note: IDIS will default the answers to zero if units are not entered in these fields.

Of the units completed, Total and HOME-Assisted Designated for Persons with HIV/AIDS. Enter the number of completed units that have been designated for persons with HIV/AIDS and the number of HOME-assisted units designated for persons with HIV/AIDS.

Of those, the number for the chronically homeless. Enter the number of completed units and HOME-assisted units that have been designated for chronically homeless persons with HIV/AIDS. Chronically homeless is defined below.

Of the Units Completed, Total and HOME-Assisted designated for the homeless. Of the total number of rental units in the activity, enter the number designated for the homeless and the number of completed HOME-Assisted units designated for the homeless. Homeless is defined as (1) an individuals or family who lacks fixed, regular, and adequate nighttime residence; or (2) An individual or family who has a primary nighttime residence that is: (a) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill, (b) an institution that provides a temporary residence for individuals intended to be institutionalized; or (c) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Of those, the number designated for the chronically homeless. Of the number of units designated for the homeless, enter the number designated for the chronically homeless. A chronically homeless person is defined as an unaccompanied homeless individual with a disabling condition who has either: (1) been continuously homeless for a year or more, or (2) has had at least four episodes of homelessness in the past three years. A disabling condition is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability. For the purpose of determining chronically homelessness, a homeless person is an unaccompanied individual sleeping in a place not meant for human habitation or in an emergency homeless shelter.

Note: IDIS will default to zero if units are not entered in these fields.

- J. Period of Affordability.** If you are imposing a period of affordability that is longer than the regulatory minimum, enter the total years (HOME minimum + additional) of affordability. P-J imposed period of affordability: _____ years.

K. Costs.

Include all HOME funds used for the activity and all other funds (public and private). **Do not double count.** If private funds are used for construction financing and those funds are later replaced by permanent financing, **do not report both.** Report all HOME funds expended on the activity. (**Note: Federal regulations specifically prohibit paying back HOME funds with HOME funds.**) For funds other than HOME, to the extent a choice must be made to avoid double counting, report permanent financing rather than construction financing. The total amount of HOME funds reported in the block titled "Total HOME funds (Total Items 1)" must equal the total amount disbursed through IDIS for this activity.

1. **HOME Funds (Including Program Income).**
 - (1) **Amortized Loan.** Enter the amount of HOME funds provided for this activity in the form of an amortized loan. If there are multiple loans, enter the interest rate and term of the largest loan.

- (2) **Grant.** Enter the amount of HOME funds provided without any repayment requirements. (**Note:** A grant may be used to reduce the principal amount borrowed, a principal reduction payment, or the effective interest rate, an interest subsidy payment, on a privately originated loan.)
- (3) **Deferred Payment Loan (DPL).** Enter the amount of HOME funds provided through loans where payment of principal and interest is deferred until a future time and enter the interest rate and amortization period, if any. A DPL is some times called a conditional grant (e.g., repayment is required when the property is sold, or is forgiven if the owner does not sell the property for a specified number of years or repayment of principal and interest starts after the bank loan is repaid.)
- (4) **Other.** Enter the total amount of HOME funds provided for subsidy funding that is other than the type of loan/grant assistance identified in the above items listed in (1) through (3).
- (5) **CHDO Loan.** Enter the amount of HOME funds provided as a CHDO loan for the activity.

Total HOME Funds. Enter the total of items (1) through (5) as the amount of HOME funds expended.

2. **Public Funds.**

- (1) **Other Federal Funds.** Exclude any HOME funds expended.
- (2) **State/Local Funds.**
- (3) **Tax Exempt Bond Proceeds.** Report funds used for development costs only.

Total Public Funds. Enter the total of items (1) through (3) as the amount of Public Funds expended.

3. **Private Funds.**

- (1) **Private Loans.** Enter the amount of all of the costs that have been paid with funds obtained from private financial institutions, such as banks, savings and loans, and credit unions, and enter the interest rate and amortization period of the loan. If there are multiple loans, enter the interest rate and term of the largest loan. (**Do not double count.**)
- (2) **Owner Cash Contribution.** Enter the amount of all cash contributions provided by the project owner.
- (3) **Private Grants.** Enter the amount of cash contributions provided by private organizations, foundations, donors, etc.

Total Private Funds. Enter the total of items (1) through (3) as the amount of Private Funds expended.

4. **Low-Income Housing Tax Credit Proceeds.** Enter the total amount of syndicated Low Income Housing Tax Credits provided.
5. **Activity Total or Total this Address.** Enter the sum of totals for HOME funds, Public funds, Private funds, and Low-Income Housing Tax Credit Proceeds.

Beneficiaries.

Complete one line for the head of household of each residential unit that occupies a HOME-assisted rental unit.

Unit Number. Enter the unit number of each unit that will receive HOME-Assistance.

Number of Bedrooms. Enter 0 for a single room occupancy (SRO) unit or for an efficiency unit, 1 for 1 bedroom, 2 for 2 bedrooms, 3 for 3 bedrooms, 4 for 4 bedrooms, and 5 for 5 bedrooms.

Occupant. Enter 1 if the unit is occupied by a tenant, 2 if it is owner-occupied, and 9 if it is vacant.

Note: No more than one HOME-Assisted rental unit can be owner occupied.

Total Rent. For owners, enter 0. For tenants, enter the total monthly rent (tenant contribution plus subsidy amount).

Percent of Area Median Income. For each occupied residential unit, enter one code only based on the following definitions:

1. **0–30 Percent of Area Median Income** refers to a household whose annual income is at or below 30 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
2. **30+–50 Percent of Area Median Income** refers to a household whose annual income exceeds 30 percent and does not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
3. **50+–60 Percent of Area Median Income** refers to a household whose annual income exceeds 50 percent and does not exceed 60 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
4. **60+–80 Percent of Area Median Income** refers to a household whose annual income exceeds 60 percent and does not exceed 80 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.

Hispanic? Y/N. For each occupied residential unit, enter the ethnicity for the head of household as either "Y" for Hispanic or Latino or "N" if the head of household is not Hispanic nor Latino. Hispanic or Latino race is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Race of Head of Household. For each occupied residential unit, enter one code only based on the following definitions:

11. **White.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
12. **Black/African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
13. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
14. **American Indian/Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains affiliation or community attachment.
15. **Native Hawaiian/Other Pacific Islander.** A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands.
16. **American Indian/Alaska Native & White.** A person having these multiple race heritages as defined above.
17. **Asian & White.** A person having these multiple race heritages as defined above.
18. **Black/African American & White.** A person having these multiple race heritages as defined above.
19. **American Indian/Alaska Native & Black or African American.** A person having these multiple race heritages as defined above.
20. **Other Multi Racial.** For reporting individual responses that are not included in any of the other categories listed above.

Household Size. Enter the appropriate number of persons in the household: 1, 2, 3, 4, 5, 6, 7, or 8 or more persons (for households of more than 8, enter 8).

Household Type. For each residential unit, enter one code only based on the following definitions:

1. **Single, Non-elderly.** One-person household in which the person is not elderly.
2. **Elderly.** One or two person household with a person at least 62 years of age.
3. **Single Parent.** A single parent household with a dependent child or children (18 years old or younger).

-
4. **Two Parents.** A two-parent household with a dependent child or children (18 years old or younger).
 5. **Other.** Any household not included in the above 4 definitions, including two or more unrelated individuals.

Assistance Type. For rented units, enter one code only to indicate the type of assistance, if any, being provided to the tenant.

1. **Section 8.** Tenants receiving Section 8 assistance through the Section 8 Certificate Program under 24 CFR part 882 or the Section 8 Housing Voucher Program under 24 CFR part 887.
2. **HOME TBRA.** Tenants receiving HOME tenant-based rental assistance.
3. **Other federal, state or local assistance.** Tenants receiving rental assistance through other federal, state or local rental assistance programs.
4. **No assistance.** Self-explanatory.

ATTACHMENT H
CHDO REIMBURSEMENT FORM

RICHLAND COUNTY REIMBURSEMENT FORM

DESIGNEE INFORMATION:

Name of CHDO/SUB Uplift Community Outreach
 Address 5338 Ridgeway Street
Columbia, SC 29203

ADDRESS OF ACTIVITY:

Bluff Estates
4221 Shorecrest Drive
Columbia, SC 29209

FEDERAL TAX ID # 26-1931708

OF UNITS 1

Period of Reimbursement _____

BENEFICIARY INFORMATION

Census Tract _____
 LMI Status _____
 Project Completion % _____
 # of Activites in Progress _____ 0
 Beneficiaries Served to Date _____ 0

TOTAL AWARD AMOUNT: \$137,145.00

Balance carried forward: _____

Total expenses for this period: _____

PROPOSED BUDGET

PERIOD EXPENSES:

**YEAR TO DATE
TOTALS
(Expended)**

**BEGINNING
BUDGET**

**REMAINING
BUDGET**

OPERATING EXPENSES:

- Salaries /Development
- Consultants
- Office Space
- Telephone
- Supplies
- Travel Expenses
- Interim Costs
- Professional Fees & Inspector

PROGRAM EXPENSES:

- Land Acquisition
- Construction/Rehabilitation
- Soft Cost
- Rehabilitation
- Contingency

I certify to the best of my knowledge and belief that this report is true in all respects and that all disbursements have been made for the purpose and conditions of the grant agreement.

Signature

Date Report Submitted

Typed or printed name and title

Phone (Area code, number, extension)

Complete And Submit To:

**Richland County Government
 Attention: Jocelyn Jennings
 2020 Hampton Street Suite 3063
 Columbia, South Carolina 29204**

OFFICE USE ONLY

IDIS ACTIVITY # _____

FUND SOURCE HOME CR

ATTACHMENT I
HOME CONSTRUCTION REQUIREMENTS

Richland County Community Development

MANDATORY DESIGN CRITERIA

For Community Housing Development Organizations
(CHDO)

The following design criteria **must be followed for all HOME projects awarded funding during 2018/2019 fiscal year**. All HOME assisted projects are subject to the Federal requirements found in the HOME Final Rule (24 CFR Part 92 subpart H). The requirements of this subpart include nondiscrimination, equal opportunity, disclosure, debarment, drug-free workplaces, affirmative marketing, minority outreach, environmental reviews, relocation, labor, lead-based paint, conflict of interest, Executive Order 12372, and consultant activities.

For ALL Project Types:

1. Window coverings for each window, including glass doors, must be installed.
2. All replacement or new 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 replacement or new 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. All doors must be side hinged except for bi-fold and sliding doors in place at existing older persons or elderly projects as long as they are functioning properly.
5. 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.
6. A project must post signs in a visible location on the project site. The sign should include the Fair Housing logo.
7. Exterior lighting fixtures at all entry doors including individual units, community buildings and common areas within the building(s). The fixtures at the individual apartment units are to be controlled from the interior of the unit.
8. Enclosed trash dumpsters and/or compactors if proposed for the project. 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.

9. 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.

10. At a minimum, fourteen (14) SEER HVAC units must be installed for replacement or new developments. All refrigeration lines must be insulated. All projects must have central heat and air. Window units are not allowed for any development type.

11. 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.

12. Wall switch controlled Energy Star rated overhead lighting is required in all rooms.

13. 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.

14. All new construction projects must submit a complete site specific soils report and boring site plan 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 and boring site plan 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 project. 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 as stated above. If prior geotechnical reports of a site as it was previously developed can be provided then new reports will not be required. However, it is required that soil reports and borings be submitted prior to projects moving forward with construction.

15. 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.

16. Mailboxes, playground and all exterior project amenities must be ADA accessible.

17. Exterior wall insulation must have an overall R-13 minimum for the entire wall assembly and roof or attic insulation must have an R-30 rating minimum.

18. 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-inch length (ADA approved shower). All tubs in designated handicap accessible units must come complete with "factory-installed grab bars".

19. 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.

20. 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.

21. Pipe all Water Heater Temperature & Pressure (T&P) relief valve discharges to disposal point as per the latest approved edition of the International Plumbing Code.

22. Exterior shutters (new not recycled) are required on all 100% vinyl siding buildings. Only existing rehabilitation projects may have 100% vinyl building exteriors.

24. Roof gable vents must be made of aluminum or vinyl materials.

25. All attics must be vented.

26. Carpet and Resilient flooring materials must meet minimum FHA standards.

27. Each bedroom and hallway, etc. must have, as required by Code (local, state or Federal) a hard-wired interconnected with battery back-up smoke detector.

28. 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.

29. Pre-finished fascia and soffits must be vinyl covered aluminum and/or perforated cementations panels with vents.

30. Gutter and downspout systems complete with splash blocks will be supplied surrounding all multi-story residential buildings but will not be required for single story buildings.

31. At a minimum, all projects must meet the 2009 International Energy Conservation Code.

32. Roof shingles must be architectural style anti-fungal and warranted for a minimum of thirty (30) years.

33. Attic insulation rated R-30 or higher.

34. Energy Star rated HVAC systems (14 SEER or greater) in all units.

35. Underground utilities (gas/electric, cable and phone) throughout the project site.

36. 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.

37. Energy Star rated dishwasher in all units.

38. Over the range mounted microwave oven, with re-circulating fan, in all units.

39. All units must have at minimum, an outdoor vented hood over the range. Provide an easily-accessible area that serves the entire project and is dedicated to the collection and storage of non-hazardous material for recycling, to include paper, corrugated cardboard, glass, plastics and metals. Property management is responsible for ensuring proper disposal and removal of the recyclables. For scattered site projects, provide a letter from the City/County stating that individual recycle bins will be provided to each house, duplex, or townhouse.

40. Energy Star rated replacement or new construction windows in all units.

41. Water Conservation – All units must install toilets with 1.6 gallons or less per flush, shower heads at 2.0 GPM or less, and bath and kitchen faucets at 2.0 GPM or less.

For ALL New Construction Projects:

1. All units must be equipped with an energy efficient rated hot water heater with energy factor of 0.61 for gas or 0.93 for electric and will have manufacturer's data sheet submitted with the plans.

2. All units must have an Energy Star rated HVAC system and will have manufacturer's data sheet submitted with plans.

3. All HVAC and hot water heaters must be contained within the unit/building. These may not be located in the attic or crawl space.

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 and will have manufacturer's data sheet submitted with plans.

6. Washer/dryer hookups in all units.

7. All units pre-wired for cable television hook-ups in the living room and one (1) per bedroom and 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.

8. Units with three (3) or more bedrooms must have a minimum of two (2) full bathrooms. Bathrooms are defined as follows: ½ bathroom contains a toilet and vanity with sink; ¾ bathroom contains a toilet, vanity with sink, and a shower; and a full bathroom contains a toilet, vanity with sink, and a tub/shower combination. ADA units ONLY may have a roll in shower.

9. The minimum bedroom size for the primary bedroom in each unit must be at least 150 square feet. All other bedrooms must be a minimum 120 square feet. The minimum bedroom square footage excludes the closet space.

10. The minimum square footage per unit based on the number of bedrooms per unit must be as listed below. All of the units in the project 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 1,100 Four 1,250

11. All elderly projects 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. Where ADA accessible routes, walkways, etc. are required within the development, clearly marked ramps, crosswalks, signage, etc. shall be furnished in accordance with ADA regulations.

13. Landscaping – Projects using native drought resistance plantings, preserving and protecting existing trees during construction. An Architect certified landscape plan should be submitted listing the new plantings and marking the existing trees. However, the Authority will accept a detailed plan created by the applicant that indicates (1) the location of all existing plantings and the proposed location of all new planting areas (2) a list of all plants to be added, to include both the common and botanical name of the plants and (3) a signed certified statement by the applicant that the plan submitted can be relied upon by the Authority.

14. 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.

15. Patio and porch/balcony components used as part of the building shall have concrete slabs or decks (may use TEK Polymer) 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. Columns must be installed on metal brackets/clips to prevent water seepage into the 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.

16. Wall Framing: Sound proofing or sound batt insulation is required between the studs framing in party walls. A sound rating of STC 54 is required.

17. Fluorescent lighting is required in the kitchen.

For ALL Single Family, Townhouse, and Duplex Projects:

1. 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. Bathrooms are defined as follows: ½ bathroom contains a toilet and vanity with sink; ¾ bathroom contains a toilet, vanity with sink, and a shower; and a full bathroom contains a toilet, vanity with sink, and a tub/shower combination. ADA units ONLY may have a roll in shower.

2. All duplexes must contain a minimum of two (2) bedrooms and one and one-half bathroom. For single story units only one (1) bathroom is required. See definition of bathrooms above.
3. Projects must have concrete driveways, curbing at street and front entry walkways. In the case of new infill scattered site projects, drainage swales will be allowed along the front (street side) in lieu of curbing at the street.
4. All new construction projects must have a washer and dryer hookup in each unit. Hookups for stackable washer and dryers may only be installed in older persons and elderly units.

For ALL Rehabilitation Projects:

1. Replace and install new flooring in each unit. At a minimum, replace all vinyl in pre 1978 dwellings.
2. Entire unit (all rooms and ceilings) must be repainted.
3. New bathroom fixtures should be installed where needed 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 should be installed if replaced 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. New Energy Star hot water heaters with an energy factor greater than 0.61 for gas or 0.93 for electric.
6. Replace all windows with insulated, double pane glass in either vinyl or aluminum framing.
7. 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.
8. Units with existing washer/dryer connections must replace and install new water supply fixtures and valves.
9. All elderly acquisition/rehabilitation projects may have more than one-story, provided that existing elevators, receiving regular maintenance, are in good working condition as of the Application submittal date and service all upper level rental units. Those projects without existing elevators will be required to install elevators.
10. Exterior window screens to be replaced.
11. Replace all damaged and worn interior doors, jambs, frames, and hardware
12. All new roofs must be architectural style anti-fungal and warranted for a minimum of thirty (30) years.

ATTACHMENT J

HOUSING CONTRACT SPECIAL PROVISIONS – SECTION 504 REQUIREMENTS

ATTACHMENT K
ANNUAL HOME PROJECT REPORT



Briefing Document

Agenda Item

Southeast Sewer Project Award

Background

The Southeast Sewer Project consists of preparation and submission of plans and specifications for providing sanitary sewer service to a large portion of southeast Richland County. It will be an expansion of Richland County's existing sewer collection system which currently serves the Town of Eastover.

The project is necessary to provide access to public sewer service to existing residences, small businesses, government offices, and churches in the southeast area of Richland County which currently do not have access to a public sewer system. Additionally, the project will provide access to public sewer service for up to five (5) existing private wastewater treatment facilities, connecting them to the system and eliminating their current discharges. This will also re-direct the existing wastewater flow to the City of Columbia's system from the residents, schools, and businesses in the vicinity of Garners Ferry Road (US Highway 378) into the County system.

Procurement issued a Request for Proposals from four pre-qualified firms for the design, permitting, bidding, and construction observation of a sewer collection and transportation system to serve portions of southeast Richland County. The request also included engineering services to obtain approval of an NPDES Permit discharge increase for the existing Lower Richland County Wastewater Treatment Facility. Submittals were due on March 1, 2019, and there was one submittal received from Joel E Woods. An evaluation team scored the submittal a total of 374 points out of 400. The firm has been deemed qualified to do the work (on Request for Qualification # RC-047-Q-2017).

Issues

None.

Fiscal Impact

Funding in the amount of \$750,000 is available in the Utilities capital professional services budget. The construction portion of the project was included in the proposal of Capital Improvement Plan.

Past Legislative Actions

None.

Alternatives/Solutions

1. Approve the award of project to Joel E Woods and Associates to go forward with the expansion of existing sewer collection system; or
2. Do not approve the award to Joel E Woods and Associates; or
3. Maintain the existing sewer collection system as is, which will not resolve the imminent sewer needs to southeast Richland County communities, Gadsden Elementary School, Lower Richland Middle School, Hopkins Middle & Elementary School, and Franklin Park Community.

Staff Recommendation

Staff recommends awarding the project to Joel E. Woods for the expansion of Richland County's existing sewer collection system. If the Committee approves and forwards the item to Council, upon approval thereof, staff requests Council to reconsider the item at its April 2, 2019, meeting so the purchase order can be issued.

Motion Requested

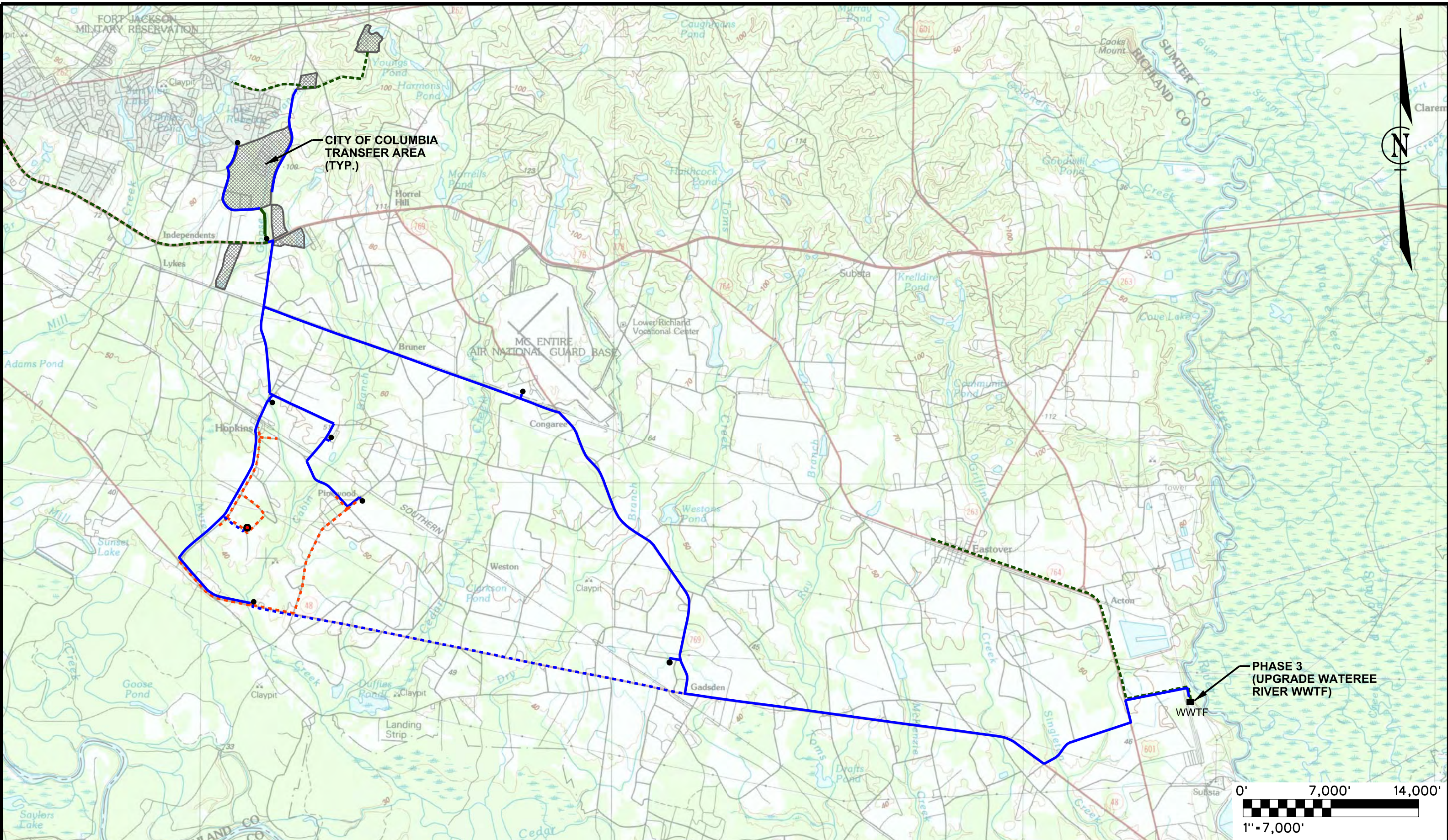
1. I move to approve staff's recommendation to award the project to Joel E. Woods for the expansion of Richland County's existing sewer collection system and to forward it to County Council.

Attachment

1. Map of intended layout for the project
2. Consolidated evaluation scoring

Submitted by

Shahid Khan, Director, Utilities



LEGEND:

- EXISTING GRAVITY SEWER
- - - EXISTING FORCE MAIN
- PHASE 1 PROP. GRAVITY SEWER
- PHASE 1 PROP. FORCE MAIN
- - - PHASE 2 PROP. GRAVITY SEWER
- - - PHASE 2 PROP. FORCE MAIN
- PHASE 1 PROP. PUMP STATION
- PHASE 2 PROP. PUMP STATION



**SOUTHEAST RICHLAND COUNTY SEWER SYSTEM
ALTERNATE 5 SYSTEM LAYOUT
RICHLAND COUNTY UTILITIES**

| |
|--------------------|
| DATE: 1/1/18 |
| SCALE: 1" = 7,000' |
| JOB NO.: 170805 |
| FIGURE: 5 |

| Consolidated Evaluations | | |
|--|-----------------------|---------------------|
| Evaluation Criteria RC-133-P-2019 Southeast Sewer Project | Maximum Points | Joel E Woods |
| Qualifications and Capability | 35 | |
| Evaluator 1 | | 34 |
| Evaluator 2 | | 33 |
| Evaluator 3 | | 33 |
| Evaluator 4 | | 35 |
| | 140 | 135 |
| Ability to to do Business w County | 25 | |
| Evaluator 1 | | 23 |
| Evaluator 2 | | 24 |
| Evaluator 3 | | 25 |
| Evaluator 4 | | 20 |
| | 100 | 92 |
| Ability to Provide Design Services | 20 | |
| Evaluator 1 | | 18 |
| Evaluator 2 | | 17 |
| Evaluator 3 | | 19 |
| Evaluator 4 | | 20 |
| | 80 | 74 |
| Past Performance | 20 | |
| Evaluator 1 | | 19 |
| Evaluator 2 | | 18 |
| Evaluator 3 | | 18 |
| Evaluator 4 | | 18 |
| | 80 | 73 |
| | | |
| GRANDTOTAL | 400 | 374 |



Briefing Document

Agenda Item

Restructuring Ordinance Phase II

Background

During its April 4, 2017 meeting deliberations, County Council gave third reading approval to the organizational restructuring ordinance. To improve efficiency, this ordinance is being presented for Council's consideration via the A&F Committee for the second phase of the restructuring. This phase includes staff's efforts to fully implement the restructuring.

The restructuring ordinance amendment include deletions (stricken out) and additions (underlined). The major changes include:

- A. Revisions to the County Administrator's Office structure and offices reporting directly to it.
- B. Moving fleet from Risk Management to the Department of Public Works.
- C. Moving the cybersecurity function from Information Technology to Risk Management.
- D. Moving the GIS function from Information Technology to Community Planning and Development.

Issues

None.

Fiscal Impact

There is no fiscal impact as these revisions will be completed within the current approved budget.

Past Legislative Actions

On April 4, 2017, County Council gave third reading approval to the organizational restructuring ordinance, Ordinance 010-17HR.

Alternatives/Solutions

1. Consider the ordinance amendment and proceed accordingly, or
2. Consider the ordinance amendment and do not proceed.

Staff Recommendation

Staff recommends approving the revisions as presented.

Motion Requested

I move to approve staff's recommendation for Phase II of the organizational restructuring of Richland County Government as presented and forward it to County Council.

Attachment

1. Ordinance with suggested amendments

Submitted by

Dr. Sandra Yúdice, Assistant County Administrator

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ___-179HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; SO AS TO RESTRUCTURE THE DEPARTMENTS OF THE COUNTY.

Pursuant to the authority granted by the Constitution and the General Assembly of the State of South Carolina, BE IT ENACTED BY THE COUNTY COUNCIL FOR RICHLAND COUNTY:

SECTION I. The Richland County Code of Ordinances, Chapter 2, Administration; Article III, Administrative Offices and Officers; is hereby amended by the deletion of the language contained therein and the substitution of the following language:

DIVISION 1. GENERALLY.

Sec. 2-75. Department created.

The office of the county administrator is hereby created as the chief administrative office of the county with such personnel necessary to assist the county administrator in affecting the proper and efficient administration of the affairs of the county government.

DIVISION 2. COUNTY ADMINISTRATOR

Sec. 2-76. Position created; term.

There is hereby created the position of county administrator. The term of office of the county administrator shall be at the pleasure of the council, which may, in its discretion, employ the administrator for a definite term.

Sec. 2-77. Appointment, qualifications and compensation.

The county administrator shall be appointed solely on the basis of his/her executive and administrative qualifications with special reference to his/her actual experience in, and knowledge of, the duties of office as hereinafter prescribed. At the time of his/her appointment, the county administrator need not be a resident of the county or of the state. The compensation of the county administrator shall be fixed by the council by contract.

Sec. 2-78. Chief administrative officer.

The county administrator shall be the chief administrative officer of the county government. He/She shall be responsible to the council for the proper and efficient administration of the affairs of the county government.

Sec. 2-79. Powers and duties.

The powers and duties of the county administrator shall be:

- (1) To direct and supervise the administration of all county officials and departments for which the council is responsible, or may hereafter be responsible, including specifically the construction, maintenance and operation of all county roads, bridges, drainage, buildings and other public works, and the care and maintenance of all personal property owned by the county; the administration of personnel policies, purchase of all supplies and equipment, finance, accounting, budgeting, payroll, auditing and any other administrative responsibilities necessary for implementation of the council's policies;
- (2) To appoint, and when in his/her discretion the welfare of the county requires it, suspend, discharge, transfer, remove or otherwise deal directly with all employees for whom council is responsible, excepting the county attorney, the internal auditor and the clerk of council, and any assistants thereto, who are appointed directly by the council or who are employed in the offices of elected officials and officials appointed by an authority outside county government as those terms are used in South Carolina Code, 1976, section 4-9-30(7);
- (3) To see that all ordinances, resolutions and orders of the council and all laws of the state which are subject to enforcement by him or by officers or department heads and subject, under this article, to his/her direction and supervision are faithfully executed;
- (4) To prepare and submit the annual budget and capital program to the council and to execute the budget and capital program adopted by the council, approving all disbursements and expenditures as budgeted and/or authorized by the council;
- (5) To confer with and advise all other elected or appointed officials of the county who are not under the immediate control of county council, but who receive financial support from the council, such as probate judges, magistrates, solicitor, sheriff, coroner, auditor, treasurer and the like;
- (6) To examine regularly at periods fixed by the council the accounts, records and operations of county boards, commissions, departments, offices, and agencies which receive appropriations from the council; to make regular, monthly reports to the council on county fiscal and other affairs as are appropriate; to keep the council fully advised on the financial conditions and future needs of the county; and to make such recommendations on county affairs as he deems necessary;
- (7) To submit to the council at the end of each fiscal year a complete report on the finances and administrative activities of the county for the preceding year; and
- (8) To execute such other powers and duties as may be prescribed from time to time by the council.

Sec. 2-80. Relationships with county employees.

Neither the council nor any of its members shall direct or request the appointment of any person to, or his/her removal from, office by the county administrator or by any of his/her subordinates, or in any manner take part in the appointment or removal of officers and employees in the administrative service of the county, except where, by majority vote of council, an inquiry as to the removal of an officer or employee is demanded. Except for the purpose of inquiry, the council and its members shall deal with the administrative service solely through the county administrator, and no member thereof shall give orders to any county employee or subordinate of the county administrator, either publicly or privately.

Sec. 2-81. Bond.

The county administrator shall be bonded to the county in an appropriate amount for the faithful performance of the duties as such officer.

Secs. 2-82- 2-87. Reserved.

DIVISION 3. OFFICE OF THE COUNTY ADMINISTRATOR; STAFF

Sec. 2-88. Assistant Deputy County Administrator.

There are hereby created ~~three (3) positions of assistant~~ a position of deputy county administrator. The ~~assistant deputy~~ county administrators shall be selected and appointed by the county administrator and shall serve at the pleasure of the county administrator with no definite term of office assigned.

Sec. 2-89. Qualifications; compensation.

The ~~assistant deputy~~ county administrators shall be appointed solely on the basis of merit, including executive and/or administrative qualifications with special emphasis on education, training, experience and knowledge of the duties of the office. Preference will be given to individuals with a graduate degree in the field(s) of public administration, business administration, or some other related discipline. The ~~assistant deputy~~ county administrators shall be paid an annual salary as ~~recommended~~ approved by the county administrator ~~and approved by county council~~.

Sec. 2-90. Responsibilities, powers and duties.

The duties and responsibilities of the ~~assistant deputy~~ county administrators shall be:

- (1) To serve as ~~assistant to the county administrator~~ chief of staff to the county administrator;

- (2) To supervise, plan and direct budget studies, research projects and manpower needs;
- (3) To assist in formulating administrative policies;
- (4) To represent and speak for the county administrator in meetings with boards, commissions, citizens groups and officials of various public agencies;
- (5) To collect, compile and interpret data on policies, functions, organization structures, forms and procedures relating to the administration of assigned programs;
- (6) To seek legal opinions and prepare recommendations supported by administration research findings;
- (7) To review departmental reports, proposed programs, supplemental appropriation requests, personnel requisitions, overtime reports, etc., and make or direct investigative reports and recommendations as required;
- (8) To prepare correspondence and reports;
- (9) To act for the county administrator in his/her absence;
- (10) To participate in formulating policies and in developing long range plans; ~~and~~
- (11) To perform related work as required and as assigned by the county administrator; ~~and~~
- (12) To serve as the acting county administrator in the absence of a county administrator, upon appointment of County Council by resolution, until a new county administrator is appointed; and
- (13) To supervise the Office of Budget and Grants Management on the preparation of the operating and capital budgets and day to day functions and other departments as assigned by the County Administrator.

Sec. 2-91. Staff and assistants.

The county administrator may employ such administrative staff and assistants for positions approved through annual budgetary appropriations by county council as are deemed necessary by the county administrator to the performance of his/her duties. They shall be subject to the county personnel system and their compensation determined accordingly, including but not limited to the following positions:-

- (1) Assistant County Administrators – In their respective assigned operational functions by the County Administrator, Assists the County Administrator in carrying out the directives and policies of the County Council, and enforces all directives, ordinances,

resolutions, regulations of the County Council, and the applicable provisions of Federal and South Carolina law to assure execution through delegated responsibility.

~~— Assistant to the County Administrator — Serves as the “day-to-day” administrative coordinator of the County Administrator’s Office and its divisions with respect to routine departmental budget, operational, and personnel matters subject to direction from the County Administrator, Deputy County Administrator, and/or the Assistant County Administrator(s).~~

~~(1) Executive Assistant — Provides high-quality executive level administrative and clerical assistance to the County Administrator.~~

DIVISION 4. OFFICE OF THE COUNTY ADMINISTRATOR; OFFICES

Sec. 2-92. Departmental Offices.

The office of the county administrator shall also include the following offices:

(1) *Risk Management* - The office of risk management is hereby created and the position of director of risk management, who shall be responsible to the county administrator to eliminate, minimize and transfer risk exposure as much as is feasible, and for losses that do occur, to finance and mitigate them in a manner that is in the best interest of the County, including authority to negotiate and settle workers’ compensation, general liability, and vehicle liability claims. Disposition of general liability and vehicle liability lawsuits shall be accomplished in collaboration with the county attorney. The office of risk management shall include the following divisions:

~~(a) Fleet Management — The office of risk management shall include the fleet management program. The program shall work to manage Richland County’s fleet, including managing and / or facilitating the procurement, selection, assignment, reassignment, transfer, maintenance, repair, replacement, and disposal of vehicles and motorized equipment.~~

~~a) (b) Occupational Safety — The office of risk management shall include the occupational safety program. The program shall work to keep Richland County employees safe at work and ensure OSHA compliance.~~

~~a) b) The cybersecurity program. The program shall work to keep Richland County’s Information Technology networks protected and safe from intrusions, detect and monitor incidents, assess vulnerabilities and put secured features in place, develop and maintain standard operating procedures, assess new technologies and any risks associated with them before~~

implementing them, implement and monitor security administration for network access, respond to incidents, develop and maintain a recovery plan, make the County's network resilient. Additional functions shall be assigned with future technological changes.

(2) *Public Information* - The office of public information is hereby created and the position of public information director, who shall be responsible to the county administrator to assist Council and County departments with media and public outreach efforts; manage Richland County's brand to residents, businesses and news outlets through various multi-media platforms and events.

(3) *Ombudsman* - The office of the ombudsman is hereby created and the position of ombudsman director, who shall be responsible to the county administrator to provide informal assistance to citizens and to assist citizens with county concerns and request for service, which includes the following responsibilities: citizen service requests; records management for citizens input, concerns, and questions; records management for ADA accommodation requests, grievances, and complaints; and performs trend analysis of the concerns and responses related to the organization.

(4) *Court Appointed Special Advocates* – The office of court appointed special advocates is hereby created and the position of court appointed special advocates director, who shall be responsible to the county administrator to advocate for the best interests of abused and neglected children in Richland County Family Court.

(5) *Government and Community Services* - The community and government services department is hereby created and the position of community and government services director, who shall be responsible to the county administrator to facilitate improved community outreach, administration of government services and resolution to community issues.

(a) Office of Small Business Opportunity - The Community and Government Services Department shall include the office of small business opportunity which shall manage and administer the SLBE (Small Local Business Enterprise) Program (see Section 2-639 et. seq.) and shall undertake other functions and duties as assigned by the county administrator or county council.

(6) Office of Budget and Grants Management – There is hereby created the Office ~~division~~ of Budget and Grants Management and the position of Budget and Grants Management Director, who shall be responsible to the county administrator through the ~~assistant~~ deputy county administrator to create and maintain the County's operating and capital ~~annual~~ budgets, conduct fiscal research and trends analysis, issue budget reports, and other duties as assigned.

DIVISION 5. COUNTY ATTORNEY

Sec. 2-93. Office established.

There is hereby established the office of the county attorney, who shall be the chief legal officer of the county. The county attorney shall be retained from the membership of the county bar by the county council and shall serve at its pleasure.

Sec. 2-94. Eligibility.

No member of the council or of the county legislative delegation, or any partner of any such member, shall be retained as county attorney or assistant county attorney, or perform any service for compensation as an attorney for the council, any county agency which is funded in whole or in part from county funds, or for any board, commission, committee, or agency of the county over which the council has any appointive powers. No member of any county board, commission, committee, or agency which is funded in whole or in part from county funds, or any board, commission, committee or agency of the county over which the council has any appointive powers, or any partner of any such member, shall be attorney or do any legal work for such board, commission, committee, or agency; provided, however, that, a partner of such member may serve as county attorney or as an assistant county attorney.

Sec. 2-95. Duties and responsibilities.

The county attorney shall represent and defend the county and all of its officers in any of the courts of this state or of the United States, shall do such work in connection with county real estate conveyancing, title work and bond issues, shall bring all actions and proceedings that may be necessary to enforce payment and collection of any claims existing in favor of the county or of any of its officers, boards, or agencies, and shall advise the county administrator and all county officers and department heads in all matters wherein they may seek advice or counsel. The county attorney shall meet with the council whenever requested for the purpose of advising them as to any matters that may properly come before them.

Sec. 2-96. Compensation.

The county attorney shall receive compensation for his/her services in the amount determined by the council. The annual salary of the county attorney shall constitute his /her total compensation from the county for all of the services enumerated above, except under unusual circumstances as directed by council.

Sec. 2-97. Annual appropriation.

The council shall establish in the annual operating budget the compensation of the county attorney. Such budget shall also provide for the compensation of any assistants employed pursuant to section 2-98 of this division.

Sec. 2-98. Assistants.

The county attorney may employ such staff and assistants for positions approved through budgetary appropriations by council as are deemed necessary to the performance of the duties of the office.

Sec. 2-99. Employment of attorney, other than county attorney, by council agencies.

No officer, board, commission, committee, or agency in the county appointed in whole or in part by the council may employ an attorney other than the county attorney, or agree to pay for services out of public funds without first obtaining the county attorney's approval of the employment of such attorney.

Sec. 2-100. Settlement of claims.

The county attorney shall have the authority to settle and approve payment of lawsuits, up to an amount approved by County Council in the annual budget, or in his/her discretion brings those matters to County Council for its decision and approval.

The county attorney shall have the sole discretion to decide whether to file an appeal or to waive the filing of same in instances up to an amount approved by County Council in the annual budget.

Sec. 2-101. Bond.

The county attorney shall be bonded to the county in an appropriate amount for the faithful performance of the duties as such officer.

DIVISION 6. CLERK ~~TO~~ COUNCIL

Sec. 2-102. Creation; appointment; term of office.

There is hereby created the office of clerk ~~of~~to council. The clerk ~~of~~to council shall be appointed by the council and shall serve at the pleasure of the council.

Sec. 2-103. Responsibilities; duties.

The clerk ~~of~~to council shall:

- (a) Record all proceedings of the council and supply copies of certified records as appropriate;
- (b) Distribute copies of the minutes of each meeting to council members prior to the next meeting;
- (c) Review reports and records for completeness and accuracy;

- (d) Prepare ordinances and resolutions for presentation to council and arrange for their publication as approved by council and as directed by the county attorney;
- (e) Attend regular meetings of the council and attend other meetings as requested;
- (f) Type reports and recommendations of all council committees or designee of the clerk;
- (g) Notify councilmen of all council meetings;
- (h) Maintain the council calendar;
- (i) Be custodian of the county seal, minute books and Code of Ordinances;
- (j) Maintain county files and any records which should be kept for quick accessibility;
- (k) Supervise a complete records management system for department;
- (l) Research materials and supply background information as required;
- (m) Take follow-up actions on the following matters (including initial follow-up and subsequent actions necessary to ensure carrying out of council actions):
 - (1) Easements;
 - (2) Contracts, leases and agreements;
 - (3) Bond issues;
 - (4) Damage claims which are submitted to county council for acceptance or rejection;
 - (5) Ordinances;
 - (6) Resolutions; and
 - (7) Appointments;
- (n) Prepare council agenda and advise news media of items to be considered; shall maintain a complete record of all matters pending council consideration;
- (o) Act for the county in attesting and certifying official documents;
- (p) Be responsible for the appointments book; insure appointments are made in timely fashion in accordance with established procedures;

- (q) Maintain a record of leases, contracts, agreements, rights-of-way, grants and bonds;
- (r) Insure that the overall objective of the council office is achieved in an efficient manner;
- (s) Prepare and monitor budget for operating expenses for the clerk ~~of~~to council office and the council services budget; and
- (t) File documents, as required, with the clerk of court.

Sec. 2-104. Compensation; employee status.

The council shall approve in the annual budget the compensation of the clerk ~~of~~to council. Such budget shall also provide for assistants to the clerk if employed pursuant to the following section. The clerk and any full-time assistants shall be employees of the county and eligible for all insurance, retirement and other benefits of county employees.

Sec. 2-105. Assistants.

The council may appoint such assistant or assistants to the clerk ~~of~~to council as may be deemed necessary, who shall perform varied secretarial and stenographic tasks for the council and who shall exercise the duties of the clerk ~~of~~to council in the event of the clerk's absence or disability.

SECTION II. The Richland County Code of Ordinances, Chapter 2, Administration; Article IV, Code of Ethics; is hereby renumbered beginning with section number 2-106 and proceeding accordingly.

SECTION III. The Richland County Code of Ordinances, Chapter 2, Administration; Article V, County Departments; is hereby amended by the deletion of the language contained therein and the substitution of the following language:

DIVISION 1. ANIMAL SERVICES

Sec. 2-122. Creation; director.

There is hereby created the animal services department, and the position of animal services director who shall be responsible to the county administrator to direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-123. Qualifications of director; selection; compensation.

The director of animal services shall possess the education, training, and experiences that are commensurate with the industry standards for this position.

Sec. 2-124. Responsibilities; powers; duties.

The director of animal services shall supervise the divisions of animal care and vector control.

Sec. 2-125. Departmental Divisions.

The animal services department shall include the following divisions:

(1) *Animal care* – The division shall enforce all the provisions of Chapter 5 of the Richland County Code of Ordinances as it pertains to animal control and/or care and the manager of the division shall serve as the chief animal control officer.

(2) *Vector Control* – The division of vector control shall be charged with the following duties:

- (a) Management of the mosquito control program, including abatement in accordance with the policies of the program.
- (b) Provide technical advice, education and assistance about vectors to the county's citizens.
- (c) Conduct vector-borne disease surveillance and response.
- (d) Enforce county ordinances related to vector control.
- (e) Commensal rat abatement in accordance with division policies.
- (g) Respond to inquiries, investigate complaints, conduct evaluations to help reduce or eliminate public hazards and nuisance conditions associated with vectors and disease transmission.
- (h) Other programs or functions assigned to the department by the county administrator or county council.

DIVISION 2. COMMUNITY PLANNING AND DEVELOPMENT

Sec 2-126. Creation; director.

There is hereby created the community planning and development department, and the position of community planning and development director who shall be responsible to the county administrator to direct and coordinate the operations and activities of the department. The director

shall be appointed by the county administrator and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-127. Qualifications of director; selection; compensation.

The director of community planning and development shall possess the education, training, and experiences that are commensurate with the industry standards for this position. -

Sec. 2-128. Responsibilities; powers; duties.

The director of community planning and development shall supervise the divisions of zoning and development services, planning services, building inspections, community development, new development engineering, conservation, business service center, assessor, ~~and~~ register of deeds, and geographic information systems (GIS).

Sec. 2-129. Departmental Divisions.

The community planning and development department shall include the following divisions and related managers who shall be responsible to the community planning and development director to manage and coordinate the operations and activities of the divisions:

(1) ~~_____~~ (1) ~~_____~~ Zoning Planning and Development Services ~~Planning~~ – The division of ~~planning~~ zoning planning and development services is hereby created and the position of zoning planning and development services division manager ~~/zoning administrator~~ planning manager, who shall be responsible to the community planning and development director to direct and coordinate the operations and activities of the division. ~~The zoning planning and development services division manager/zoning administrator~~ planning manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. ~~shall be a graduate of an accredited college or university, preferably with a degree in planning, engineering, architecture or related field; and shall have had at least five (5) years of responsible, practical experience in urban planning and/or in a municipal or county regulatory agency.~~ The planning zoning planning and development services division shall undertake the following:

- a. The permitting and enforcement provisions of the county’s zoning and land development regulations.
- b. The management of the county’s Neighborhood Improvement Program, update and implement the county’s comprehensive Plan, oversee the county’s sustainability program and perform long-range planning activities for the county.
- c. The administration of grants from the U.S. Department of Housing and Urban Development to improve primarily low-income neighborhoods with affordable, safe and decent housing and other quality of life environments.

d. The permitting and enforcement provisions of the county's building code regulations.

~~(23) *Building Inspections* – The division of building inspections is hereby created, and the position of building codes and inspections division manager who shall be responsible to the community planning and development director to direct and coordinate the operations and activities of the division. The building codes and inspections manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. shall be a graduate of an accredited college or university, preferably with a degree in engineering, architecture, construction or related field; and shall have had at least five (5) years of responsible, practical experience in construction, inspections, administration and/or in a municipal or county regulatory agency. The manager shall hold South Carolina registration as a Certified Building Official. The building division shall be responsible for the permitting and enforcement provisions of the county's building code regulations.~~

~~(34) *New Development Engineering* – The division of new development engineering is hereby created, and the position of new development engineering division manager. The new development engineering division manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. ~~The new development division shall be responsible to the to the community planning and development director to direct and coordinate the operations and activities of the division~~~~

~~(45) *Community Development* – The division of community development is hereby created, and the position of community development division manager. The community development division manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. The division shall administer grants from the U.S. Department of Housing and Urban Development to improve primarily low income neighborhoods with affordable, safe and decent housing and other quality of life environments. The division shall administer grants from the U.S. Department of Housing and Urban Development to improve low income neighborhoods. The community development manager shall be responsible to the community planning and development director to direct and coordinate the operations of the division.~~

~~(562) *Conservation* – The division of conservation is hereby created, and the position of conservation division manager, ~~who shall be responsible to the community planning and development director to direct and coordinate the operations and activities of the division.~~ The conservation manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. shall be a graduate of an accredited college or university, with a master's degree in environmental or agricultural science or engineering, hydrology, water resources management or closely related field; and shall have had at least five (5) years of responsible, practical experience in the above fields. The conservation manager shall direct manage and supervise all functions of the division and implement the responsibilities of the Richland ~~County Conservation~~ Soil and Water Conservation District and Richland County Conservation Commission. The manager shall consult with and advise the community planning and development director regarding the conservation and protection of the county's natural, cultural and historical resources. The division shall also interact with federal and State agencies,~~

other counties and municipalities, institutions of higher education, and not for profit conservation and environmental organizations to support the responsibilities of the division, District and Commission.

~~(673)~~ *Business Service Center* – The business service center division is hereby created, and the position ~~of manager of the~~ business service center division manager. The ~~manager of the~~ business service center division manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. ~~The business service center division manager~~ and every employee therein shall give to the county a surety bond in an appropriate amount for the faithful performance of his/her duties as such officers; such bond shall be filed in the office of the clerk of court. ~~The~~ ~~manager of the~~ business service center division manner shall be responsible ~~to the community planning and development director~~ for the performance of the duties and responsibilities of the department, which shall be to:

(a) Issue and enforce licenses and permits for businesses needing these licenses and permits by county ordinance to operate lawfully, including, but not limited to (unless otherwise preempted and/or prohibited by federal or state law): business licenses, peddler’s licenses, temporary business permits, and solicitation permits.

- ~~1. Business licenses,~~
- ~~2. Fireworks licenses, and/or~~
- ~~3. Hazardous Materials permits.~~

(b) Collect and enforce the payments ~~, via the Internet and/or other convenient methods,~~ for the aforementioned licenses and permits in subsection (1) above, as well as the Clearance Review fee for other business fees and taxes (not otherwise preempted and/or prohibited by federal or state law), including, but not limited to:

- ~~1. Hospitality Taxes,~~
- ~~2. Sewer Fees,~~
- ~~3. Sewer Tap fees,~~
- ~~4. Water Fees,~~
- ~~5. Landfill Fees, and/or~~
- ~~6. Solid Waste Fees.~~

(c) Collect and enforce the requirements and collections of the County’s Local Accommodation Tax and Tourism Development Fee.

(d) Enforce the requirements and collections of the County’s Hospitality Taxes and Business Personal Property Taxes.

(e) Make business forms and information available in many diverse and convenient ways to assist businesses operate as required by applicable county ordinances.

(f) Inspect and audit businesses for compliance with applicable county

ordinances regarding these licenses, permits, fees, and taxes.

(eg) Serve as a liaison to the business community on behalf of Richland County on issues relating to issuances and collections of the Business Service Center.

~~(f) — Serve as the single point of contact for businesses required to comply with applicable county ordinances.~~

(gh) Serve as the catalyst for ~~integrating~~ coordinating Business Service Center services with other county departments, State agencies, and other groups or organizations.

(i) Enforce the requirements of the County's Smoking Ban.

(784) *Register of Deeds* – The register of deeds division is hereby created, pursuant to state law, along with the position of register of deeds division manager. ~~Such office is~~ is to be located in the county courthouse at the discretion of the clerk of court. The register of deeds division manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. ~~The register of deeds (manager of the division) shall give to the county a surety bond in the value of twenty five thousand dollars (\$25,000.00) for the faithful performance of his/her duties, such bond to be lodged in the office of the state treasurer.~~ The register of deeds division manager shall be responsible ~~and under the direct supervision of the community planning and development director,~~ for the performance of the duties of this office which include, but are not limited to:

(a) Directing the division of mesne conveyances and supervising its staff and activities;

(b) Indexing and recording all deeds, conditions, restrictions, contracts, agreements, descriptions of real estate from the probate judge's office, cemetery plots, easements, leases, mortgages on chattel and real property, satisfactions, assignments, releases, modifications, mechanics' liens, state, federal and employment security commission tax liens, plats and financial statements under the Uniform Commercial Code; provided, however, that no deed shall be accepted for recordation unless it bears the tax map number of the property being conveyed;

(c) Maintaining books for recording business establishments, corporate charters, U.S. military and naval forces discharges;

(d) Maintaining a notary public register;

(e) Maintaining an index of cross-index books for all instruments of record logged in the office;

(f) Collecting necessary fees for the recording of records as set by law;

- (g) Answering requests and giving assistance to those seeking information from the records of the office;
- (h) Preparing a division budget; and
- (i) Rebinding books and records.

(895) Assessor – The assessor division is hereby created, pursuant to state law, along with the position of assessor (division manager). The assessor shall possess the education, training, and experiences that are commensurate with the industry standards for this position.- The powers, duties, and responsibilities of the tax assessor shall be those set forth by state law, but generally will plan, organize and manage the appraisal, assessment and reassessment of property in the County.

(6) GIS - The division of geographic information system (GIS), as well as the manager of GIS, is hereby established to furnish various county departments with tools to measure, model, and map data regarding geographically related phenomena. While data, in and of itself, cannot assist in making decisions or policy, the information created from such data is a valuable tool in executing county business. As a work product, the data will be used to produce thematic information that can be combined to assist county personnel in the decision-making process.

GIS data will be continuously updated and improved as technology and county capabilities improve. The county council understands that to sustain the county’s utility and effectiveness, data must be maintained. The county council also recognizes that the nature of accurate local data and the potential of GIS are reflected in the value of spatial data to entities other than Richland County. Thus, to provide for costly maintenance of the GIS and to lessen the burden of annual budget requests, system data elements will be available for purchase pursuant to an established fee schedule. Such fee schedule may be modified as described in subparagraph (d)(3) below from time to time by council.

- (a) For the purposes of this section, and unless the context specifically indicates otherwise, the following general terms shall have the meanings designated below:

Applicant. Any person who submits a request for GIS products or services.

Customer. Any applicant who executes a contract for GIS products or services, or purchases copies of standard system products, custom hard copy system products, digital data, technical assistance, or other products or services.

Data. Recorded quantitative and qualitative observational measurements and facts.

Data steward. The person, or his/her designee, responsible for the maintenance and security of GIS data elements within a particular county department.

Geographic Information System (GIS) is an organized collection of computer hardware, software, geographic data, and personnel designed to efficiently capture, store, update, use, analyze, and display all forms of geographically referenced material.

Information. The result(s) obtained from processing, classifying, or interpolating data.

Open records. Standard system products as defined herein and non-digital source documents.

Standard system products. Paper products generated from GIS databases for internal use and for the purpose of meeting requests submitted under current state law concerning open records.

Subscriber. Customer who purchases GIS service or products on a regular, frequent, and on-going basis.

(b) Data and information distribution.

1. Information derived from the county GIS and presented in a geographic context may be made available to the public via the Internet. Furthermore, standard system products will be made available on digital media or, if requested, in hard copy pursuant to S.C. Code 1976, § 30-4-30, as amended.
2. All GIS-related data requests must be approved by both the data steward of the department in possession of such data and the GIS division of the information technology department. Once approved, the GIS division is responsible for filling the request. All GIS data customers must enter into a non-transferable data license agreement with the county. Each license agreement shall identify limitations in the use of county GIS data and shall indemnify and hold harmless Richland County, its elected officials, officers, agents, and employees from loss, damage, or other liability arising from the use of the data.
3. A fee shall be collected from customers for copies of GIS data. An initial fee schedule of individual data elements will be reviewed by county council. The fee schedule will include a description of each thematic data element to be sold, distribution format, file format, and unit pricing information. The county administrator, as necessary, may update the fee schedule. Regardless of changes in data product fees, a county GIS data fee schedule will be submitted annually to the county council as an informational update. For good

cause, the county administrator may waive or reduce fees for GIS data when such actions result in serving the best interest of the county.

4. Customers requesting data on a regular basis may request to receive data at a subscription rate, but must enter into a non-transferable data license agreement with the county.

5. All GIS-related information constituting a public record, as defined by S.C. Code 1976, § 30-4-20, as amended, may be provided at no charge via Internet access or at a minimal charge if such information is in digital or hard copy format. The minimal fees for digital or hard copy public record information shall be included in the approved fee schedule.

~~The tax assessor division, and the position of tax assessor, who shall be responsible to the community planning and development director to direct and coordinate the operations and activities of the division. The tax assessor shall be a person with education, training, skills, and/or experience that is satisfactory to the county administrator. The powers, duties, and responsibilities of the tax assessor shall be those set forth by state law.~~

DIVISION 3. DETENTION CENTER

Sec 2-130. Creation; director.

There is hereby created the detention center department, and the position of detention center director who shall be responsible to the county administrator to direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator and his/her term of office shall be at the pleasure of the county administrator. The manager shall have the following duties and responsibilities:

- (1) Operate and manage the county detention center, and any prison camps or other detention facilities that may be established;
- (2) Provide for the proper care and custody of all prisoners assigned to county detention facilities;
- (3) Be responsible for the effective and efficient operation of the detention center and any related buildings and grounds;
- (4) Control all employees under his/her direction and be responsible for all equipment and supplies needed to operate the detention center.

Sec. 2-131. Departmental Divisions.

The detention center department shall include the following divisions:

(1) *Security* – The division of security is hereby created and the position of security manager, who shall be responsible to the detention center director to ensure the detention remains secure.

(2) *Operations* – The division of operations is hereby created and the position of operations manager, who shall be responsible to the detention center director to facilitate and execute the operation of the detention center.

(3) *Programs* – The division of programs is hereby created and the position of programs manager, who shall be responsible to the detention center director to successfully implement the programmatic initiatives of the detention center.

(4) *Support* – The division of support is hereby created and the position of support manager, who shall be responsible to the detention center director to support the detention center director and contribute to the effective functioning of the detention center.

DIVISION 4. ECONOMIC DEVELOPMENT OFFICE

Sec. 2-132. Creation; director.

There is hereby created the economic development office and the position of director of the economic development office.

Sec. 2-133. Qualifications of director; selection; compensation.

The director of the economic development office shall possess the education, training, and experiences that are commensurate with the industry standards for this position.

Sec. 2-134. Responsibilities; powers; duties.

The director shall work to assist new companies considering locating in Richland County and existing companies considering expanding their operations. The office shall have the following duties and responsibilities:

- (1) Maintain demographic and economic data on Richland County;
- (2) Conduct building and site tours for prospective companies;
- (3) Facilitate meetings with existing industry to discuss human resources and labor force issues;
- (4) Conduct community tours for prospective companies;
- (5) Negotiate incentive proposals on behalf of the County.

DIVISION 5. EMERGENCY SERVICES

Sec. 2-135. Creation; director.

There is hereby created the emergency services department and the position of director of emergency services, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator, and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-136. Qualifications of director; selection.

The director of emergency services shall possess the education, training, and experiences that are commensurate with the industry standards for this position

Sec. 2-137. Responsibilities; powers; duties.

The director of the department of emergency services or “chief” of emergency services shall be the county fire ~~marshall~~-marshal. The director of the department of emergency services shall enforce all provisions of this Code of Ordinances pertaining to the operation of emergency services within the county.

Sec. 2-138. Departmental Divisions.

The emergency services department shall include the following divisions:

(1) *Emergency Medical Services* - The emergency medical services division shall provide county-wide 911 emergency medical services designed to respond to medical emergencies and to provide initial medical response and/or treatment as a means of stabilizing accident and/or trauma victims for transportation to medical facilities for primary, secondary and/or tertiary care or treatment as may be required.

- (a) Fees for ambulance services to the general public within the boundaries of the county and outside of the boundaries of the county shall be determined from time to time by council.
- (b) Fees for ambulance services will be limited to the maximum allowed under the health care insurance plan for each county employee. These fee schedules are subject to amendment, repeal, or deletion by the county council from time to time.
- (c) The county council hereby grants permission for the operation of private convalescent transport units within the county.

Private convalescent transport units are any vehicle making nonemergency calls within the county and to destinations within the county as scheduled to a

physician's office or hospital for treatment, routine physical examinations, x-rays, or laboratory tests which is used for transporting within the county, patients upon discharge from a hospital or nursing home to a hospital, nursing home or residence, or a vehicle making any other calls dispatched within the county as nonemergency. Such vehicles are described in S.C. Code 1976, § 44 61 10 et seq. (as amended).

(d) The department of emergency services is hereby authorized to promulgate and enforce rules and regulations governing and controlling such private convalescent transport units and the nonemergency ambulances as deemed by the department to be necessary pursuant to federal, state and applicable regulating agency requirements.

Further, all nonemergency private ambulances that originate calls within the county shall be required to comply with the provisions of this Code of Ordinances, including the business license ordinance [chapter 16], and reporting requirements promulgated by the division.

(2) *Fire* - The fire division shall be responsible for providing countywide fire,-services, but not be limited to the following:

- (a) Coordination and supervision of the development and operation of a county fire service system in the unincorporated areas and participating municipalities; to include coordination, supervision, and monitoring or any of the fire duties which may be contracted out to third parties pursuant to contract or intergovernmental agreements;
- (b) Emergency communications;
- (c) Determine the Cause and Origin of fires;
- (d) The provision of assistance to the various units of the fire service in resolving technical problems;
- (e) Coordination of the management of all county fire service units;
- (f) Enforcement of county ordinance and the county fire prevention code;
- (g) Coordination of the emergency services department special response and rescue capabilities

(3) *Emergency Management Division* - The emergency management division shall be responsible for ensuring the complete and efficient utilization of all the county facilities to combat disaster from enemy attack, manmade or natural disaster; for directing the day-to-day operations of the office and coordinating the activities of county and city governments during a period of disaster. The department shall be empowered and required to coordinate with and render assistance

to county and city officials in the development of plans for the use of all facilities, equipment, manpower and other resources of the county and the municipalities existing within the county for the purpose of minimizing or preventing damage to persons or property in disaster situations. The department shall further direct the efforts of the county emergency management division in the implementation of the provisions of this subsection.

The emergency management division shall be the coordinating agency for all activity in connection with integrated emergency management; and it shall be the instrument through which the county government shall exercise its authority under the laws of this state during an attack against this county, its political subdivisions, or any part of the state, or during manmade or natural disasters. This subdivision will not relieve the county or any city department existing within the county of the normal responsibilities and/or authority given to it by general laws or local resolution or ordinance, nor will it limit the work of the American Red Cross or other volunteer agencies organized for relief in natural disaster.

As used in this subsection:

Attack shall mean a direct assault against the county, its political subdivisions, or any part of the state, by forces of a hostile nation, including assault by nuclear, chemical or biological warfare, espionage or sabotage.

County shall mean Richland County, including all municipalities and political subdivisions.

Emergency management shall have a broad meaning and shall include preparations against and relief from the effects of attack on the county, or any part of the state, by the forces of any enemy nation; and it shall also include such activity in connection with manmade or natural disaster as defined herein. It shall not include any activity that is the responsibility of the military forces of the United States.

Emergency management organization shall mean all county and municipal officials and employees of the county and municipalities, together with those volunteer forces enrolled to aid them during a disaster, and persons who may, by agreement or operation of law, be charged with duties incident to the protection of life and property in the county, city and towns during times of disaster.

Manmade disaster shall mean such disasters as those caused by hazardous material or radiation accidents or incidents and terrorist activities.

Natural disaster shall mean any condition seriously threatening public health, welfare, or security as a result of a severe fire, explosion, flood, tornado, hurricane, earthquake, or similar natural or accidental cause which is beyond the control of public or private agencies ordinarily responsible for the relief of such conditions.

Volunteer shall mean contributing service, equipment or facilities to the emergency preparedness organization without remuneration or without formal agreement or contract of hire.

While engaged in such services, volunteer personnel shall have the same immunities as persons and employees of the county performing similar duties.

- (a) The emergency management division shall maintain liaison with the state and federal authorities, and the authorities of other nearby political subdivisions, so as to ensure the most effective operation of the emergency plan. The duties shall include, but shall not be limited to, the following:
 1. Development and publication of emergency plans in conformity with state emergency plans for the immediate use of all of the facilities, equipment, manpower and other resources of the county for the purpose of minimizing or preventing damage to persons or property, and protecting and restoring to usefulness governmental services and public utilities necessary for the public health, safety, and welfare.
 2. Control and necessary recordkeeping for funds and property which may be made available from the federal, state, county and municipal governments.
 3. Submission of annual budget requirement to the state, federal and county governments.
 4. Signing such documents as are necessary in the administration of the county emergency preparedness program, to include project applications and billing for purchases under project applications.
 5. Coordination of the recruitment and training of the volunteer personnel and agencies to augment the personnel and facilities of the county emergency preparedness purposes.
 6. Through public information programs, education of the civil population as to the actions necessary and required for the protection of their persons and property in case of enemy attack or natural disaster.
 7. Conducting simulated disaster exercise and public practice alerts to ensure efficient operations of the emergency plans and to familiarize residents of the county and municipalities with civil defense regulations, procedures and operations.
 8. Coordination of the activity of all other public and private agencies engaged in any emergency preparedness programs.
 9. Negotiation with owners or persons in control of building or other property for the use of such buildings or property for emergency

management purposes, and designating suitable buildings as public fallout shelters.

10. Development of a community shelter plan.
 11. Assumption of such authority and conducting such activity as may be necessary to promote and execute the emergency operations plan.
- (b) The chairman of the county council shall be responsible for meeting the problems and dangers to the county and its municipalities and their residents resulting from disasters of any origin and may issue proclamation and regulations concerning disaster relief and related matters which during an emergency situation shall have the full force and effect of law.
 - (c) In accordance with annex K of the emergency plan, emergency shelters may be opened during an emergency and may be housed at schools, churches and other locations. The type and location of an emergency will determine which shelters will be opened. After shelters are opened, the public will be notified and given instructions through the public information officer.
 - (d) Notwithstanding any other provision of the law, authority in an emergency in the county shall be determined by the current County Code of Ordinance and the County Emergency Plan.
 - (e) A state of disaster may be declared by the chairman of the county council with the knowledge of officials of the affected municipalities if he determines that a disaster has occurred, or that the threat thereof is imminent, and extraordinary emergency measures are deemed necessary to cope with the existing or anticipated situation. Once declared, that state of emergency shall continue until terminated by the chairman of county council. All proclamations of a disaster issued pursuant to this section shall indicate the nature of the disaster, the area or areas affected, the conditions which required the proclamation of the disaster, and the conditions under which it will be terminated. In addition to any other powers conferred by law, the county and municipal governments may, under the provisions of this subsection:
 1. Suspend existing laws and regulations prescribing the procedures for conduct of county or municipal business if strict compliance with the provisions of any statutes, order, rule or regulation would in any way prevent, hinder or delay necessary action in coping with the emergency.
 2. Utilize all available resources of county and municipal government as reasonably necessary to cope with a disaster emergency.

3. Transfer the direction, personnel or functions of county and municipal departments and agencies or units thereof for purposes of facilitating or performing emergency services as necessary or desirable.
4. Compel performance by government officials and employees of the duties and functions assigned in the county emergency plan.
5. Contract, requisition and compensate for goods and services from private sources.
6. Direct evacuations of all or part of the population from any stricken or threatened area within the county or municipality if such action is deemed necessary for preservation of life or other disaster mitigation, response or recovery.
7. Prescribe routes, modes of transportation and destinations in connection with evacuations.
8. Control ingress and egress to and from a disaster area, the movement of persons within the area and the occupancy of premises therein.
9. Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives and combustibles.
10. Make provisions for the availability and use of temporary housing.
11. Suspend or limit nonemergency activities and prohibit public assemblies.
12. Implement curfews during declared disaster events.

(f) All employees of departments, commissions, boards, institutions and other agencies of the county and municipalities who are designated as civil emergency forces shall cooperate with the emergency management division in the formulation of the county emergency plan shall comply with the requests of emergency management personnel when such requests are issued pursuant to the provisions of this subsection. County and city personnel shall include in such plans the restoration of governmental services and public utilities necessary for the health, safety and welfare of the general public.

- (g) All such civil emergency forces shall notify the director of emergency services of conditions in the county or municipalities resulting from enemy attack or natural disaster, and they shall inform the director of any conditions threatening to reach the proportions of a natural disaster as defined herein.
- (h) County and municipal employees assigned to duty as part of the civil emergency forces pursuant to the provisions of this subsection shall retain all the rights, privileges and immunities of their employment and shall receive the compensation incident to that employment.
- (i) The director of emergency services may at any time make the appointment of volunteer citizens to augment personnel in the time of emergency. Such volunteer citizens may be enrolled as civil emergency volunteers in cooperation with the heads of the county or municipal department affected, and they shall be subject to the rules and regulations set forth by their department for such volunteers.
- (j) The director may appoint volunteer citizens or from the personnel of a civil emergency service for which the county or municipalities have no counterpart. He may also appoint volunteer citizens as public shelter managers, who, when directed by the director, shall open public shelters and take charge of all stocks of food, water and other supplies and equipment stored in the shelter; admit the public according to the community shelter plan; and take whatever control measures are necessary for the protection and safety of the occupants.
- (k) The director of emergency services may appoint and permit volunteers to operate privately owned vehicles to respond to disasters and emergencies using lights and sirens after first meeting the established rules and criteria promulgated by the emergency services department for volunteer privately owned vehicle response.
- l. The emergency services department public information officer shall serve as public information officer for the emergency management division.
- m. This subsection is an exercise by the county and city of their governmental authority for the protection of the public peace, health and safety; and county or municipal agents and representatives, or any individual, receiver firm, partnership, corporation, association, or trustee, or any of the agents thereof in good faith carrying out, complying with, or attempting to comply with any order, rule or regulation promulgated pursuant to the provisions of this subsection shall not be liable for any damage sustained by persons or property as a result of such activity.
- n. Any person owning or controlling real estate or other premises who

voluntarily and without compensation grants the county the right to inspect, designate and use the whole or any part or parts of such real estate or premises for the purpose of sheltering persons during an authorized civil emergency practice exercise shall not be civilly liable for the death of or injury to any person on or about such real estate or premises under such license, privilege or other permission, or for loss of or damage to the property of such person.

- o. It shall be unlawful for any persons to violate any of the provisions of this subsection or the regulations issued pursuant to the authority contained herein or willfully to obstruct, hinder or delay any member of the civil emergency organization in the enforcement of the provisions of this subsection or any regulation issued thereunder. Any violation of this subsection shall be considered as a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500.00) or confinement of not more than thirty (30) days.

(4) *Hazardous Materials Division* - The hazardous materials division shall include, but not be limited to the location, identification, monitoring and/or control of all hazardous/toxic waste(s) existing in or transported through the county. Such control shall include the permitting and enforcement of all relevant codes and the coordination of effort with other county and public agencies assigned public safety responsibilities in the field of hazardous/ toxic wastes.

(5) *Emergency 911 Communications*

- (a) Funding for emergency 911 telephone system

It is the desire of Richland County Council to shorten the time and to simplify the methods required for a resident of Richland County to request and to receive emergency aid. It is the further intent of the County Council to provide funding by which to allow operation, maintenance and enhancements of E911 by levying a monthly charge of fifty (50) cents upon each local exchange access facility subscribed by telephone subscribers whose local exchange access lines are in the area served by or which would be served by the E911 service and/or system of Richland County. Wireless E911 fees will be levied as outlined in South Carolina Code of Laws Section 23-47-50.

- (b) E911 Service fee, billing and collection.

- (1) The E911 Service Fee shall include charges as may be required by the Service Suppliers and agreed upon by Richland County and such charges for support, planning, operation and current or future enhancements that are required by Richland County and outlined in South Carolina Code Sections 23-47-10 through 80.

- (2) A monthly charge shall be levied upon each local exchange access facility subscribed to by telephone subscribers whose local exchange access lines are in the area served by or which would be served by the 911 service and/or system of the jurisdiction of the county as provided for in this section, in amounts permitted by the State of South Carolina, provided that the amount of such levy shall be set forth precisely in each annual, or supplemental budget ordinance as appropriate, together with a provision providing that such charges were tax enforceable under South Carolina Code 23-47-50(B). Said E911 Service Fee rate shall include funding for only such expenses and costs as are authorized under provisions of South Carolina Code Section 23-47-40(A)(B), and (D) as amended from time to time, as may be approved by the Richland County Council attendant to the normal adoption of the County's Ordinary and Capital Budgets. Said budget shall clearly delineate the estimated E911 Service Fee revenue and the associated expense, and sources of revenue and authorized expenses from sources other than the E911 Service Fee, by budget account and line item.
 - (3) The E911 Service Fee shall be uniform and not vary according to the type of local Exchange access.
 - (4) Coin operated telephones are toll free 911 calls, but certain locations, such as detention centers or institutions may be denied access to 911 at the discretion of the emergency services director. Other coin operated telephones where it can be clearly justified as not being in the public interest to continue or have access to 911 may also be denied such access.
 - (5) Service Suppliers shall remit to Richland County E911 Service Fee Collections within 45 calendar days following the end of the month of collections of such funds and, upon receipt of a monthly bill from the Service Supplier, Richland County will remit payment.
 - (6) An audit and budget reconciliation shall be conducted annually. The audit shall comply with the requirements of the South Carolina Code Section 23-47-50(E).
- (c) Accounting and management.
- (1) As provided in South Carolina Code Section 23-47-50(C), Richland County is responsible for the collection of delinquent accounts having access to the E911 system. The emergency services director and finance director shall cause procedures to be established with the Service Supplier and shall forward such information to the appropriate authority for collection procedures.

- (2) The emergency services director is responsible within Richland County for the administration of this section and South Carolina Code Sections 23-47-10 through 80.
- (d) Addressing and road name. All road naming activity shall be coordinated with the public works department, the planning division of the Community Planning and Development Department and if applicable the City of Columbia. Public safety is of the highest priority and road names contribute significantly to the efficiency of the emergency response system.
- (e) It shall be a violation for any person to misuse or abuse the 911 system or to make a false 911 call. Any person in violation of this section shall be subject to the penalties set forth in (f).
- (e) (f) Penalties. Any person who shall violate any provision of this section, including the provisions of South Carolina Code Title 23, Chapter 47, shall be guilty of a misdemeanor and, upon conviction of such offense, shall be fined not more than five hundred dollars (\$500.00) or imprisoned for not more than thirty (30) days, and in addition, shall pay all costs and expenses involved in the case. Each and every day or portion thereof during which any violation continues shall be considered a separate offense.

DIVISION 6. FINANCE

Sec. 2-139. Creation; director.

There is hereby created the finance department and the position of director of finance, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The department shall be responsible for all facets of finance administration including budget preparation and budgetary control, accounting, financial reporting, and other related financial/fiscal activities. It shall be responsible also for insurance; payroll and leave administration; and, in cooperation with the department of human resources, shall be responsible for development and implementation of a personnel data and information management system; and such other responsibilities as may be assigned by the county administrator. ~~The director of finance shall give to the county a surety bond in the value of thirty thousand dollars (\$30,000.00) for the faithful performance of his/her duties as such officer, such bond to be filed in the office of the clerk of court.~~

Sec. 2-140. Qualifications of director; selection.

The director of finance shall possess the education, training and experiences that are commensurate with the industry standards for this position.

Sec. 2-141. Responsibilities; powers; duties.

The director of finance shall be the chief administrative finance officer of the county, responsible to the county administrator for the performance of his/her duties and responsibilities which shall be to:

- (1) Direct the finance department and supervise its staff and activities;
- (2) Approve all warrants issued by officers of the county and draw drafts in payment thereof;
- (3) Maintain current accounts of all county budget expenditures and make periodic reports thereon as required by the county administrator;
- (4) Maintain a current inventory of all county property, real and personal; and collect and account for all income from rental or sale of same;
- (5) Receive all requests from county offices and agencies in excess of budget allowances, and prepare recommendations for the county administrator to submit to the council for consideration thereof;
- (6) Obtain and supervise contracting and payments for all insurance on county property, including liability and related insurance;
- (7) Cooperate with the county council, treasurer, attorney and other officers concerned in the preparation and sale of all county bond issues and other long-term financial transactions;
- (8) Cooperate with the county auditor, treasurer and other county officers in securing annual and special audits of all county accounts as required by law or directed by council; and
- (9) Serve as the trust officer of the county and be granted authority to sign necessary documents and create accounts for the proper maintenance of such funds, provided that such procedures shall be approved by the county administrator.

Sec. 2-142. Departmental Divisions.

The finance department shall include the following divisions:

(1) *Accounting* – There is hereby created the division of accounting and the position of accounting manager, who shall be responsible to the finance director to prepare annual financial statements and other financial reports as required or requested by federal and state agencies, County Council, Administration, or financial markets.

~~(2) *Budget* – There is hereby created the division of budget and the position of budget manager, who shall be responsible to the finance director to create and~~

~~maintain the County's Annual Budget.~~

(32) *Procurement* - There is hereby created the division of procurement and the position of procurement manager. The procurement manager shall be a person with education, training and/or experience in purchasing, contract administration, and inventory. The division of procurement shall be responsible for the following:

- (a) Purchasing all supplies, materials, equipment, and contractual services required by county agencies and performing the purchasing-related functions required of the director of procurement herein;
- (b) Negotiating contracts for professional services and submitting them for approval and award as provided herein;
- (c) Using standard specifications wherever they are applicable to purchase orders and contracts and ensuring compliance with such specifications through adequate inspection of deliveries;
- (d) Transferring between agencies, supplies, materials and equipment which are no longer needed by a holding agency but which can be used by the receiving agency;
- (e) Exchanging, trading in or selling those supplies, materials and equipment which are surplus, obsolete or unused and which are found by the county administrator not to be required for public use;
- (f) Developing, with the approval of the county attorney as to legal sufficiency, standard forms and conditions for invitations to bid, requests for proposals, purchase orders, and contracts; developing and prescribing the use by agencies of other forms required in carrying out the provisions of this article; and amending or eliminating any such forms;
- (g) Upon request of the council, and subject to its approval of each transaction, performing all delegable functions in connection with acquisition and disposal of real property;
- (h) Acting as the procurement, purchasing and contracting agent for all officers, offices and agencies of the county, subject to regulations promulgated by the council and approval authority of the director of finance;
- (i) Establishing and maintaining a central purchasing warehousing and supply system for all county offices and agencies, providing for requisition of materials and supplies by county offices and agencies authorized by the council;

(j) Placing, with a newspaper to be determined pursuant to the requirements of Chapter 2, Article X, "Purchasing," of this Code, all requests for advertising by a county agency or department. Any agency or department requiring advertisement shall prepare the advertisement and present same to the division of procurement for the purposes of processing it for publication. The division of procurement shall have the responsibility of determining the most practical and least costly medium of advertising. In connection with this subsection, the office of procurement shall provide each county agency and department a schedule of processing time allowance so that the requesting agency or department will be assured of the actual date of publication of the advertisement. However, any advertising which is not paid for with county funds, or for which the county is reimbursed by a private individual or company, may be exempt from the provisions of this subsection;

(k) Other duties as directed by the director of finance or county administrator.

DIVISION 7. HUMAN RESOURCES

Sec. 2-143. Creation; director.

~~————The department of human resource services is hereby created and shall be responsible for the development and implementation of a modern human resources program. The human resources department shall be managed by the director of human resource services who shall be responsible also for the following human resources functions: classification and compensation, benefits, records management, wellness, leaves, retiree services, employment, training, employee relations/civility and inclusion, performance management, recruiting and retention, communication, audits and compliance, budget, guidelines and handbook, ADA and Title VI, human resources information system, and such other responsibilities as may be assigned by the county administrator. The director of the human resource services department shall be bonded to the county in an appropriate amount for the faithful performance of the duties as such officer.~~

~~The department of human resources is hereby created and shall be responsible for the development and implementation of a modern personnel program employing whatever resources and assistance are needed from the finance department. The human resources department shall be managed by the director of human resources who shall be responsible also for administrative and legislative research, economic and community development, public affairs, data information management, and such other responsibilities as may be assigned by the county administrator. The director of the human resources department shall be bonded to the county in an appropriate amount for the faithful performance of the duties as such officer.~~

Sec. 2-144. Qualifications of director; selection.

The director of human resources shall possess the education, training, and experiences that are commensurate with the industry standards for this position.

Sec. 2-145. Responsibilities; powers; duties.

The duties and responsibilities of the director of human resources shall be:

- (1) To serve as personnel director and, as such to plan, organize, direct and coordinate the personnel program of the county;
- (2) To formulate and recommend operating policies and procedures to the county administrator for the effective administration of the county's human resources program to ensure the County is in compliance with all local, state, and federal labor laws and regulations;~~To formulate and recommend operating policies and procedures to the county administrator for the effective administration of the county's personnel program;~~
- (3) To be responsible for the coordination of all programs, activities, services and facilities throughout the County in order to accomplish the implementation of and compliance with the Americans with Disabilities Act (ADA)~~To direct and control the county's research resources and activities serving the administrative and legislative branches of the government;~~
- (4) To perform such other related work as may be required and as assigned by the county administrator.~~To provide leadership and support in the areas of economic and community development and, in so doing, establish effective liaison and working relationships with all appropriate private and public enterprises as related to economic and industrial development, and with all appropriate civic groups/associations, as related to community development;~~
- ~~(5) To administer a program of public affairs and, to that end, establish effective relationships with the media and the general public through the development of viable public information programs;~~
- ~~(6) To organize, direct, and administer management information and word processing programs assigned to receive, store and provide organizational data and information on a timely and well-organized basis as a service to the entire organization; and~~
- ~~(7) To perform such other related work as may be required and as assigned by the county administrator.~~

Sec. 2-146. Departmental Divisions.

The human resource services department shall include the following divisions:

- (1) Total Rewards– This division shall manage Total Rewards for the Human Resource Services Department.

(2) Employee Development – This division shall manage Employee Development for the Human Resource Services Department.

(3) Compliance and Audits - This division shall manage Compliance and Audits for the Human Resource Services Department.

The human resource services department shall be responsible for the following human resources functions:

- Classification and Compensation
- Benefits
- Records Management
- Wellness
- Leaves
- Retiree Services
- Employment
- Training
- Employee Relations / Civility and Inclusion
- Performance Management
- Recruiting and Retention
- Communications
- Audits and Compliance
- Budget
- Guidelines and Handbook
- ADA and Title VI
- Human Resources Information System

~~The human resources department shall include the following divisions:~~

~~— (1) *Compensation, Benefits, and Classification* — This division shall manage the compensation, benefits and classification related services for the human resources department.~~

~~— (2) *Operations* — This division shall manage the operations of the human resources department.~~

DIVISION 8. INFORMATION TECHNOLOGY

Sec. 2-147. Creation; director.

There is hereby created the information technology department and the position of director of information technology, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator, with the term of office being at the pleasure of the county administrator. The department shall be responsible for ~~all~~ providing the technological vision and leadership to deploy the appropriate technology that will contribute towards an enriched

community and providing timely, efficient, effective, and proactive technology support to the employees of Richland County.

Sec. 2-148. Qualifications of director; selection.

The director of information technology shall be the chief information officer and shall possess the education, training, and experiences that are commensurate with the industry standards for this position.

Sec. 2-149. Departmental Divisions.

The information technology department shall include the following divisions:

- (1) Network & Telecommunications – This division shall ensure a secure and fully resilient technical environment that supports all of the county’s software, hardware, mobile, and cloud technologies, as well as future technologies. The division shall be responsible for the telecommunication system(s) serving the entire organization, including wired and wireless, Voice over Internet Protocol phone system, cell phones, data lines, cabling, and the county’s tower at Fort Jackson. The division is also responsible for mission critical cybersecurity. The division shall propose new or amended county policies as needed to ensure that the county responds to new threats and / or opportunities. The division shall also partner with other local / state agencies and private industry to expand broadband to citizens in Richland County.
- (2) Business Systems – This division shall provide proactive, realistic, and fiscally sound solutions to short, middle and long-range business goals whenever application software and / or project management can facilitate. The division shall develop new business software, oversee vendor software, perform feasibility studies and research, confer with departments to identify business needs and desired outcomes, perform business analysis, project management, quality assurance / quality control, and application training. The division will prepare procurement solicitations for new vendor systems and oversee implementation projects from start to finish. The division shall oversee and support all business software, from small ~~on-one~~-department systems, to enterprise-wide software systems. The division also provides a county-wide training program for all county employees on various software tools to enhance productivity and on cybersecurity best practices. The division shall also manage the county website’s technical platform.
- ~~(3) — GIS — The division of geographic information system (GIS), as well as the manager of GIS, is hereby established to furnish various county departments with tools to measure, model, and map data regarding geographically related phenomena. While data, in and of itself, cannot assist in making decisions or policy, the information created from such data is a valuable tool in executing county business. As a work product, the data will be used to produce thematic information that can be combined to assist county personnel in the decision-making process.~~

~~GIS data will be continuously updated and improved as technology and county capabilities improve. The county council understands that to sustain the county's utility and effectiveness, data must be maintained. The county council also recognizes that the nature of accurate local data and the potential of GIS are reflected in the value of spatial data to entities other than Richland County. Thus, to provide for costly maintenance of the GIS and to lessen the burden of annual budget requests, system data elements will be available for purchase pursuant to an established fee schedule. Such fee schedule may be modified as described in subparagraph (d)(3) below from time to time by council.~~

~~(a) For the purposes of this section, and unless the context specifically indicates otherwise, the following general terms shall have the meanings designated below:~~

~~*Applicant.* Any person who submits a request for GIS products or services.~~

~~*Customer.* Any applicant who executes a contract for GIS products or services, or purchases copies of standard system products, custom hard copy system products, digital data, technical assistance, or other products or services.~~

~~*Data.* Recorded quantitative and qualitative observational measurements and facts.~~

~~*Data steward.* The person, or his/her designee, responsible for the maintenance and security of GIS data elements within a particular county department.~~

~~*Geographic Information System (GIS)* is an organized collection of computer hardware, software, geographic data, and personnel designed to efficiently capture, store, update, use, analyze, and display all forms of geographically referenced material.~~

~~*Information.* The result(s) obtained from processing, classifying, or interpolating data.~~

~~*Open records.* Standard system products as defined herein and non-digital source documents.~~

~~*Standard system products.* Paper products generated from GIS databases for internal use and for the purpose of meeting requests submitted under current state law concerning open records.~~

~~*Subscriber.* Customer who purchases GIS service or products on a regular, frequent, and on-going basis.~~

~~(b) Data and information distribution:~~

~~1. Information derived from the county GIS and presented in a geographic context may be made available to the public via the Internet. Furthermore, standard system products will be made available on digital media or, if requested, in hard copy pursuant to S.C. Code 1976, § 30-4-30, as amended.~~

- ~~2. All GIS related data requests must be approved by both the data steward of the department in possession of such data and the GIS division of the information technology department. Once approved, the GIS division is responsible for filling the request. All GIS data customers must enter into a non-transferable data license agreement with the county. Each license agreement shall identify limitations in the use of county GIS data and shall indemnify and hold harmless Richland County, its elected officials, officers, agents, and employees from loss, damage, or other liability arising from the use of the data.~~
- ~~3. A fee shall be collected from customers for copies of GIS data. An initial fee schedule of individual data elements will be reviewed by county council. The fee schedule will include a description of each thematic data element to be sold, distribution format, file format, and unit pricing information. The county administrator, as necessary, may update the fee schedule. Regardless of changes in data product fees, a county GIS data fee schedule will be submitted annually to the county council as an informational update. For good cause, the county administrator may waive or reduce fees for GIS data when such actions result in serving the best interest of the county.~~
- ~~4. Customers requesting data on a regular basis may request to receive data at a subscription rate, but must enter into a non-transferable data license agreement with the county.~~
- ~~5. All GIS related information constituting a public record, as defined by S.C. Code 1976, § 30-4-20, as amended, may be provided at no charge via Internet access or at a minimal charge if such information is in digital or hard copy format. The minimal fees for digital or hard copy public record information shall be included in the approved fee schedule.~~

DIVISION 9. OPERATIONAL SERVICES

Sec. 2-150. Creation; director.

There is hereby created the ~~support services~~operational services department and the position of director of ~~support services~~operational services, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The ~~support services~~operational services department shall be responsible to administer the internal or housekeeping needs of the county government. It shall be responsible for the maintenance, custody and security of the entire physical plant and all of the ~~support services~~operational services required to keep the plant and all equipment at an acceptable level of operation and usability. The office shall be managed by the director of ~~support services~~operational services and shall be responsible also for coordinating a program of records management through the county archivist, and for such other responsibilities as may be assigned by the county administrator. The director of ~~support services~~operational services shall be bonded to the county in an appropriate amount for

the faithful performance of the duties as such officer.

Sec. 2-151. Qualifications of director; selection.

The director of operational services shall possess the education, training, and experiences that are commensurate with the industry standards for this position

Sec. 2-152. Responsibilities; powers; duties.

The duties and responsibilities of the director of ~~support services~~operational services shall be:

- (1) To develop and implement a comprehensive program of maintenance, custody and security for the county's physical plant, including all buildings and facilities owned and operated by the county government;
- (2) To formulate and submit to the county administrator recommendations for continued improvement and effective utilization of the county's physical plant;
- (3) To establish a working relationship and liaison with all department and agency heads relative to their specific operational and/or space office requirements and needs;
- (4) To provide assistance for all county departments and agencies to obtain auxiliary and/or housekeeping support and services;
- (5) To coordinate through the county archivist, a program of records management designed to serve all county departments and agencies; and
- (6) To perform such other related work as may be required and so assigned by the county administrator.

Sec. 2-153. Departmental Divisions.

The ~~support services~~operational services department shall include the following divisions:

- (1) Facilities and Grounds – This division shall perform routine maintenance on Richland County owned facilities and grounds.
- (2) Central Services –This division shall manage and operate the Richland County mailing services.

DIVISION 10. PUBLIC WORKS

Sec. 2-154. Creation; director.

There is hereby created the public works department and the position of director of public works, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator, and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-155. Qualifications of director; selection.

The director of public works possess the education, training, and experiences that are commensurate with the industry standards for this position

Sec. 2-156. Responsibilities; powers; duties.

The director of public works shall be responsible for the custody, security and maintenance of public works and physical properties-infrastructure of the county and shall be responsible to and under the supervision of the county administrator in the performance of his/her duties.

Sec. 2-157. Departmental Divisions.

The public works department shall include the following divisions:

- (1) *Administration* – This division shall coordinate all department-level administrative support, including personnel management, safety, training, standardization, finance, budget, payroll, material management, and procurement, ~~and geographic information services (GIS)~~.
- (2) *Engineering* – This division, which shall be managed by a registered professional engineer, shall manage and provide engineering services in support of county operations and infrastructure development, including the management and coordination of capital improvement projects and public works related geographic information services (GIS).
- (3) *Stormwater Management* – This division shall provide stormwater management services in support of positive public drainage, ~~and~~ “receiving water” quality, and environmental compliance with prevailing Federal, State and Local regulations.
- (4) *Roads and Drainage Maintenance* – This division shall maintain and improve the county road maintenance network and county drainage infrastructure.
- (5) *Airport* – This division shall manage the Jim Hamilton – LB Owens Airport (CUB) operations, maintenance, and administration.
- (6) *Solid Waste & Recycling* – This division shall provide residential collection of municipal solid waste (MSW) and recyclable materials within the unincorporated county, provide limited construction & demolition (C&D) landfill services, manage the Solid Waste stream within the county, and promote cost-effective recycling.

(7) *Special Services* – This division shall be responsible for:

- ~~1.a.~~ Effectively managing a labor pool of community service and inmate labor personnel in support of county operations, such as picking up trash along the road right of ways and beautifying the community through a clean sweep program; and
- ~~2.b.~~ Helping communities become self-sufficient through sponsoring community cleanups; and
- ~~3.c.~~ Holding community forums to address participants’ questions about the clean sweep program and neighborhood cleanups.

~~(8) *Fleet Management* – This division e office of risk management shall be responsible i for nclude the fleet management program and management of the Vehicle Replacement Plan. The program shall work to manage Richland County’s fleet, including managing and-/or facilitating the procurement, selection, assignment, reassignment, transfer, maintenance, repair, replacement, and disposal of vehicles and motorized equipment.~~

DIVISION 11. TRANSPORTATION PENNY

Sec. 2-158. Creation; director.

There is hereby created the transportation penny department and the position of director of the transportation penny department, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator, and his/her term of office shall be at the pleasure of the county administrator. The transportation penny department shall manage all items of the Transportation Penny Program approved by voters in November 2012.

Sec. 2-159. Qualifications of director; selection.

The director of the transportation penny department shall possess the education, training, and experiences that are commensurate with the industry standards for this position.

Sec. 2-160. Responsibilities; powers; duties.

The duties and responsibilities of the director of the transportation penny department shall be:

- (1) To develop and implement the Richland County Transportation Program
- (2) Serve as the liaison with the South Carolina Department of Transportation on all joint transportation projects

- (3) Coordinates all transportation projects with the Central Midlands Council of Governments
- (4) Oversees design and construction of all transportation projects
- (5) Coordinate and manage the distribution of transportation program information to the Transportation Advisory Committee
- (6) Study and pursue outside funding sources for the Richland County Transportation Program

DIVISION 12. UTILITIES

Sec. 2-161. Creation; director.

There is hereby created the department of utilities and the position of director of utilities, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator, and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-162. Qualifications of director; selection.

The director of utilities shall possess the education, training, and experiences that are commensurate with the industry standards for this position

Sec. 2-163. Responsibilities; powers; duties.

The utilities department shall be responsible for enforcing all the provisions of Chapter 24, Utilities, and Chapter 24.5, Special Sewer Assessment Districts, of the Richland County Code of Ordinances.

Sec. 2-164. Departmental Divisions.

The utilities department shall include the following divisions:

- (1) *Administration* – This division shall coordinate all department level administrative support, including personnel management, standardization, finance, budget, payroll, material management and procurement.
- (2) *Operations* – This division shall provide professional operation of county water and wastewater treatment facilities, laboratory facilities and shall administer provisions of the county’s pre-treatment program.
- (3) *Maintenance* – This division shall manage, maintain, and improve all county utility systems, including facilities, grounds, water and sewer lines and associated apparatus.

- (4) *Engineering* - This division shall provide engineering services in support of county utility operations and infrastructure development, including the management and coordination of capital improvement projects funded by both public and private sources. Also develops and maintains the department mapping and geographic information system.

SECTION IV. The Richland County Code of Ordinances, Chapter 21, Roads, Highways, and Bridges; Article I, In General; is hereby amended by the addition of the following sections and amendment of reserved sections:

Sec. 21-25. Use of county equipment by private parties and during public emergencies.

(a) Use and operation of county equipment. Only authorized employees of the county shall be allowed to use and operate equipment owned by the county. No such equipment may be used at any time on private property or for private purposes except for public emergencies as hereinafter defined and as duly authorized by the director of public works and/or the county administrator.

(b) Public emergency. A public emergency is hereby defined as a flood (as defined under Section 26-22 of this Code of Ordinances), earthquake, tornado, hurricane, plane crash, train wreck, vehicular wrecks involving five (5) or more vehicles and/or ten (10) or more persons, fires and other occurrences, natural or man-made, where the public health is threatened or the potential of extensive damage to private property exists and immediate, emergency steps are necessary to protect life, health, the environment, and prevent substantial property loss.

(c) Records. In the event of such public emergency, the department of public works must, as soon thereafter as possible, make a record of the nature of the emergency, the property and/or owner involved, the operator of the equipment, the names of county employees utilized, the date(s) thereof, and the man-hours involved.

(d) Reimbursement. The director of public works and/or the county administrator may apply for reimbursement for the services rendered by county employees and equipment where the private party either had or has insurance available for such services or where federal or state funds are available, such as disaster aid.

(e) Violation. The failure to comply with this section shall be grounds for suspension, removal or termination.

21-26. Burial of paupers and cremains.

The public works department shall bury paupers at a site designated for that purpose when directed to do so by the county administrator. Further, cremains originating from medical schools may be buried within the county cemetery by appropriately authorized personnel of such schools. Medical schools wishing to enter into these arrangements shall provide a list of names of

authorized personnel and shall execute appropriate releases and hold-harmless agreements prior to any burials.

Secs. 21-27--21-33. Reserved.

SECTION V. The Richland County Code of Ordinances, Chapter 1, General Provisions; is hereby amended by the addition of the following section:

Sec. 1-17. Home Detention Program.

(a) *Purpose.* The purpose of this section is to provide for a pilot Home Detention Program in Richland County as an alternative to confinement in the Alvin S. Glenn Detention Center, in accordance with the Home Detention Act of 1990 (S.C. Code 1976, § 24-13-1510 et seq, as amended).

(b) *Home Detention Program provided.* Pursuant to S.C. Code 1976, § 24-13-1530, electronic and nonelectronic home detention programs may be used by the magistrates of Richland County as an alternative to incarceration for low risk, nonviolent adult and juvenile offenders, as selected by the court. Applications for home detention by persons who are awaiting trial or by offenders whose sentences do not place them in the custody of the Department of Corrections may hereafter be made to the magistrates of Richland County as an alternative to incarceration. The county's home detention program shall comply with all applicable state and local laws and regulations, including S.C. Code 1976, § 24-13-1510 et seq.

SECTION VI. Severability. If any section, subsection, or clause of this ordinance shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections, and clauses shall not be affected thereby.

SECTION VII. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION VIII. Effective Date. This ordinance shall be effective from and after _____, 2019.

RICHLAND COUNTY COUNCIL

BY: _____
Paul Livingston, Chair

Attest this _____ day of _____, 2019.

Kimberly Williams-Roberts
Clerk to Council

RICHLAND COUNTY ATTORNEY'S OFFICE

Approved As To LEGAL Form Only.
No Opinion Rendered As To Content.

First Reading:
Second Reading:
Third Reading:
Public Hearing:

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ___-19HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; SO AS TO RESTRUCTURE THE DEPARTMENTS OF THE COUNTY.

Pursuant to the authority granted by the Constitution and the General Assembly of the State of South Carolina, BE IT ENACTED BY THE COUNTY COUNCIL FOR RICHLAND COUNTY:

SECTION I. The Richland County Code of Ordinances, Chapter 2, Administration; Article III, Administrative Offices and Officers; is hereby amended by the deletion of the language contained therein and the substitution of the following language:

DIVISION 1. GENERALLY.

Sec. 2-75. Department created.

The office of the county administrator is hereby created as the chief administrative office of the county with such personnel necessary to assist the county administrator in affecting the proper and efficient administration of the affairs of the county government.

DIVISION 2. COUNTY ADMINISTRATOR

Sec. 2-76. Position created; term.

There is hereby created the position of county administrator. The term of office of the county administrator shall be at the pleasure of the council, which may, in its discretion, employ the administrator for a definite term.

Sec. 2-77. Appointment, qualifications and compensation.

The county administrator shall be appointed solely on the basis of his/her executive and administrative qualifications with special reference to his/her actual experience in, and knowledge of, the duties of office as hereinafter prescribed. At the time of his/her appointment, the county administrator need not be a resident of the county or of the state. The compensation of the county administrator shall be fixed by the council by contract.

Sec. 2-78. Chief administrative officer.

The county administrator shall be the chief administrative officer of the county government. He/She shall be responsible to the council for the proper and efficient administration of the affairs of the county government.

Sec. 2-79. Powers and duties.

The powers and duties of the county administrator shall be:

- (1) To direct and supervise the administration of all county officials and departments for which the council is responsible, or may hereafter be responsible, including specifically the construction, maintenance and operation of all county roads, bridges, drainage, buildings and other public works, and the care and maintenance of all personal property owned by the county; the administration of personnel policies, purchase of all supplies and equipment, finance, accounting, budgeting, payroll, auditing and any other administrative responsibilities necessary for implementation of the council's policies;
- (2) To appoint, and when in his/her discretion the welfare of the county requires it, suspend, discharge, transfer, remove or otherwise deal directly with all employees for whom council is responsible, excepting the county attorney, the internal auditor and the clerk of council, and any assistants thereto, who are appointed directly by the council or who are employed in the offices of elected officials and officials appointed by an authority outside county government as those terms are used in South Carolina Code, 1976, section 4-9-30(7);
- (3) To see that all ordinances, resolutions and orders of the council and all laws of the state which are subject to enforcement by him or by officers or department heads and subject, under this article, to his/her direction and supervision are faithfully executed;
- (4) To prepare and submit the annual budget and capital program to the council and to execute the budget and capital program adopted by the council, approving all disbursements and expenditures as budgeted and/or authorized by the council;
- (5) To confer with and advise all other elected or appointed officials of the county who are not under the immediate control of county council, but who receive financial support from the council, such as probate judges, magistrates, solicitor, sheriff, coroner, auditor, treasurer and the like;
- (6) To examine regularly at periods fixed by the council the accounts, records and operations of county boards, commissions, departments, offices, and agencies which receive appropriations from the council; to make regular, monthly reports to the council on county fiscal and other affairs as are appropriate; to keep the council fully advised on the financial conditions and future needs of the county; and to make such recommendations on county affairs as he deems necessary;
- (7) To submit to the council at the end of each fiscal year a complete report on the finances and administrative activities of the county for the preceding year; and
- (8) To execute such other powers and duties as may be prescribed from time to time by the council.

Sec. 2-80. Relationships with county employees.

Neither the council nor any of its members shall direct or request the appointment of any person to, or his/her removal from, office by the county administrator or by any of his/her subordinates, or in any manner take part in the appointment or removal of officers and employees in the administrative service of the county, except where, by majority vote of council, an inquiry as to the removal of an officer or employee is demanded. Except for the purpose of inquiry, the council and its members shall deal with the administrative service solely through the county administrator, and no member thereof shall give orders to any county employee or subordinate of the county administrator, either publicly or privately.

Sec. 2-81. Bond.

The county administrator shall be bonded to the county in an appropriate amount for the faithful performance of the duties as such officer.

Secs. 2-82- 2-87. Reserved.

DIVISION 3. OFFICE OF THE COUNTY ADMINISTRATOR; STAFF

Sec. 2-88. Deputy County Administrator.

There are hereby created a position of deputy county administrator. The deputy county administrator shall be selected and appointed by the county administrator and shall serve at the pleasure of the county administrator with no definite term of office assigned.

Sec. 2-89. Qualifications; compensation.

The deputy county administrator shall be appointed solely on the basis of merit, including executive and/or administrative qualifications with special emphasis on education, training, experience and knowledge of the duties of the office. Preference will be given to individuals with a graduate degree in the field(s) of public administration, business administration, or some other related discipline. The deputy county administrator shall be paid an annual salary as approved by the county administrator.

Sec. 2-90. Responsibilities, powers and duties.

The duties and responsibilities of the deputy county administrator shall be:

- (1) To serve as chief of staff to the county administrator;
- (2) To supervise, plan and direct budget studies, research projects and manpower needs;
- (3) To assist in formulating administrative policies;

- (4) To represent and speak for the county administrator in meetings with boards, commissions, citizens groups and officials of various public agencies;
- (5) To collect, compile and interpret data on policies, functions, organization structures, forms and procedures relating to the administration of assigned programs;
- (6) To seek legal opinions and prepare recommendations supported by administration research findings;
- (7) To review departmental reports, proposed programs, supplemental appropriation requests, personnel requisitions, overtime reports, etc., and make or direct investigative reports and recommendations as required;
- (8) To prepare correspondence and reports;
- (9) To act for the county administrator in his/her absence;
- (10) To participate in formulating policies and in developing long range plans;
- (11) To perform related work as required and as assigned by the county administrator;
- (12) To serve as the acting county administrator in the absence of a county administrator, upon appointment of County Council by resolution, until a new county administrator is appointed; and
- (13) To supervise the Office of Budget and Grants Management on the preparation of the operating and capital budgets and day to day functions and other departments as assigned by the County Administrator.

Sec. 2-91. Staff and assistants.

The county administrator may employ such administrative staff and assistants for positions approved through annual budgetary appropriations by county council as are deemed necessary by the county administrator to the performance of his/her duties. They shall be subject to the county personnel system and their compensation determined accordingly, including but not limited to the following positions:

- (1) *Assistant County Administrators* – In their respective assigned operational functions by the County Administrator, assists the County Administrator in carrying out the directives and policies of the County Council, and enforces all directives, ordinances, resolutions, regulations of the County Council, and the applicable provisions of Federal and South Carolina law to assure execution through delegated responsibility.

DIVISION 4. OFFICE OF THE COUNTY ADMINISTRATOR; OFFICES

Sec. 2-92. Departmental Offices.

The office of the county administrator shall also include the following offices:

- a) (1) *Risk Management* - The office of risk management is hereby created and the position of director of risk management, who shall be responsible to the county administrator to eliminate, minimize and transfer risk exposure as much as is feasible, and for losses that do occur, to finance and mitigate them in a manner that is in the best interest of the County, including authority to negotiate and settle workers' compensation, general liability, and vehicle liability claims. Disposition of general liability and vehicle liability lawsuits shall be accomplished in collaboration with the county attorney. The office of risk management shall include the following divisions: The occupational safety program. The program shall work to keep Richland County employees safe at work and ensure OSHA compliance.
 - b) The cybersecurity program. The program shall work to keep Richland County's Information Technology networks protected and safe from intrusions, detect and monitor incidents, assess vulnerabilities and put secured features in place, develop and maintain standard operating procedures, assess new technologies and any risks associated with them before implementing them, implement and monitor security administration for network access, respond to incidents, develop and maintain a recovery plan, make the County's network resilient. Additional functions shall be assigned with future technological changes.
- (2) *Public Information* - The office of public information is hereby created and the position of public information director, who shall be responsible to the county administrator to assist Council and County departments with media and public outreach efforts; manage Richland County's brand to residents, businesses and news outlets through various multi-media platforms and events.
- (3) *Ombudsman* - The office of the ombudsman is hereby created and the position of ombudsman director, who shall be responsible to the county administrator to provide informal assistance to citizens and to assist citizens with county concerns and request for service, which includes the following responsibilities: citizen service requests; records management for citizens input, concerns, and questions; records management for ADA accommodation requests, grievances, and complaints; and performs trend analysis of the concerns and responses related to the organization.

(4) *Court Appointed Special Advocates* – The office of court appointed special advocates is hereby created and the position of court appointed special advocates director, who shall be responsible to the county administrator to advocate for the best interests of abused and neglected children in Richland County Family Court.

(5) *Government and Community Services* - The community and government services department is hereby created and the position of community and government services director, who shall be responsible to the county administrator to facilitate improved community outreach, administration of government services and resolution to community issues.

(a) Office of Small Business Opportunity - The Community and Government Services Department shall include the office of small business opportunity which shall manage and administer the SLBE (Small Local Business Enterprise) Program (see Section 2-639 et. seq.) and shall undertake other functions and duties as assigned by the county administrator or county council.

(6) Office of *Budget and Grants Management* – There is hereby created the Office of Budget and Grants Management and the position of Budget and Grants Management Director who shall be responsible to the county administrator through the deputy county administrator to create and maintain the County’s operating and capital budgets, conduct fiscal research and trends analysis, issue budget reports, and other duties as assigned.

DIVISION 5. COUNTY ATTORNEY

Sec. 2-93. Office established.

There is hereby established the office of the county attorney, who shall be the chief legal officer of the county. The county attorney shall be retained from the membership of the county bar by the county council and shall serve at its pleasure.

Sec. 2-94. Eligibility.

No member of the council or of the county legislative delegation, or any partner of any such member, shall be retained as county attorney or assistant county attorney, or perform any service for compensation as an attorney for the council, any county agency which is funded in whole or in part from county funds, or for any board, commission, committee, or agency of the county over which the council has any appointive powers. No member of any county board, commission, committee, or agency which is funded in whole or in part from county funds, or any board, commission, committee or agency of the county over which the council has any appointive powers, or any partner of any such member, shall be attorney or do any legal work for such board, commission, committee, or agency; provided, however, that, a partner of such member may serve as county attorney or as an assistant county attorney.

Sec. 2-95. Duties and responsibilities.

The county attorney shall represent and defend the county and all of its officers in any of the courts of this state or of the United States, shall do such work in connection with county real estate conveyancing, title work and bond issues, shall bring all actions and proceedings that may be necessary to enforce payment and collection of any claims existing in favor of the county or of any of its officers, boards, or agencies, and shall advise the county administrator and all county officers and department heads in all matters wherein they may seek advice or counsel. The county attorney shall meet with the council whenever requested for the purpose of advising them as to any matters that may properly come before them.

Sec. 2-96. Compensation.

The county attorney shall receive compensation for his/her services in the amount determined by the council. The annual salary of the county attorney shall constitute his /her total compensation from the county for all of the services enumerated above, except under unusual circumstances as directed by council.

Sec. 2-97. Annual appropriation.

The council shall establish in the annual operating budget the compensation of the county attorney. Such budget shall also provide for the compensation of any assistants employed pursuant to section 2-98 of this division.

Sec. 2-98. Assistants.

The county attorney may employ such staff and assistants for positions approved through budgetary appropriations by council as are deemed necessary to the performance of the duties of the office.

Sec. 2-99. Employment of attorney, other than county attorney, by council agencies.

No officer, board, commission, committee, or agency in the county appointed in whole or in part by the council may employ an attorney other than the county attorney, or agree to pay for services out of public funds without first obtaining the county attorney's approval of the employment of such attorney.

Sec. 2-100. Settlement of claims.

The county attorney shall have the authority to settle and approve payment of lawsuits, up to an amount approved by County Council in the annual budget, or in his/her discretion brings those matters to County Council for its decision and approval.

The county attorney shall have the sole discretion to decide whether to file an appeal or to waive the filing of same in instances up to an amount approved by County Council in the annual budget.

Sec. 2-101. Bond.

The county attorney shall be bonded to the county in an appropriate amount for the faithful performance of the duties as such officer.

DIVISION 6. CLERK TO COUNCIL

Sec. 2-102. Creation; appointment; term of office.

There is hereby created the office of clerk to council. The clerk to council shall be appointed by the council and shall serve at the pleasure of the council.

Sec. 2-103. Responsibilities; duties.

The clerk to council shall:

- (a) Record all proceedings of the council and supply copies of certified records as appropriate;
- (b) Distribute copies of the minutes of each meeting to council members prior to the next meeting;
- (c) Review reports and records for completeness and accuracy;
- (d) Prepare ordinances and resolutions for presentation to council and arrange for their publication as approved by council and as directed by the county attorney;
- (e) Attend regular meetings of the council and attend other meetings as requested;
- (f) Type reports and recommendations of all council committees or designee of the clerk;
- (g) Notify councilmen of all council meetings;
- (h) Maintain the council calendar;
- (i) Be custodian of the county seal, minute books and Code of Ordinances;
- (j) Maintain county files and any records which should be kept for quick accessibility;
- (k) Supervise a complete records management system for department;
- (l) Research materials and supply background information as required;

(m) Take follow-up actions on the following matters (including initial follow-up and subsequent actions necessary to ensure carrying out of council actions):

- (1) Easements;
- (2) Contracts, leases and agreements;
- (3) Bond issues;
- (4) Damage claims which are submitted to county council for acceptance or rejection;
- (5) Ordinances;
- (6) Resolutions; and
- (7) Appointments;

(n) Prepare council agenda and advise news media of items to be considered; shall maintain a complete record of all matters pending council consideration;

(o) Act for the county in attesting and certifying official documents;

(p) Be responsible for the appointments book; insure appointments are made in timely fashion in accordance with established procedures;

(q) Maintain a record of leases, contracts, agreements, rights-of-way, grants and bonds;

(r) Insure that the overall objective of the council office is achieved in an efficient manner;

(s) Prepare and monitor budget for operating expenses for the clerk to council office and the council services budget; and

(t) File documents, as required, with the clerk of court.

Sec. 2-104. Compensation; employee status.

The council shall approve in the annual budget the compensation of the clerk to council. Such budget shall also provide for assistants to the clerk if employed pursuant to the following section. The clerk and any full-time assistants shall be employees of the county and eligible for all insurance, retirement and other benefits of county employees.

Sec. 2-105. Assistants.

The council may appoint such assistant or assistants to the clerk to council as may be deemed necessary, who shall perform varied secretarial and stenographic tasks for the council and who shall exercise the duties of the clerk to council in the event of the clerk's absence or disability.

SECTION II. The Richland County Code of Ordinances, Chapter 2, Administration; Article IV, Code of Ethics; is hereby renumbered beginning with section number 2-106 and proceeding accordingly.

SECTION III. The Richland County Code of Ordinances, Chapter 2, Administration; Article V, County Departments; is hereby amended by the deletion of the language contained therein and the substitution of the following language:

DIVISION 1. ANIMAL SERVICES

Sec. 2-122. Creation; director.

There is hereby created the animal services department, and the position of animal services director who shall be responsible to the county administrator to direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-123. Qualifications of director; selection; compensation.

The director of animal services shall possess the education, training, and experiences that are commensurate with the industry standards for this position.

Sec. 2-124. Responsibilities; powers; duties.

The director of animal services shall supervise the divisions of animal care and vector control.

Sec. 2-125. Departmental Divisions.

The animal services department shall include the following divisions:

(1) *Animal care* – The division shall enforce all the provisions of Chapter 5 of the Richland County Code of Ordinances as it pertains to animal control and/or care and the manager of the division shall serve as the chief animal control officer.

(2) *Vector Control* – The division of vector control shall be charged with the following duties:

(a) Management of the mosquito control program, including abatement in accordance with the policies of the program.

- (b) Provide technical advice, education and assistance about vectors to the county's citizens.
- (c) Conduct vector-borne disease surveillance and response.
- (d) Enforce county ordinances related to vector control.
- (e) Commensal rat abatement in accordance with division policies.
- (g) Respond to inquiries, investigate complaints, conduct evaluations to help reduce or eliminate public hazards and nuisance conditions associated with vectors and disease transmission.
- (h) Other programs or functions assigned to the department by the county administrator or county council.

DIVISION 2. COMMUNITY PLANNING AND DEVELOPMENT

Sec 2-126. Creation; director.

There is hereby created the community planning and development department, and the position of community planning and development director who shall be responsible to the county administrator to direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-127. Qualifications of director; selection; compensation.

The director of community planning and development shall possess the education, training, and experiences that are commensurate with the industry standards for this position.

Sec. 2-128. Responsibilities; powers; duties.

The director of community planning and development shall supervise the divisions of zoning and development services, planning services, building inspections, community development, new development engineering, conservation, business service center, assessor, register of deeds, and geographic information systems (GIS).

Sec. 2-129. Departmental Divisions.

The community planning and development department shall include the following divisions and related managers who shall be responsible to the community planning and development director to manage and coordinate the operations and activities of the divisions:

- (1) *Planning and Development Services* – The division of planning and development

services is hereby created and the position of planning and development services division manager. The planning and development services division manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. The planning and development services division shall undertake the following:

- a. The permitting and enforcement provisions of the county's zoning and land development regulations.
- b. The management of the county's Neighborhood Improvement Program, update and implement the county's comprehensive Plan, oversee the county's sustainability program and perform long-range planning activities for the county.
- c. The administration of grants from the U.S. Department of Housing and Urban Development to improve primarily low-income neighborhoods with affordable, safe and decent housing and other quality of life environments.
- d. The permitting and enforcement provisions of the county's building code regulations.

(2) *Conservation* – The division of conservation is hereby created, and the position of conservation division manager. The conservation manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. The conservation manager shall manage and supervise all functions of the division and implement the responsibilities of the Richland Soil and Water Conservation District and Richland County Conservation Commission. The manager shall consult with and advise the community planning and development director regarding the conservation and protection of the county's natural, cultural and historical resources. The division shall also interact with federal and State agencies, other counties and municipalities, institutions of higher education, and not for profit conservation and environmental organizations to support the responsibilities of the division, District and Commission.

(3) *Business Service Center* – The business service center division is hereby created, and the position business service center division manager. The business service center division manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. The business service center division manager shall be responsible for the performance of the duties and responsibilities of the department, which shall be to:

- (a) Issue and enforce licenses and permits for businesses needing these licenses and permits by county ordinance to operate lawfully, including, but not limited to (unless otherwise preempted and/or prohibited by federal or state law): business licenses, peddler's licenses, temporary business permits, and solicitation permits.
- (b) Collect and enforce the payments for the aforementioned licenses and permits in subsection (1) above, as well as the Clearance Review fee.
- (c) Collect and enforce the requirements and collections of the County's Local

Accommodation Tax and Tourism Development Fee.

- (d) Enforce the requirements and collections of the County's Hospitality Taxes and Business Personal Property Taxes.
- (e) Make business forms and information available in many diverse and convenient ways to assist businesses operate as required by applicable county ordinances.
- (f) Inspect and audit businesses for compliance with applicable county ordinances regarding these licenses, permits, fees, and taxes.
- (g) Serve as a liaison to the business community on behalf of Richland County on issues relating to issuances and collections of the Business Service Center.
- (h) Serve as the catalyst for coordinating Business Service Center services with other county departments, State agencies, and other groups or organizations.
- (i) Enforce the requirements of the County's Smoking Ban.

(4) *Register of Deeds* – The register of deeds division is hereby created, pursuant to state law, along with the position of register of deeds division manager. Such office is to be located in the county courthouse at the discretion of the clerk of court. The register of deeds division manager shall possess the education, training, and experiences that are commensurate with the industry standards for this position. The register of deeds division manager shall be responsible for the performance of the duties of this office which include, but are not limited to:

- (a) Directing the division of mesne conveyances and supervising its staff and activities;
- (b) Indexing and recording all deeds, conditions, restrictions, contracts, agreements, descriptions of real estate from the probate judge's office, cemetery plots, easements, leases, mortgages on chattel and real property, satisfactions, assignments, releases, modifications, mechanics' liens, state, federal and employment security commission tax liens, plats and financial statements under the Uniform Commercial Code; provided, however, that no deed shall be accepted for recordation unless it bears the tax map number of the property being conveyed;
- (c) Maintaining books for recording business establishments, corporate charters, U.S. military and naval forces discharges;
- (d) Maintaining a notary public register;
- (e) Maintaining an index of cross-index books for all instruments of record logged in the office;

- (f) Collecting necessary fees for the recording of records as set by law;
- (g) Answering requests and giving assistance to those seeking information from the records of the office;
- (h) Preparing a division budget; and
- (i) Rebinding books and records.

(5) *Assessor* – The assessor division is hereby created, pursuant to state law, along with the position of assessor (division manager). The assessor shall possess the education, training, and experiences that are commensurate with the industry standards for this position. The powers, duties, and responsibilities of the tax assessor shall be those set forth by state law, but generally will plan, organize and manage the appraisal, assessment and reassessment of property in the County.

(6) *GIS* - The division of geographic information system (GIS), as well as the manager of GIS, is hereby established to furnish various county departments with tools to measure, model, and map data regarding geographically related phenomena. While data, in and of itself, cannot assist in making decisions or policy, the information created from such data is a valuable tool in executing county business. As a work product, the data will be used to produce thematic information that can be combined to assist county personnel in the decision-making process.

GIS data will be continuously updated and improved as technology and county capabilities improve. The county council understands that to sustain the county’s utility and effectiveness, data must be maintained. The county council also recognizes that the nature of accurate local data and the potential of GIS are reflected in the value of spatial data to entities other than Richland County. Thus, to provide for costly maintenance of the GIS and to lessen the burden of annual budget requests, system data elements will be available for purchase pursuant to an established fee schedule. Such fee schedule may be modified as described in subparagraph (d)(3) below from time to time by council.

- (a) For the purposes of this section, and unless the context specifically indicates otherwise, the following general terms shall have the meanings designated below:

Applicant. Any person who submits a request for GIS products or services.

Customer. Any applicant who executes a contract for GIS products or services, or purchases copies of standard system products, custom hard copy system products, digital data, technical assistance, or other products or services.

Data. Recorded quantitative and qualitative observational measurements and facts.

Data steward. The person, or his/her designee, responsible for the maintenance and security of GIS data elements within a particular county department.

Geographic Information System (GIS) is an organized collection of computer hardware, software, geographic data, and personnel designed to efficiently capture, store, update, use, analyze, and display all forms of geographically referenced material.

Information. The result(s) obtained from processing, classifying, or interpolating data.

Open records. Standard system products as defined herein and non-digital source documents.

Standard system products. Paper products generated from GIS databases for internal use and for the purpose of meeting requests submitted under current state law concerning open records.

Subscriber. Customer who purchases GIS service or products on a regular, frequent, and on-going basis.

(b) Data and information distribution.

1. Information derived from the county GIS and presented in a geographic context may be made available to the public via the Internet. Furthermore, standard system products will be made available on digital media or, if requested, in hard copy pursuant to S.C. Code 1976, § 30-4-30, as amended.
2. All GIS-related data requests must be approved by both the data steward of the department in possession of such data and the GIS division of the information technology department. Once approved, the GIS division is responsible for filling the request. All GIS data customers must enter into a non-transferable data license agreement with the county. Each license agreement shall identify limitations in the use of county GIS data and shall indemnify and hold harmless Richland County, its elected officials, officers, agents, and employees from loss, damage, or other liability arising from the use of the data.
3. A fee shall be collected from customers for copies of GIS data. An initial fee schedule of individual data elements will be reviewed by county council. The fee schedule will include a description of each thematic data element to be sold, distribution format, file format, and unit pricing information. The county administrator, as

necessary, may update the fee schedule. Regardless of changes in data product fees, a county GIS data fee schedule will be submitted annually to the county council as an informational update. For good cause, the county administrator may waive or reduce fees for GIS data when such actions result in serving the best interest of the county.

4. Customers requesting data on a regular basis may request to receive data at a subscription rate, but must enter into a non-transferable data license agreement with the county.
5. All GIS-related information constituting a public record, as defined by S.C. Code 1976, § 30-4-20, as amended, may be provided at no charge via Internet access or at a minimal charge if such information is in digital or hard copy format. The minimal fees for digital or hard copy public record information shall be included in the approved fee schedule.

DIVISION 3. DETENTION CENTER

Sec 2-130. Creation; director.

There is hereby created the detention center department, and the position of detention center director who shall be responsible to the county administrator to direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator and his/her term of office shall be at the pleasure of the county administrator. The manager shall have the following duties and responsibilities:

- (1) Operate and manage the county detention center, and any prison camps or other detention facilities that may be established;
- (2) Provide for the proper care and custody of all prisoners assigned to county detention facilities;
- (3) Be responsible for the effective and efficient operation of the detention center and any related buildings and grounds;
- (4) Control all employees under his/her direction and be responsible for all equipment and supplies needed to operate the detention center.

Sec. 2-131. Departmental Divisions.

The detention center department shall include the following divisions:

(1) *Security* – The division of security is hereby created and the position of security manager, who shall be responsible to the detention center director to ensure the detention remains secure.

(2) *Operations* – The division of operations is hereby created and the position of operations manager, who shall be responsible to the detention center director to facilitate and execute the operation of the detention center.

(3) *Programs* – The division of programs is hereby created and the position of programs manager, who shall be responsible to the detention center director to successfully implement the programmatic initiatives of the detention center.

(4) *Support* – The division of support is hereby created and the position of support manager, who shall be responsible to the detention center director to support the detention center director and contribute to the effective functioning of the detention center.

DIVISION 4. ECONOMIC DEVELOPMENT OFFICE

Sec. 2-132. Creation; director.

There is hereby created the economic development office and the position of director of the economic development office.

Sec. 2-133. Qualifications of director; selection; compensation.

The director of the economic development office shall possess the education, training, and experiences that are commensurate with the industry standards for this position.

Sec. 2-134. Responsibilities; powers; duties.

The director shall work to assist new companies considering locating in Richland County and existing companies considering expanding their operations. The office shall have the following duties and responsibilities:

- (1) Maintain demographic and economic data on Richland County;
- (2) Conduct building and site tours for prospective companies;
- (3) Facilitate meetings with existing industry to discuss human resources and labor force issues;
- (4) Conduct community tours for prospective companies;
- (5) Negotiate incentive proposals on behalf of the County.

DIVISION 5. EMERGENCY SERVICES

Sec. 2-135. Creation; director.

There is hereby created the emergency services department and the position of director of emergency services, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator, and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-136. Qualifications of director; selection.

The director of emergency services shall possess the education, training, and experiences that are commensurate with the industry standards for this position

Sec. 2-137. Responsibilities; powers; duties.

The director of the department of emergency services or “chief” of emergency services shall be the county fire marshal. The director of the department of emergency services shall enforce all provisions of this Code of Ordinances pertaining to the operation of emergency services within the county.

Sec. 2-138. Departmental Divisions.

The emergency services department shall include the following divisions:

(1) *Emergency Medical Services* - The emergency medical services division shall provide county-wide 911 emergency medical services designed to respond to medical emergencies and to provide initial medical response and/or treatment as a means of stabilizing accident and/or trauma victims for transportation to medical facilities for primary, secondary and/or tertiary care or treatment as may be required.

(a) Fees for ambulance services to the general public within the boundaries of the county and outside of the boundaries of the county shall be determined from time to time by council.

(b) Fees for ambulance services will be limited to the maximum allowed under the health care insurance plan for each county employee. These fee schedules are subject to amendment, repeal, or deletion by the county council from time to time.

(c) The county council hereby grants permission for the operation of private convalescent transport units within the county.

Private convalescent transport units are any vehicle making nonemergency calls within the county and to destinations within the county as scheduled to a physician's office or hospital for treatment, routine physical examinations, x-rays,

or laboratory tests which is used for transporting within the county, patients upon discharge from a hospital or nursing home to a hospital, nursing home or residence, or a vehicle making any other calls dispatched within the county as nonemergency. Such vehicles are described in S.C. Code 1976, § 44 61 10 et seq. (as amended).

(d) The department of emergency services is hereby authorized to promulgate and enforce rules and regulations governing and controlling such private convalescent transport units and the nonemergency ambulances as deemed by the department to be necessary pursuant to federal, state and applicable regulating agency requirements.

Further, all nonemergency private ambulances that originate calls within the county shall be required to comply with the provisions of this Code of Ordinances, including the business license ordinance [chapter 16], and reporting requirements promulgated by the division.

(2) *Fire* - The fire division shall be responsible for providing countywide fire,-services, but not be limited to the following:

- (a) Coordination and supervision of the development and operation of a county fire service system in the unincorporated areas and participating municipalities; to include coordination, supervision, and monitoring or any of the fire duties which may be contracted out to third parties pursuant to contract or intergovernmental agreements;
- (b) Emergency communications;
- (c) Determine the Cause and Origin of fires;
- (d) The provision of assistance to the various units of the fire service in resolving technical problems;
- (e) Coordination of the management of all county fire service units;
- (f) Enforcement of county ordinance and the county fire prevention code;
- (g) Coordination of the emergency services department special response and rescue capabilities

(3) *Emergency Management Division* - The emergency management division shall be responsible for ensuring the complete and efficient utilization of all the county facilities to combat disaster from enemy attack, manmade or natural disaster; for directing the day-to-day operations of the office and coordinating the activities of county and city governments during a period of disaster. The department shall be empowered and required to coordinate with and render assistance to county and city officials in the development of plans for the use of all facilities, equipment,

manpower and other resources of the county and the municipalities existing within the county for the purpose of minimizing or preventing damage to persons or property in disaster situations. The department shall further direct the efforts of the county emergency management division in the implementation of the provisions of this subsection.

The emergency management division shall be the coordinating agency for all activity in connection with integrated emergency management; and it shall be the instrument through which the county government shall exercise its authority under the laws of this state during an attack against this county, its political subdivisions, or any part of the state, or during manmade or natural disasters. This subdivision will not relieve the county or any city department existing within the county of the normal responsibilities and/or authority given to it by general laws or local resolution or ordinance, nor will it limit the work of the American Red Cross or other volunteer agencies organized for relief in natural disaster.

As used in this subsection:

Attack shall mean a direct assault against the county, its political subdivisions, or any part of the state, by forces of a hostile nation, including assault by nuclear, chemical or biological warfare, espionage or sabotage.

County shall mean Richland County, including all municipalities and political subdivisions.

Emergency management shall have a broad meaning and shall include preparations against and relief from the effects of attack on the county, or any part of the state, by the forces of any enemy nation; and it shall also include such activity in connection with manmade or natural disaster as defined herein. It shall not include any activity that is the responsibility of the military forces of the United States.

Emergency management organization shall mean all county and municipal officials and employees of the county and municipalities, together with those volunteer forces enrolled to aid them during a disaster, and persons who may, by agreement or operation of law, be charged with duties incident to the protection of life and property in the county, city and towns during times of disaster.

Manmade disaster shall mean such disasters as those caused by hazardous material or radiation accidents or incidents and terrorist activities.

Natural disaster shall mean any condition seriously threatening public health, welfare, or security as a result of a severe fire, explosion, flood, tornado, hurricane, earthquake, or similar natural or accidental cause which is beyond the control of public or private agencies ordinarily responsible for the relief of such conditions.

Volunteer shall mean contributing service, equipment or facilities to the emergency preparedness organization without remuneration or without formal agreement or contract of hire. While engaged in such services, volunteer personnel shall have the same immunities as persons

and employees of the county performing similar duties.

- (a) The emergency management division shall maintain liaison with the state and federal authorities, and the authorities of other nearby political subdivisions, so as to ensure the most effective operation of the emergency plan. The duties shall include, but shall not be limited to, the following:
1. Development and publication of emergency plans in conformity with state emergency plans for the immediate use of all of the facilities, equipment, manpower and other resources of the county for the purpose of minimizing or preventing damage to persons or property, and protecting and restoring to usefulness governmental services and public utilities necessary for the public health, safety, and welfare.
 2. Control and necessary recordkeeping for funds and property which may be made available from the federal, state, county and municipal governments.
 3. Submission of annual budget requirement to the state, federal and county governments.
 4. Signing such documents as are necessary in the administration of the county emergency preparedness program, to include project applications and billing for purchases under project applications.
 5. Coordination of the recruitment and training of the volunteer personnel and agencies to augment the personnel and facilities of the county emergency preparedness purposes.
 6. Through public information programs, education of the civil population as to the actions necessary and required for the protection of their persons and property in case of enemy attack or natural disaster.
 7. Conducting simulated disaster exercise and public practice alerts to ensure efficient operations of the emergency plans and to familiarize residents of the county and municipalities with civil defense regulations, procedures and operations.
 8. Coordination of the activity of all other public and private agencies engaged in any emergency preparedness programs.
 9. Negotiation with owners or persons in control of building or other property for the use of such buildings or property for emergency management purposes, and designating suitable buildings as public

fallout shelters.

10. Development of a community shelter plan.
 11. Assumption of such authority and conducting such activity as may be necessary to promote and execute the emergency operations plan.
- (b) The chairman of the county council shall be responsible for meeting the problems and dangers to the county and its municipalities and their residents resulting from disasters of any origin and may issue proclamation and regulations concerning disaster relief and related matters which during an emergency situation shall have the full force and effect of law.
 - (c) In accordance with annex K of the emergency plan, emergency shelters may be opened during an emergency and may be housed at schools, churches and other locations. The type and location of an emergency will determine which shelters will be opened. After shelters are opened, the public will be notified and given instructions through the public information officer.
 - (d) Notwithstanding any other provision of the law, authority in an emergency in the county shall be determined by the current County Code of Ordinance and the County Emergency Plan.
 - (e) A state of disaster may be declared by the chairman of the county council with the knowledge of officials of the affected municipalities if he determines that a disaster has occurred, or that the threat thereof is imminent, and extraordinary emergency measures are deemed necessary to cope with the existing or anticipated situation. Once declared, that state of emergency shall continue until terminated by the chairman of county council. All proclamations of a disaster issued pursuant to this section shall indicate the nature of the disaster, the area or areas affected, the conditions which required the proclamation of the disaster, and the conditions under which it will be terminated. In addition to any other powers conferred by law, the county and municipal governments may, under the provisions of this subsection:
 1. Suspend existing laws and regulations prescribing the procedures for conduct of county or municipal business if strict compliance with the provisions of any statutes, order, rule or regulation would in any way prevent, hinder or delay necessary action in coping with the emergency.
 2. Utilize all available resources of county and municipal government as reasonably necessary to cope with a disaster emergency.

3. Transfer the direction, personnel or functions of county and municipal departments and agencies or units thereof for purposes of facilitating or performing emergency services as necessary or desirable.
 4. Compel performance by government officials and employees of the duties and functions assigned in the county emergency plan.
 5. Contract, requisition and compensate for goods and services from private sources.
 6. Direct evacuations of all or part of the population from any stricken or threatened area within the county or municipality if such action is deemed necessary for preservation of life or other disaster mitigation, response or recovery.
 7. Prescribe routes, modes of transportation and destinations in connection with evacuations.
 8. Control ingress and egress to and from a disaster area, the movement of persons within the area and the occupancy of premises therein.
 9. Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives and combustibles.
 10. Make provisions for the availability and use of temporary housing.
 11. Suspend or limit nonemergency activities and prohibit public assemblies.
 12. Implement curfews during declared disaster events.
- (f) All employees of departments, commissions, boards, institutions and other agencies of the county and municipalities who are designated as civil emergency forces shall cooperate with the emergency management division in the formulation of the county emergency plan shall comply with the requests of emergency management personnel when such requests are issued pursuant to the provisions of this subsection. County and city personnel shall include in such plans the restoration of governmental services and public utilities necessary for the health, safety and welfare of the general public.
- (g) All such civil emergency forces shall notify the director of emergency

services of conditions in the county or municipalities resulting from enemy attack or natural disaster, and they shall inform the director of any conditions threatening to reach the proportions of a natural disaster as defined herein.

- (h) County and municipal employees assigned to duty as part of the civil emergency forces pursuant to the provisions of this subsection shall retain all the rights, privileges and immunities of their employment and shall receive the compensation incident to that employment.
- (i) The director of emergency services may at any time make the appointment of volunteer citizens to augment personnel in the time of emergency. Such volunteer citizens may be enrolled as civil emergency volunteers in cooperation with the heads of the county or municipal department affected, and they shall be subject to the rules and regulations set forth by their department for such volunteers.
- (j) The director may appoint volunteer citizens or from the personnel of a civil emergency service for which the county or municipalities have no counterpart. He may also appoint volunteer citizens as public shelter managers, who, when directed by the director, shall open public shelters and take charge of all stocks of food, water and other supplies and equipment stored in the shelter; admit the public according to the community shelter plan; and take whatever control measures are necessary for the protection and safety of the occupants.
- (k) The director of emergency services may appoint and permit volunteers to operate privately owned vehicles to respond to disasters and emergencies using lights and sirens after first meeting the established rules and criteria promulgated by the emergency services department for volunteer privately owned vehicle response.
- l. The emergency services department public information officer shall serve as public information officer for the emergency management division.
- m. This subsection is an exercise by the county and city of their governmental authority for the protection of the public peace, health and safety; and county or municipal agents and representatives, or any individual, receiver firm, partnership, corporation, association, or trustee, or any of the agents thereof in good faith carrying out, complying with, or attempting to comply with any order, rule or regulation promulgated pursuant to the provisions of this subsection shall not be liable for any damage sustained by persons or property as a result of such activity.
- n. Any person owning or controlling real estate or other premises who voluntarily and without compensation grants the county the right to inspect,

designate and use the whole or any part or parts of such real estate or premises for the purpose of sheltering persons during an authorized civil emergency practice exercise shall not be civilly liable for the death of or injury to any person on or about such real estate or premises under such license, privilege or other permission, or for loss of or damage to the property of such person.

- o. It shall be unlawful for any persons to violate any of the provisions of this subsection or the regulations issued pursuant to the authority contained herein or willfully to obstruct, hinder or delay any member of the civil emergency organization in the enforcement of the provisions of this subsection or any regulation issued thereunder. Any violation of this subsection shall be considered as a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500.00) or confinement of not more than thirty (30) days.

(4) *Hazardous Materials Division* - The hazardous materials division shall include, but not be limited to the location, identification, monitoring and/or control of all hazardous/toxic waste(s) existing in or transported through the county. Such control shall include the permitting and enforcement of all relevant codes and the coordination of effort with other county and public agencies assigned public safety responsibilities in the field of hazardous/ toxic wastes.

(5) *Emergency 911 Communications*

- (a) Funding for emergency 911 telephone system

It is the desire of Richland County Council to shorten the time and to simplify the methods required for a resident of Richland County to request and to receive emergency aid. It is the further intent of the County Council to provide funding by which to allow operation, maintenance and enhancements of E911 by levying a monthly charge of fifty (50) cents upon each local exchange access facility subscribed by telephone subscribers whose local exchange access lines are in the area served by or which would be served by the E911 service and/or system of Richland County. Wireless E911 fees will be levied as outlined in South Carolina Code of Laws Section 23-47-50.

- (b) E911 Service fee, billing and collection.

- (1) The E911 Service Fee shall include charges as may be required by the Service Suppliers and agreed upon by Richland County and such charges for support, planning, operation and current or future enhancements that are required by Richland County and outlined in South Carolina Code Sections 23-47-10 through 80.

- (2) A monthly charge shall be levied upon each local exchange access

facility subscribed to by telephone subscribers whose local exchange access lines are in the area served by or which would be served by the 911 service and/or system of the jurisdiction of the county as provided for in this section, in amounts permitted by the State of South Carolina, provided that the amount of such levy shall be set forth precisely in each annual, or supplemental budget ordinance as appropriate, together with a provision providing that such charges were tax enforceable under South Carolina Code 23-47-50(B). Said E911 Service Fee rate shall include funding for only such expenses and costs as are authorized under provisions of South Carolina Code Section 23-47-40(A)(B), and (D) as amended from time to time, as may be approved by the Richland County Council attendant to the normal adoption of the County's Ordinary and Capital Budgets. Said budget shall clearly delineate the estimated E911 Service Fee revenue and the associated expense, and sources of revenue and authorized expenses from sources other than the E911 Service Fee, by budget account and line item.

- (3) The E911 Service Fee shall be uniform and not vary according to the type of local Exchange access.
 - (4) Coin operated telephones are toll free 911 calls, but certain locations, such as detention centers or institutions may be denied access to 911 at the discretion of the emergency services director. Other coin operated telephones where it can be clearly justified as not being in the public interest to continue or have access to 911 may also be denied such access.
 - (5) Service Suppliers shall remit to Richland County E911 Service Fee Collections within 45 calendar days following the end of the month of collections of such funds and, upon receipt of a monthly bill from the Service Supplier, Richland County will remit payment.
 - (6) An audit and budget reconciliation shall be conducted annually. The audit shall comply with the requirements of the South Carolina Code Section 23-47-50(E).
- (c) Accounting and management.
- (1) As provided in South Carolina Code Section 23-47-50(C), Richland County is responsible for the collection of delinquent accounts having access to the E911 system. The emergency services director and finance director shall cause procedures to be established with the Service Supplier and shall forward such information to the appropriate authority for collection procedures.

- (2) The emergency services director is responsible within Richland County for the administration of this section and South Carolina Code Sections 23-47-10 through 80.
- (d) Addressing and road name. All road naming activity shall be coordinated with the public works department, the planning division of the Community Planning and Development Department and if applicable the City of Columbia. Public safety is of the highest priority and road names contribute significantly to the efficiency of the emergency response system.
- (e) It shall be a violation for any person to misuse or abuse the 911 system or to make a false 911 call. Any person in violation of this section shall be subject to the penalties set forth in (f).
- (e)(f) Penalties. Any person who shall violate any provision of this section, including the provisions of South Carolina Code Title 23, Chapter 47, shall be guilty of a misdemeanor and, upon conviction of such offense, shall be fined not more than five hundred dollars (\$500.00) or imprisoned for not more than thirty (30) days, and in addition, shall pay all costs and expenses involved in the case. Each and every day or portion thereof during which any violation continues shall be considered a separate offense.

DIVISION 6. FINANCE

Sec. 2-139. Creation; director.

There is hereby created the finance department and the position of director of finance, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The department shall be responsible for all facets of finance administration including budget preparation and budgetary control, accounting, financial reporting, and other related financial/fiscal activities. It shall be responsible also for insurance; payroll and leave administration; and, in cooperation with the department of human resources, shall be responsible for development and implementation of a personnel data and information management system; and such other responsibilities as may be assigned by the county administrator.

Sec. 2-140. Qualifications of director; selection.

The director of finance shall possess the education, training and experiences that are commensurate with the industry standards for this position.

Sec. 2-141. Responsibilities; powers; duties.

The director of finance shall be the chief administrative finance officer of the county, responsible to the county administrator for the performance of his/her duties and responsibilities which shall be to:

- (1) Direct the finance department and supervise its staff and activities;
- (2) Approve all warrants issued by officers of the county and draw drafts in payment thereof;
- (3) Maintain current accounts of all county budget expenditures and make periodic reports thereon as required by the county administrator;
- (4) Maintain a current inventory of all county property, real and personal; and collect and account for all income from rental or sale of same;
- (5) Receive all requests from county offices and agencies in excess of budget allowances, and prepare recommendations for the county administrator to submit to the council for consideration thereof;
- (6) Obtain and supervise contracting and payments for all insurance on county property, including liability and related insurance;
- (7) Cooperate with the county council, treasurer, attorney and other officers concerned in the preparation and sale of all county bond issues and other long-term financial transactions;
- (8) Cooperate with the county auditor, treasurer and other county officers in securing annual and special audits of all county accounts as required by law or directed by council; and
- (9) Serve as the trust officer of the county and be granted authority to sign necessary documents and create accounts for the proper maintenance of such funds, provided that such procedures shall be approved by the county administrator.

Sec. 2-142. Departmental Divisions.

The finance department shall include the following divisions:

(1) *Accounting* – There is hereby created the division of accounting and the position of accounting manager, who shall be responsible to the finance director to prepare annual financial statements and other financial reports as required or requested by federal and state agencies, County Council, Administration, or financial markets.

(2) *Procurement* - There is hereby created the division of procurement and the position of procurement manager. The procurement manager shall be a person with education, training and/or experience in purchasing, contract administration, and

inventory. The division of procurement shall be responsible for the following:

- (a) Purchasing all supplies, materials, equipment, and contractual services required by county agencies and performing the purchasing-related functions required of the director of procurement herein;
- (b) Negotiating contracts for professional services and submitting them for approval and award as provided herein;
- (c) Using standard specifications wherever they are applicable to purchase orders and contracts and ensuring compliance with such specifications through adequate inspection of deliveries;
- (d) Transferring between agencies, supplies, materials and equipment which are no longer needed by a holding agency but which can be used by the receiving agency;
- (e) Exchanging, trading in or selling those supplies, materials and equipment which are surplus, obsolete or unused and which are found by the county administrator not to be required for public use;
- (f) Developing, with the approval of the county attorney as to legal sufficiency, standard forms and conditions for invitations to bid, requests for proposals, purchase orders, and contracts; developing and prescribing the use by agencies of other forms required in carrying out the provisions of this article; and amending or eliminating any such forms;
- (g) Upon request of the council, and subject to its approval of each transaction, performing all delegable functions in connection with acquisition and disposal of real property;
- (h) Acting as the procurement, purchasing and contracting agent for all officers, offices and agencies of the county, subject to regulations promulgated by the council and approval authority of the director of finance;
- (i) Establishing and maintaining a central purchasing warehousing and supply system for all county offices and agencies, providing for requisition of materials and supplies by county offices and agencies authorized by the council;
- (j) Placing, with a newspaper to be determined pursuant to the requirements of Chapter 2, Article X, "Purchasing," of this Code, all requests for advertising by a county agency or department. Any agency or department requiring advertisement shall prepare the advertisement and present same to the division of procurement for the purposes of processing

it for publication. The division of procurement shall have the responsibility of determining the most practical and least costly medium of advertising. In connection with this subsection, the office of procurement shall provide each county agency and department a schedule of processing time allowance so that the requesting agency or department will be assured of the actual date of publication of the advertisement. However, any advertising which is not paid for with county funds, or for which the county is reimbursed by a private individual or company, may be exempt from the provisions of this subsection;

(k) Other duties as directed by the director of finance or county administrator.

DIVISION 7. HUMAN RESOURCES

Sec. 2-143. Creation; director.

The department of human resource services is hereby created and shall be responsible for the development and implementation of a modern human resources program. The human resources department shall be managed by the director of human resource services who shall be responsible also for the following human resources functions: classification and compensation, benefits, records management, wellness, leaves, retiree services, employment, training, employee relations/civility and inclusion, performance management, recruiting and retention, communication, audits and compliance, budget, guidelines and handbook, ADA and Title VI, human resources information system, and such other responsibilities as may be assigned by the county administrator. The director of the human resource services department shall be bonded to the county in an appropriate amount for the faithful performance of the duties as such officer.

Sec. 2-144. Qualifications of director; selection.

The director of human resources shall possess the education, training, and experiences that are commensurate with the industry standards for this position.

Sec. 2-145. Responsibilities; powers; duties.

The duties and responsibilities of the director of human resources shall be:

- (1) To serve as personnel director and, as such to plan, organize, direct and coordinate the personnel program of the county;
- (2) To formulate and recommend operating policies and procedures to the county administrator for the effective administration of the county's human resources program to ensure the County is in compliance with all local, state, and federal labor laws and regulations;;

- (3) To be responsible for the coordination of all programs, activities, services and facilities throughout the County in order to accomplish the implementation of and compliance with the Americans with Disabilities Act (ADA);
- (4) To perform such other related work as may be required and as assigned by the county administrator..

Sec. 2-146. Departmental Divisions.

The human resource services department shall include the following divisions:

- (1) Total Rewards– This division shall manage Total Rewards for the Human Resource Services Department.
- (2) Employee Development – This division shall manage Employee Development for the Human Resource Services Department.
- (3) Compliance and Audits - This division shall manage Compliance and Audits for the Human Resource Services Department.

The human resource services department shall be responsible for the following human resources functions:

- Classification and Compensation
- Benefits
- Records Management
- Wellness
- Leaves
- Retiree Services
- Employment
- Training
- Employee Relations / Civility and Inclusion
- Performance Management
- Recruiting and Retention
- Communications
- Audits and Compliance
- Budget
- Guidelines and Handbook
- ADA and Title VI
- Human Resources Information System

DIVISION 8. INFORMATION TECHNOLOGY

Sec. 2-147. Creation; director.

There is hereby created the information technology department and the position of director of information technology, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator, with the term of office being at the pleasure of the county administrator. The department shall be responsible for providing the technological vision and leadership to deploy the appropriate technology that will contribute towards an enriched community and providing timely, efficient, effective, and proactive technology support to the employees of Richland County.

Sec. 2-148. Qualifications of director; selection.

The director of information technology shall be the chief information officer and shall possess the education, training, and experiences that are commensurate with the industry standards for this position.

Sec. 2-149. Departmental Divisions.

The information technology department shall include the following divisions:

- (1) Network & Telecommunications – This division shall ensure a secure and fully resilient technical environment that supports all of the county’s software, hardware, mobile, and cloud technologies, as well as future technologies. The division shall be responsible for the telecommunication system(s) serving the entire organization, including wired and wireless, Voice over Internet Protocol phone system, cell phones, data lines, cabling, and the county’s tower at Fort Jackson. The division is also responsible for mission critical cybersecurity. The division shall propose new or amended county policies as needed to ensure that the county responds to new threats and / or opportunities. The division shall also partner with other local / state agencies and private industry to expand broadband to citizens in Richland County.
- (2) Business Systems – This division shall provide proactive, realistic, and fiscally sound solutions to short, middle and long-range business goals whenever application software and / or project management can facilitate. The division shall develop new business software, oversee vendor software, perform feasibility studies and research, confer with departments to identify business needs and desired outcomes, perform business analysis, project management, quality assurance / quality control, and application training. The division will prepare procurement solicitations for new vendor systems and oversee implementation projects from start to finish. The division shall oversee and support all business software, from small one-department systems, to enterprise-wide software systems. The division also provides a county-wide training program for all county employees on various software tools to enhance productivity and on cybersecurity best practices. The division shall also manage the county website’s technical platform.

DIVISION 9. OPERATIONAL SERVICES

Sec. 2-150. Creation; director.

There is hereby created the operational services department and the position of director of operational services, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The operational services department shall be responsible to administer the internal or housekeeping needs of the county government. It shall be responsible for the maintenance, custody and security of the entire physical plant and all of the operational services required to keep the plant and all equipment at an acceptable level of operation and usability. The office shall be managed by the director of operational services and shall be responsible also for coordinating a program of records management through the county archivist, and for such other responsibilities as may be assigned by the county administrator. The director of operational services shall be bonded to the county in an appropriate amount for the faithful performance of the duties as such officer.

Sec. 2-151. Qualifications of director; selection.

The director of operational services shall possess the education, training, and experiences that are commensurate with the industry standards for this position

Sec. 2-152. Responsibilities; powers; duties.

The duties and responsibilities of the director of operational services shall be:

- (1) To develop and implement a comprehensive program of maintenance, custody and security for the county's physical plant, including all buildings and facilities owned and operated by the county government;
- (2) To formulate and submit to the county administrator recommendations for continued improvement and effective utilization of the county's physical plant;
- (3) To establish a working relationship and liaison with all department and agency heads relative to their specific operational and/or space office requirements and needs;
- (4) To provide assistance for all county departments and agencies to obtain auxiliary and/or housekeeping support and services;
- (5) To coordinate through the county archivist, a program of records management designed to serve all county departments and agencies; and
- (6) To perform such other related work as may be required and so assigned by the county administrator.

Sec. 2-153. Departmental Divisions.

The operational services department shall include the following divisions:

- (1) Facilities and Grounds – This division shall perform routine maintenance on Richland County owned facilities and grounds.
- (2) Central Services –This division shall manage and operate the Richland County mailing services.

DIVISION 10. PUBLIC WORKS

Sec. 2-154. Creation; director.

There is hereby created the public works department and the position of director of public works, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator, and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-155. Qualifications of director; selection.

The director of public works possess the education, training, and experiences that are commensurate with the industry standards for this position

Sec. 2-156. Responsibilities; powers; duties.

The director of public works shall be responsible for the custody, security and maintenance of public works and physical infrastructure of the county and shall be responsible to and under the supervision of the county administrator in the performance of his/her duties.

Sec. 2-157. Departmental Divisions.

The public works department shall include the following divisions:

- (1) *Administration* – This division shall coordinate all department-level administrative support, including personnel management, safety, training, standardization, finance, budget, payroll, material management, and procurement.
- (2) *Engineering* – This division, which shall be managed by a registered professional engineer, shall manage and provide engineering services in support of county operations and infrastructure development, including the management and coordination of capital improvement projects and public works related geographic information services (GIS).
- (3) *Stormwater Management* – This division shall provide stormwater management services in support of positive public drainage, “receiving water” quality, and

environmental compliance with prevailing Federal, State and Local regulations.

- (4) *Roads and Drainage Maintenance* – This division shall maintain and improve the county road maintenance network and county drainage infrastructure.
- (5) *Airport* – This division shall manage the Jim Hamilton – LB Owens Airport (CUB) operations, maintenance, and administration.
- (6) *Solid Waste & Recycling* – This division shall provide residential collection of municipal solid waste (MSW) and recyclable materials within the unincorporated county, provide limited construction & demolition (C&D) landfill services, manage the Solid Waste stream within the county, and promote cost-effective recycling.
- (7) *Special Services* – This division shall be responsible for:
 - a. Effectively managing a labor pool of community service and inmate labor personnel in support of county operations, such as picking up trash along the road right of ways and beautifying the community through a clean sweep program; and
 - b. Helping communities become self-sufficient through sponsoring community cleanups; and
 - c. Holding community forums to address participants’ questions about the clean sweep program and neighborhood cleanups.
- (8) *Fleet Management* – This division shall be responsible for the fleet management program and management of the Vehicle Replacement Plan. The program shall work to manage Richland County’s fleet, including managing and/or facilitating the procurement, selection, assignment, reassignment, transfer, maintenance, repair, replacement, and disposal of vehicles and motorized equipment.

DIVISION 11. TRANSPORTATION PENNY

Sec. 2-158. Creation; director.

There is hereby created the transportation penny department and the position of director of the transportation penny department, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator, and his/her term of office shall be at the pleasure of the county administrator. The transportation penny department shall manage all items of the Transportation Penny Program approved by voters in November 2012.

Sec. 2-159. Qualifications of director; selection.

The director of the transportation penny department shall possess the education, training, and experiences that are commensurate with the industry standards for this position.

Sec. 2-160. Responsibilities; powers; duties.

The duties and responsibilities of the director of the transportation penny department shall be:

- (1) To develop and implement the Richland County Transportation Program
- (2) Serve as the liaison with the South Carolina Department of Transportation on all joint transportation projects
- (3) Coordinates all transportation projects with the Central Midlands Council of Governments
- (4) Oversees design and construction of all transportation projects
- (5) Coordinate and manage the distribution of transportation program information to the Transportation Advisory Committee
- (6) Study and pursue outside funding sources for the Richland County Transportation Program

DIVISION 12. UTILITIES

Sec. 2-161. Creation; director.

There is hereby created the department of utilities and the position of director of utilities, who shall be responsible to the county administrator and who shall direct and coordinate the operations and activities of the department. The director shall be appointed by the county administrator, and his/her term of office shall be at the pleasure of the county administrator.

Sec. 2-162. Qualifications of director; selection.

The director of utilities shall possess the education, training, and experiences that are commensurate with the industry standards for this position

Sec. 2-163. Responsibilities; powers; duties.

The utilities department shall be responsible for enforcing all the provisions of Chapter 24, Utilities, and Chapter 24.5, Special Sewer Assessment Districts, of the Richland County Code of Ordinances.

Sec. 2-164. Departmental Divisions.

The utilities department shall include the following divisions:

- (1) *Administration* – This division shall coordinate all department level administrative support, including personnel management, standardization, finance, budget, payroll, material management and procurement.
- (2) *Operations* – This division shall provide professional operation of county water and wastewater treatment facilities, laboratory facilities and shall administer provisions of the county’s pre-treatment program.
- (3) *Maintenance* – This division shall manage, maintain, and improve all county utility systems, including facilities, grounds, water and sewer lines and associated apparatus.
- (4) *Engineering* - This division shall provide engineering services in support of county utility operations and infrastructure development, including the management and coordination of capital improvement projects funded by both public and private sources. Also develops and maintains the department mapping and geographic information system.

SECTION IV. The Richland County Code of Ordinances, Chapter 21, Roads, Highways, and Bridges; Article I, In General; is hereby amended by the addition of the following sections and amendment of reserved sections:

Sec. 21-25. Use of county equipment by private parties and during public emergencies.

- (a) Use and operation of county equipment. Only authorized employees of the county shall be allowed to use and operate equipment owned by the county. No such equipment may be used at any time on private property or for private purposes except for public emergencies as hereinafter defined and as duly authorized by the director of public works and/or the county administrator.
- (b) Public emergency. A public emergency is hereby defined as a flood (as defined under Section 26-22 of this Code of Ordinances), earthquake, tornado, hurricane, plane crash, train wreck, vehicular wrecks involving five (5) or more vehicles and/or ten (10) or more persons, fires and other occurrences, natural or man-made, where the public health is threatened or the potential of extensive damage to private property exists and immediate, emergency steps are necessary to protect life, health, the environment, and prevent substantial property loss.
- (c) Records. In the event of such public emergency, the department of public works must, as soon thereafter as possible, make a record of the nature of the emergency, the property and/or owner involved, the operator of the equipment, the names of county employees utilized, the date(s) thereof, and the man-hours involved.
- (d) Reimbursement. The director of public works and/or the county administrator may apply for reimbursement for the services rendered by county employees and equipment

where the private party either had or has insurance available for such services or where federal or state funds are available, such as disaster aid.

(e) Violation. The failure to comply with this section shall be grounds for suspension, removal or termination.

21-26. Burial of paupers and cremains.

The public works department shall bury paupers at a site designated for that purpose when directed to do so by the county administrator. Further, cremains originating from medical schools may be buried within the county cemetery by appropriately authorized personnel of such schools. Medical schools wishing to enter into these arrangements shall provide a list of names of authorized personnel and shall execute appropriate releases and hold-harmless agreements prior to any burials.

Secs. 21-27--21-33. Reserved.

SECTION V. The Richland County Code of Ordinances, Chapter 1, General Provisions; is hereby amended by the addition of the following section:

Sec. 1-17. Home Detention Program.

(a) *Purpose.* The purpose of this section is to provide for a pilot Home Detention Program in Richland County as an alternative to confinement in the Alvin S. Glenn Detention Center, in accordance with the Home Detention Act of 1990 (S.C. Code 1976, § 24-13-1510 et seq, as amended).

(b) *Home Detention Program provided.* Pursuant to S.C. Code 1976, § 24-13-1530, electronic and nonelectronic home detention programs may be used by the magistrates of Richland County as an alternative to incarceration for low risk, nonviolent adult and juvenile offenders, as selected by the court. Applications for home detention by persons who are awaiting trial or by offenders whose sentences do not place them in the custody of the Department of Corrections may hereafter be made to the magistrates of Richland County as an alternative to incarceration. The county's home detention program shall comply with all applicable state and local laws and regulations, including S.C. Code 1976, § 24-13-1510 et seq.

SECTION VI. Severability. If any section, subsection, or clause of this ordinance shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections, and clauses shall not be affected thereby.

SECTION VII. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION VIII. Effective Date. This ordinance shall be effective from and after _____, 2019.

RICHLAND COUNTY COUNCIL

BY: _____
Paul Livingston, Chair

Attest this _____ day of _____, 2019.

Kimberly Williams-Roberts
Clerk to Council

RICHLAND COUNTY ATTORNEY'S OFFICE

Approved As To LEGAL Form Only.
No Opinion Rendered As To Content.

First Reading:
Second Reading:
Third Reading:
Public Hearing:



Briefing Document

Agenda Item

Internal Auditor

Background

At its November 13, 2018 Special Called County Council meeting, Councilmember Bill Malinowski made the following motion:

Richland County requires an internal audit committee to be in place. Under Sec. 2-79 of the Richland County Code, Powers and duties of the County Administrator, #2 implies that County Council appoints the Internal Auditor. Based on this Section, I move that Council hire (under a negotiated contract) an internal auditor, and appropriate funding for salary, benefits and other needs to cover this function within the County Council Services/Office. The interim administrator will need to appoint a county employee to the committee when the auditor is appointed.

According to the FY 2018 Wage and Salary Report from the SC Association of Counties, the brief description of the Internal Auditor's function is:

Internal Auditor: Oversees and performs internal audits and evaluations to ensure county operations and programs are consistent with established goals, plans, policies, and procedures.

Issues

None.

Fiscal Impact

The fiscal impact will depend on the salary that Council will establish for the Internal Auditor plus fringe benefits, the cost to equip the office, and any additional staff that the Internal Auditor would request in the future. Table 1 provides salary information for the comparable counties in SC according to the 2018 SC Association of Counties salaries survey.

Table 1. Internal Auditor Function - FY 2018 Wage and Salary Report from the SC Association of Counties

| County | Hours | Staff Totals | Minimum | Midpoint | Maximum | Avg or Actual |
|-------------|-------|--------------|----------|-----------|-----------|---------------|
| Charleston | 40 | 1 | \$81,120 | \$110,334 | \$139,547 | - |
| Spartanburg | 37.5 | 1 | \$68,304 | \$88,795 | \$109,286 | \$85,840 |

Past Legislative Actions

Section 2-79(2) of the RC Code, Powers and duties of the County Administrator, implies that County Council appoints the Internal Auditor. The section reads:

To appoint, and when in his/her discretion the welfare of the county requires it suspend, discharge, transfer, remove or otherwise deal directly with all employees for whom council is responsible, excepting the county attorney, the internal auditor and the clerk of council, and any

assistants thereto, who are appointed directly by the council or who ate [sic] employed in the offices of elected officials and officials appointed by an authority outside county government as those terms are used in South Carolina Code, 1976, section 4-9-30(7);

Alternatives/Solutions

This is a Council initiated request.

Staff Recommendation

Staff does not have a recommendation as this item is at Council's discretion.

Motion Requested

n/a

Attachment

1. Excerpt: Code of Ordinances of Richland County, South Carolina, Section 2-332 (q), Chapter 2, Article VII

Submitted by

This is a Council initiated request; Dr. Sandra Yúdice, Assistant County Administrator, prepared the briefing document.

(q) *Internal Audit Committee.*

(1) *Creation.* There is hereby established an Internal Audit Committee which shall have the structure, organization, composition, purposes, powers, duties, and functions established below.

(2) *Membership; terms.* The Internal Audit Committee shall be comprised of five members of Council (the Council Chair, the A&F Committee Chair, the D&S Committee Chair, the Economic Development Committee Chair, and the Rules and Appointment Committee Chair), two citizens appointed by a majority vote of the Council at large, and an employee appointed by the County Administrator. The citizens' and the employee's terms shall be one year in length, with up to three term renewals permitted. The Council members' terms shall be for as long as they serve in the capacity of Council Chair or Committee Chair.

(3) *Duties and responsibilities.*

- a. The Internal Audit Committee shall develop with the Internal Auditor, for recommendation to the full Council for approval by majority vote, an audit schedule (which shall include areas to be reviewed, their priority and the timelines for completion), audit progress, audit follow-up, and special needs; and shall work to assure maximum coordination between the work of the Internal Auditor and the needs of the chief executive officer, the legislative body, and any other contractually hired auditors, as necessary or appropriate.
- b. The Internal Audit Committee shall review, for recommendation to Council for approval by majority vote, all areas of County operations for which County funds are levied, collected, expended, or otherwise used. This includes departments or offices reporting to the County Administrator, departments or offices headed by elected or appointed officials, millage agencies, legislatively appointed Commissions receiving County funding, nonprofit organizations receiving grant monies from County funds, and any other organization receiving any type of funding for any purpose from the County.
- c. The Internal Audit Committee shall oversee the responsibilities of the Internal Auditor, as stated in the negotiated contract with the Internal Auditor.
- d. The Internal Audit Committee shall present to the full Council a written report regarding each audit conducted by the Internal Auditor following the Internal Auditor's report to the Internal Audit Committee for each audit. Additionally, in conjunction with the budget process, the Internal Audit Committee shall annually present to the full Council a written summary report regarding the audits, progress, findings, and any other appropriate information relating to the internal audits conducted during the past fiscal year following the Internal Auditor's summary report to the Internal Audit Committee.
- e. The Internal Audit Committee shall annually review the Internal Auditor and anyone else working in such a capacity for adherence to government auditing standards in conducting its work to ensure quality service and independence as defined by those standards. (These are the federal Government Accounting Office's "Yellow Book" standards). A subsequent report of the Committee's findings shall be presented to Council for their information.