

Richland County, South Carolina
Community Development Block Grant – Disaster Recovery
Administrative Policy and Procedures

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Damage Verification Policies and Procedures

Richland County Policy and Procedures

Damage Verification

1 Residential Rehabilitation (Single Family Homeowner and Small Rental Rehabilitation)

1.1 Proof of Ownership

The first component regarding damage verification is to confirm that the applicant is the property owner. In the case of Single Family Homeowner assistance the person(s) applying for the program must be the same person(s) who occupy the unit. Homeowners must provide proof of title or deed to the property and structures located on it. The applicant must be identified as the designated holder of the title or deed. The documentation must also indicate that they held the title or deed at the time of the disaster event. Individuals applying to the Single Family Homeowner Rehabilitation Program must also provide proof that they reside at the unit and that it is their principle residence. In order to document that the unit is their principle residence the applicant must provide one of the following:

- Current billing statement from a utility company indicating the address of the unit and the applicant's name.
- Current statement from a municipal or other type of authority which provides service to the unit (i.e. water, sewer) which indicates the address of the unit and the applicant's name.
- FEMA documentation indicating payment received for repairs to the units due to the disaster event.
- Insurance documentation indicating the address of the unit and the applicant's name.
- A current driver's license or other form of identification indicating the address of the unit and the applicant's name

In regards to the Small Rental Rehabilitation Program, the owner of the property, must be the applicant to the program. The applicant must provide proof of title or deed to the property and structures located on it. The applicant must be identified as the designated holder of the title or deed. The documentation must also indicate that they held the title or deed at the time of the disaster event.

1.2 Indication of Damage

1.2.1 Damage description

Applicants must describe in writing, on the registration form, the damages experienced as a result of impacts from the disaster event for which the program or project is addressing. This should include a description of the damages caused by the storm as well as any indirect damages or health/safety issues that resulted from the storm such as the presence of mold due to flood damage.

1.2.2 Evidence of damage

During the interview process, applicants will be asked to provide any images the property owner has from the day of or immediately after the disaster event, indicating damage to the property.

1.2.3 Documentation

1.2.3.1 Applicants will be required to provide any documentation issued to them by insurance providers identifying the level of damage to the structure.

Applicants must also provide documentation of financial compensation they received from their insurance provider to address damages from the storm event.

1.2.3.2 Applicants must provide any documentation provided by federal agencies such as FEMA and SBA which recorded damages to the structure from the storm event. Applicants must also provide documentation of any financial compensation they received from their federal agencies to address damages from the storm event.

1.2.3.3 Applicants must provide any documentation provided by state or local government including local code enforcement entities that identifies the level of damage to the structure from the disaster event.

1.3 Inspection

1.3.1 Verification of Impacts

Applicants who fulfilled 100% completion on their registration form and are having their form evaluated for consideration will be contacted to notify them as such. The cost estimator/site inspector will then schedule a time to visit the property with the owner in order to conduct an inspection of the property in order to identify the Estimated Cost of Repair (ECR). There are two components to the inspection. The first, is the verification of impacts and damages to the property as stated in the application. The property owner will be expected to show and explain impacts from the storm event to the cost estimator/site inspector. In addition, the cost estimator/site inspector will also evaluate the property for damages which the applicant may not be aware of such as the presence of mold. The site must also be evaluated for any building code violations and they must be included in the work write-up. All projects which receive CDBG-DR funds must be brought up to local building code standards upon completion of rehabilitation. The cost estimator/site inspector must be familiar with residential construction, engineering and or code enforcement in order to thoroughly review the site and to be able to anticipate unforeseen damages which may threaten the property or the resident. All damages verified from the disaster event will be recorded in the work rehabilitation write-up for the site.

1.3.2 Rehabilitation Evaluation

The second component of the inspection will be identifying and recording the level of work which needs to be done in order to develop and comprehensive work write-up for the property. The cost estimator/site inspector will be responsible for conducting a comprehensive site review as described in the Damage Verification Policy and Procedures document, the Single Family Homeowner Rehabilitation and the Small Rental Rehabilitation Program guidebooks. During this process the cost estimator/site inspector will be responsible for obtaining any information needed in order to develop

an accurate cost estimation for rehabilitation work. Any necessary measurements must be taken during the site review as well as noting any special conditions that may impact the cost of the project. The cost estimator/site inspector is responsible for taking any photos which may be needed for future reference in the development of the cost estimation. If the cost estimator/site inspector has the cost estimating software available in a portable device, including laptops, it is encouraged that as much of the cost estimation be completed on site as possible in order to ensure accuracy of the estimate. All of the information gathered relating to rehabilitation work required at the site is to be calculated via 2015 National Reconstruction Cost Book and incorporates costs necessary to ensure that the property meets the Construction Code – the International Residential Building Code as well as meeting HUD Housing Quality Standards. Costs can also be calculated utilizing RS Means, or industry equivalent, cost estimating software or documentation. The development of the cost estimation must be completed within 72 hours of the site review.

Upon completion of the inspection, if the cost estimator/site inspector finds that there are inconsistencies with the claims made in the application and the evidence obtained upon inspection of the unit the cost estimator/site inspector can ask for explanation or additional evidence to support the claim. Damages recorded upon the inspection must be indicative of impacts from the storm event and the claims made in the application. The cost estimator/site inspector has the right to reject a previously approved application if damages to the property are misrepresented.

1.3.3 Lead Evaluation

The cost estimator/site inspector will verify the construction date of all properties included on registration forms forwarded to them for review and cost estimation. Any housing constructed before 1978 will be required to have paint testing and a risk assessment performed on the property. If a risk assessment is deemed necessary the cost estimator/site inspector is responsible for scheduling and coordinating the on-site risk assessment with the homeowner and the lead inspector/risk assessor.

2 Infrastructure/Public Facility Projects

2.1 Indication of Damage

2.1.1 Damage description

Applicants must describe in writing, on the application form, the damages experienced as a result of impacts from the disaster event for which the program or project is addressing. This should include a description of the damages caused by the storm as well as any indirect damages or health/safety issues that resulted from the storm such as settlement damages from scouring as a result of flood waters.

2.1.2 Evidence of damage

During the application process, applicants will be asked to provide any images from the day of or immediately after the disaster event, indicating damage to the facility or structure.

2.1.3 Documentation

- 2.1.3.1** Applicants will be required to provide any documentation issued to them by insurance providers identifying the level of damage to the facility or structure. Applicants must also provide documentation of financial compensation they received from their insurance provider to address damages from the storm event.
- 2.1.3.2** Applicants must provide any documentation provided by federal agencies such as FEMA and SBA which recorded damages to the facility or structure from the storm event. Applicants must also provide documentation of any financial compensation they received from their federal agencies to address damages from the storm event.
- 2.1.3.3** Applicants may submit any documentation provided by state or local government entities, including local code enforcement and inspectors, that identifies the level of damage to the facility or structure from the disaster event. Post disaster records identifying impacts from the event should be included with the application to provide evidence of damages caused by the event.

2.2 Inspection

- 2.2.1** The County reserves the right to visually inspect any site for which an application was submitted requesting funding for repairs due to impacts from the qualified storm event. Upon completion of the inspection, if the cost estimator/site inspector finds that there are inconsistencies with the claims made in the application and the evidence obtained upon inspection of the site the cost estimator/site inspector can ask for explanation or additional evidence to support the claim. Damages recorded upon the inspection must be indicative of impacts from the storm event and the claims made in the application. Any infrastructure project that involves an inspection where the damages witnessed upon inspection appear to have been misrepresented in the application will be forwarded to the CDBG-DR Administrator for review. The CDBG-DR Administrator has the right to reject an application if the impacts and damages to the site appear to have been misrepresented. Properties which have been inspected and verified as eligible for the program will have their application signed off and approved by the cost estimator/site inspector.

Davis Bacon Wage Requirements Policies and Procedures

Richland County Policy and Procedures

Davis-Bacon Wage Requirements

1 Introduction

The Richland County Community Development Department (RCDCD) administers several federally funded programs and projects, which includes CDBG-DR funds made available through the U.S. Department of Housing and Urban Development. Utilization of these funds must adhere to federal labor standards requirements including those included in the Davis-Bacon Act.

Several labor laws are applicable in regards to the CDBG-DR program and include the following:

For any questions relating to the details of the Davis-Bacon Act and its applicability and management please reference the Davis-Bacon Manual formally identified as *“Making Davis-Bacon Work: A Contractor’s Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects”*.

- **Davis/Bacon Prevailing Wages** - The Davis-Bacon Act (40 USC, Chapter 3, Section 276a-276a-5; and 29 CFR Parts 1, 3, 5, 6 and 7) is triggered when any construction work over \$2,000 is financed in whole or in part with CDBG funds. It requires that workers on a CDBG-funded project receive no less than the prevailing wages being paid for similar work in the same area.
- **Section 3 of the Housing and Urban Development Act of 1968** – Section 3, as amended, requires the provision of opportunities for training and employment that arise through HUD-financed projects to lower-income residents of the project area. Also required is that contracts be awarded to businesses that provide economic opportunities for low- and very low-income persons residing in the area.
- The **Copeland Anti-Kickback Act** (40 USC, Chapter 3, Section 276c and 18 USC, Part 1, Chapter 41, Section 874; and 29 CFR Part 3) requires that workers be paid weekly, that deductions from workers’ pay be permissible, and that contractors maintain and submit weekly payrolls.
- The **Contract Work Hours and Safety Standards Act** (40 USC, Chapter 5, Sections 326-332; and 29 CFR Part 4, 5, 6 and 8; 29 CFR Part 70 to 240) applies to contracts over \$100,000 and requires that workers receive overtime compensation (time and one half pay) for hours they have worked in excess of 40 hours in one week. Violations under this Act carry a liquidated damages penalty (\$10 per day per violation).
 - **The Davis Bacon Act requires that workers receive overtime compensation for hours they have worked in excess of 40 hours in one week, regardless of contract amount.**
- **Equal Employment Opportunity** - Contracts over \$10,000 are subject to Executive Order 11246 which prohibits employment discrimination by Federal contractors and subcontractors and federally-assisted construction contractors and subcontractors.
 - Contractors with 50 or more employees and contracts over \$50,000 require the submission of a SF-100 form (EEO-1).

2 Grantee (Richland County) Responsibilities

Contractors for the CDBG-DR housing rehabilitation programs will be prequalified and their eligibility and debarment status will be verified before any bidding processes begin. It is the responsibility of the Grantee to

- Ensure the proper application of Davis Bacon Requirements.
- Provide current labor classifications and wage determinations in bid documents.
- Host Pre-Bid Conference.
- Review bids to ensure that labor costs match wage determinations.
- Conduct Pre-Construction Conference.
- Provide contractor with any necessary form and/or documents for labor compliance including Certified Payroll form WH-347.
- Have staff available to answer and address any labor compliance issues.
- Submit contractor award notification.
- Ensure DOL posters are posted at project site.
- Ensure RCDCD project sign is clearly posted at project site.
- Conduct on-site interviews to verify labor compliance.
- Review payrolls and compare information to that obtained in interviews and wage decisions.
- Notify prime contractor of any wage discrepancies.
- Ensure wage restitutions are met.
- Submit Labor Standards Enforcement Reports.

It is the responsibility of the Grantee to identify and assign a Labor Compliance Officer, who will be responsible for labor compliance with any CDBG-DR projects or programs. The Labor Compliance Officer may utilize staff familiar with labor compliance monitoring and enforcement but the Labor Compliance Officer is ultimately responsible for comprehensive labor compliance.

3 Contractor Responsibilities

- Attend Pre-Bid Conference.
- Review and identify classifications needed for bid preparation.
- Identify any additional classifications needed by contractor or sub-contractors.
- Notify sub-contractors of labor requirements and labor classifications.
- Ensure all bids are developed to include wage considerations based upon labor classifications.
- Include labor classifications with bid proposal.
- Attend Pre-Construction Conference.
- Read, understand and sign all necessary forms related to the project.
- Provide all wage compliance documentation to the Labor Compliance Officer, or an agreed upon representative, in a timely manner.
- Make wage determinations available for review at project site.
- Collect and submit all Certified Payrolls including those from subcontractors.
- Ensure availability of employees for job site interviews during the project.

4 Prevailing Wage

All RCDCD CDBG-DR projects must comply with federal Davis-Bacon regulations, which means all laborers and mechanics must be paid Davis-Bacon wages and those wages must be verified by checking weekly payrolls. If any portion of a single project is funded by CDBG-DR funds the entirety of the project becomes obligated to utilize prevailing wage determinations for laborers and mechanics.

The Richland County Department of Community Development is responsible for ensuring the proper implementation of Davis-Bacon requirements for applicable CDBG-DR projects. It is the responsibility of RCDCD to act as a resource for any contractors seeking assistance or explanation in regards to any issues relating to Davis-Bacon wage requirements. The Department of Labor (DOL) is responsible for Davis-Bacon rules and regulations as required for CDBG-DR under the Housing and Community Development Act of 1974. Exceptions to the applicability of Davis Bacon wages for specific projects are listed below.

- Contracts solely for demolition, when no federally-funded construction requiring prevailing wage is anticipated on the site
- Rehabilitation of a residential structure or residential properties, under one ownership, that will contain less than eight units when completed.
- Construction work done by employees of a UGLG
- The purchase of machinery and/or equipment where the cost of installation is less than 20% of the total cost of the equipment and/or machinery.
- Employees of utilities are exempt providing they are only extending service to the property containing the project site.

In cases where a wage determination can't be identified the County must submit a Report of Additional Classification and Wage Rate (HUD-4230-A) to the local HUD Labor Relations Office. The deadline for proposal submittals may be extended where a wage determination for a labor classification must be made or verified with the local HUD Labor Relations Office.

The Davis-Bacon wage determinations that apply to a specific project are identified on a wage determination schedule which contains the work/job classification and the minimum wage rates that must be paid to the person(s) performing that work. These determinations are specific to certain geographic areas which must match the location of the project site. Federal wage determination are listed under four construction categories:

- **Building** – construction which generally includes the construction of sheltered enclosures with walk-in access for housing persons, machinery, equipment or supplies. This includes all construction within and including the exterior wall, both above and below grade.
- **Residential** – projects which involve the construction, alteration or repair of single –family houses or apartments buildings containing no more than four units.
- **Heavy** – construction which is not properly classified as building, residential or highway. This construction often includes other infrastructure projects such as water and sewer line construction.
- **Highway** – projects which involve the construction, alteration or repair of roads.

Workers covered under Davis-Bacon: “Laborers and Mechanics” are covered under Davis-Bacon. They are defined by DOL as workers whose duties are manual or physical in nature (including those workers who use tools or who are performing the work of a trade). Those NOT included are architects, engineers, supervisors, software technicians, archeologists or others whose work is considered administrative, managerial or professional in nature.

The use of apprentices is allowed but they must be in an approved program. Apprentices are permitted to earn less than the Prevailing Wage rate when they are employed and individually registered in a bona-fide apprenticeship program registered with the U.S. Department of Labor Office of Apprenticeship’s *Federally Registered Program Sponsors*. Davis-Bacon wage requirements do not apply to workers whose duties are primarily administrative, executive or clerical.

5 Pre-Bid Conference

The County will hold a pre-bid conference for each project which contractors must attend. The pre-bid conference must include a sign-in sheet and record of the minutes of the meeting. The pre-bid meeting will provide the contractors with information specific to the bid projects. Any questions regarding the expected work or site concerns shall be addressed in this meeting. RCD CD staff attending this meeting will be responsible for informing the contractors of labor compliance requirements and the process for payment and payroll recordation for the project. Wages and labor classifications will be provided in each bid package. Wages must be paid according to the Wage Determination provided in contract/bid package. Minimum wages paid must be the sum of the listed Base Rate and Fringe Benefit for the designated labor classification. Contractors will be notified of the construction category for each project. If a contractor deems it necessary to pay an employee under a different construction category they must first contact the Labor Compliance Officer or their representative to explain the need and receive approval for the labor classification.

Any questions or concerns about potential labor classifications or wage issues in general should be addressed at this meeting. Wage determinations for labor classifications will be made available to the contractors at this meeting.

6 Bidding and Contracting

All proposals submitted by contractors should include labor costs based upon prevailing wage determinations as they apply to each project. Wage rates in effect 10 calendar days before the bid opening will be “locked in” for bids and the length of the project. Once the wage determination is “locked in” no future modifications are applicable to the contract or project. The wage determination will apply to all work covered by the construction contract to be awarded under the bid advertisement. The County is responsible for verifying wage determinations 10 days prior to bid opening. An exception to the “lock-in” date applies when a construction contract award is delayed 90 days or more after the bid opening. In this case the County will require proposals to be resubmitted with appropriate wage determinations accounted for. In cases where a contract has been awarded but construction has been delayed 90 days or more the Labor Compliance Officer or their designated representative must review current wage determinations to verify if any changes in wages have been made. If wage changes have been made the County must notify the contractor of the change in wage determination. The contractor must agree to adhere to the modified wage determination.

7 Pre-Construction Conference

The County will hold a pre-construction conference for each project which contractors must attend. The pre-construction meeting will review the specific of the work to be completed under the contract. The contractor will be provided with any required project site signage and wage recordation forms which they may not be in possession of. RCDCD staff attending this meeting will be responsible for ensuring the contractor understands all labor compliance requirements and the process for payment and payroll recordation for the project before work begins. Items that will be addressed during the meeting include:

- Provision or verification that the contractor has a copy of the “Contractor’s Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects”.
- Explanation of the requirement by contractors to pay works on a weekly basis and submit weekly Certified Payrolls and Statements of Compliance (WH 347).
- Explanation that the prime contractor is responsible for obtaining and reviewing all payrolls and statements of Compliance from subcontractors.
- Confirmation of job classifications and wage rates for workers on the project.
- Ensuring that the contractor knows who prevailing wage is applicable to.
- Confirmation that the contractor understand the employee interviews will be conducted and that employees must be made available for these interviews.
- Ensuring that the contractor will post wage rates in an area where they are clearly visible and accessible for review.
- Provide the contractor with the “Notice to All Employees Working on Federal or Federally Funded Construction Projects” posters to be clearly displayed at the job site.
- Identify if any apprentices and/or trainees will be working on the project and verify wage requirements .

8 Construction

Wages apply to all laborers and mechanics on the job site, including subcontractors and sole proprietors. Wage compliance guidance for self-employed laborers or mechanics, i.e. owner/operators, is detailed on HUD letter LR-96-01, attached. Working foremen who spend more than 20% of their time performing mechanic or laborer duties are also due Prevailing Wages. The use of helpers is not allowed on Davis-Bacon projects.

Employees subject to Davis Bacon wages must receive overtime pay for hours worked in excess of 40 hours during that week. The overtime rate is 1.5 times the Base Rate plus the Fringe Benefit Rate at the standard rate, per hour.

Wage Compensation: All workers eligible for prevailing wage must be paid the total of the base rate and the fringe rate combined for the appropriate job classification. The prevailing wage obligation can be met by any combination of cash wages and fringe benefits.

Fringe Benefits: Fringe benefits must be paid for all hours worked on the project – both straight time and overtime. Fringe benefits can include: life insurance, health insurance, pension, vacation, holidays and sick leave. Workers compensation, unemployment compensation, FICA or state withholding cannot be counted as fringe benefits.

Certified Payrolls

All contractors and sub-contractors must submit completed certified payroll forms for employees subject to Davis-Bacon wage requirements. Wages paid to these employees must be reported on a Certified Payroll form WH-347 and submitted the Labor

Compliance Officer, or an agreed upon representative. These employees must also be paid on a weekly basis including any overtime. All payroll forms must be completed both front and back and signed by the contractor or sub-contractor or their designated representative. On weeks where no work is performed a payroll form must still be submitted indicating “No Work”. All payrolls should be numbered in the order of the corresponding pay week including “no work” payroll forms. Therefore, the first week’s payroll form should be numbered as #1. This numbering system should continue in numerical order until the final pay week which should then be identified as “Final”.

It is the responsibility of the contractor to ensure that subcontractors have properly and completely filled out the required payroll forms.

RCDCD staff will review all payrolls to ensure completeness and that proper wages are being paid. Payments will not be authorized to a contractor if payrolls have not been submitted or if any errors are not corrected.

Underpayment

If RCDCD staff determines that the proper wages have not been paid by a contractor, including subs, the general contractor will be notified. A corrected payroll must be submitted by the contractor recording the employee, labor classification and amount of restitution. Corrections must be made within 30 days of notification of payroll underpayment or errors.

In order to ensure proper payment the County reserves the right to withhold 10% of the contract until all wage verification has been completed for final payment. The retained funds will be released within 30 days of notice of construction completion or sooner of the County chooses. The County reserves the right to hold the funds beyond the 30 days if a contractor fails to comply with any and all applicable regulations of the program.

Wage Compensation Example

Assume the wage determination indicates \$17.55 base rate + \$7.75 fringe = Total wage \$25.30

1. All Cash – the total wage of \$25.30/hour can be paid in cash.

2. Cash & Benefits – a combination of cash and benefits may be used together

\$14.55 (cash) + \$10.75 fringe (payment toward benefits) = \$25.30

3. Cash Base + Cash Fringe + Benefits:
\$16.55 (cash) + \$6.00 (fringe in cash) + \$2.75 (fringe benefit) = \$25.30

Restitution payments can be made from the contract if an employer refuses to pay the restitution amount. RCDCD staff will report non-compliant contractors to the HUD Office of Labor Relations. Refusal to make wage restitutions, falsified certified payrolls, payment of kickback wages are grounds for debarment by the U.S. Department of Labor.

Section 3 Policies and Procedures

Richland County Policy and Procedures

Section 3 Requirements

1 Introduction

The Richland County Community Development Department (RCDCD) administers several federally funded programs and projects, which includes CDBG-DR funds made available through the U.S. Department of Housing and Urban Development. Utilization of these funds must adhere to federal labor standards requirements including those included in Section 3 of the Federal Housing Act of 1968. Section 3 of the Federal Housing Act of 1968 requires that economic opportunities generated by certain U.S. Department of Housing and Urban Development financial assistance shall, to the greatest extent feasible, be directed to low-income persons, particularly those who are recipients of government assistance for housing, and to businesses that provide economic opportunities for these persons. Regulations governing the implementation of Section 3 are contained in 24 CFR Part 135. The 1992 Act sets forth:

- The types of HUD financial assistance, activities, and recipients subject to the requirements of Section 3;
- The specific individuals and business concerns who are the intended beneficiaries of the economic opportunities generated from HUD-assisted activities; and
- The order of priority in which these individuals and business concerns should be recruited and solicited for employment and other economic opportunities generated from HUD-assisted activities.

A Section 3 Business is defined as:

- 1) A business that is 51 % or more owned by a Section 3 resident; or
- 2) Employs Section 3 residents for at least 30 percent of its full-time, permanent staff; or within 3 years of first employment; or
- 3) Provides evidence of a commitment to subcontract to Section 3 business concerns, 25 percent or more of the dollar amount of the awarded contract.

2 Bidder Requirements

As part of each bid or proposal submitted, the respondent must document their workforce by position and trade. Such information will be reviewed as part of all bid proposals, and then verified at the commencement of the contract or task order. As part of the application or bidding process, a Section 3 Business Preference and Action Plan are included in bid packages. These forms must be completed and submitted with the bidder's proposal. Contractors have the option to request Certification as a Section 3 business through the completion and submittal of the Certification for Business Seeking Section 3 Business Preference. Bidders **NOT** seeking Section 3 business must complete the top portion (check one box, name of business etc.) and sign at the bottom. Those seeking Section 3 preference must complete and submit the entirety of the form. Regardless of the bidders Section 3 status every proposer must complete the Action Plan and submit it with their bid, even if no hires are projected. Bidders must complete the Action Plan (3 pages) by completing all applicable portions of the document and signing each page. If a bidder does not anticipate new

hires, that must be noted in the table on page 1 and 3. If a bidder anticipates new hires, they must complete page 1 to detail the job categories and page 3 to describe how they will fill those positions. Bidders seeking to meet Section 3 requirements by obtaining new hires or Section 3 eligible subcontractors must provide evidence of outreach. Methods that contractors can use are listed below:

Contractor Outreach for Section 3 Businesses

- Advertisement of contracting opportunities via newspaper, mailings, posting notices that provide general information about the work to be contracted and where to obtain additional information.
- Distributing notices of upcoming projects to local Public Housing Agencies, contractor associations, community organizations, Small Business Administration (SBA), Minority and Women's Business Enterprise M/WBE association, and Community Development Corporations.
- Conduct an annual staff workshop on contracting procedures to include bonding, insurance, and other pertinent requirements, in a timely manner in an effort to allow Section 3 business concerns the opportunity to take advantage of any upcoming contracting opportunities.
- Provide Technical Assistance directly or through contracted organizations to help Section 3 businesses meet bonding and insurance requirements and become certified as Section 3 businesses. Additionally, this assistance will focus on helping existing Section 3 eligible contractors to identify and utilize other Section 3 businesses, subcontractors, and suppliers.

Contractor Outreach for Section 3 Individuals

- Register Section 3 workers, and refer them to job training they may need to be successful as workers on projects under Section 3.
- Advertisement of contracting opportunities via newspaper, mailings, posting notices that provide general information about the work to be contracted and where to obtain additional information.
- Distributing notices of upcoming projects to local Public Housing Agencies, contractor associations, community organizations, Small Business Administration (SBA), Minority and Women's Business Enterprise M/WBE association, and Community Development Corporations.
- Entering into hiring agreements with organizations representing Section 3 residents
- Distributing target flyers and outreach in neighborhoods of Section 3 eligible activities.

Bid Evaluation

Vendors who fail to address Section 3 requirements may be deemed nonresponsive. To avoid being nonresponsive, the proposal or bid documents submitted to RCDCD must include the Contractor's Affidavit and Compliance Commitment, and all applicable attachments and supporting documentation, supporting claims of compliance by hiring, contracting, or other economic opportunities, in the proposal or bid documents submitted.

A bidder who fails to address Section 3 requirements sufficiently may receive a written notice specifying the items which need to be addressed in the Section 3 information. Bidders receiving such notice will be given no more than 5 business days to address the deficiencies and provide all required documents. Failure to respond within the 5 days will result in RCDCD declaring the bidder

or respondent non-responsive. The contact or bid will then be removed from consideration for the award.

In evaluating proposals, RCDCD will give credit to firms that employ Section 3 Residents that are not new hires and that will be assigned to the Section 3 Covered Project for which the proposal is submitted.

3 Employment Compliance for Contractors

The Section 3 regulations, at 24 C.F.R Part 135, provide that RCDC, its contractors and subcontractors must demonstrate compliance by awarding contracts to Section 3 business concerns or to persons who contract with those firms. Prior to the Notice to Proceed, the contractor (including subcontractors) must document their workforce for the project. Contractors must complete the "Section 3 Baseline Employment Report" provided at the Pre-Construction Conference.

The Section 3 regulations provide that contractors and subcontractors demonstrate compliance by employing Section 3 staff as 30% of the aggregate number of new hires if possible. New hires are defined as full-time employees hired for permanent, temporary, or seasonal employment. Building trades personnel are considered to be new hires at the start of each construction project. A contractor is required to hire only when a new hire is needed to perform the work. Contractors should give serious consideration to hiring Section 3 qualified individuals for work on other than Section 3 Covered Projects. In situations where a new hire is needed, a contractor will not be required to hire persons who are not qualified.

RCDCD will conduct periodic quality assurance checks to verify continued compliance. Contractors will be required to submit documentation in the form of FTE/Section 3 certified payroll form submitted monthly that clearly identify the Section 3 hires, hours, and positions. Contractors must comply with the Section 3 requirement throughout the life of the contract. RCDCD will periodically audit this information and failure to comply with the monthly submittal of the FTE/Section 3 certified payroll form shall result in the delay of payment.

In order for a contractors to record their good faith efforts to comply with Section 3 requirements "To the Greatest Extent Feasible", contractor must supply evidence of these efforts when hiring or engaging subcontractors. Examples good faith efforts include but are not limited to the following:

- Entering into hiring agreements with organizations representing Section 3 residents.
- Establishing training programs, which are consistent with the requirements of the Department of Labor, for public housing residents and other Section 3 residents.
- Advertising the training and employment positions by distributing flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) to every occupied dwelling unit in the housing development and in common areas.
- Consulting with State and local agencies administering training programs funded through Workforce Investment Act, probation and parole agencies, unemployment compensation programs, community organizations and other officials or organizations to assist with recruiting Section 3 residents.

- Advertising the jobs to be filled through the local media, such as community television networks, newspapers, of general circulation, and radio advertising.
- Utilizing the Santa Barbara County Housing Assistance programs to support recruitment for job ready Section 3 applicants.

4 Richland County Responsibilities

As the grant recipient of federal funds requiring Section 3 compliance RCDCD is ultimately responsible for Section 3 compliance for eligible projects. In order to ensure that the necessary Section 3 actions and documentation is being recorded and maintained RCDCD must adhere to the following responsibilities for compliance:

- Assure that all Section 3 language is incorporated in all applicable procurement documents generated in conjunction with the use of HUD funding.
- Implement procedures to notify Section 3 residents and business concerns about training, employment, and contracting opportunities generated by Section 3 covered assistance;
- Notify potential contractors working on Section 3 covered projects of their responsibilities;
- Incorporate the Section 3 Clause into all covered solicitations and contracts [see 24 CFR Part 135.38];
- Facilitate the training and employment of Section 3 residents and the award of contracts to Section 3 business concerns;
- Enforce Section 3 compliance by contractors and subcontractors;
- Refrain from entering into contracts with contractors that are in violation of Section 3 regulations;
- Document actions taken to comply with Section 3;
- Submit Section 3 Annual Summary Reports (form HUD-60002) in accordance with 24 CFR Part 135.90
- Verify Section 3 Contract Clauses are incorporated into contracts for Section 3 covered activities between the unit of local government and first tier contractors.
- Inform general contractors of the language necessary to include in their agreements with subcontractors for Section 3 covered projects.
- Annually update Section 3 compliance documents with HUD Section 8 income limits.
- Act as point of contact for information regarding Section 3 compliance, reporting, business certification process and all other related matters.

Outreach Policies and Procedures

REVISION DETAIL

(NOTE: Add most recent revision details above previous entry to keep entries in reverse chronological order. This will allow the user to quickly locate and identify the relevant changes to which he or she needs to understand.)

| | |
|-------------------------|--|
| October 6, 2016 | Version 0 Drafted and submitted for review/approval. |
| October 10, 2016 | Received Version 0 approval from Valeria Jackson |
| April 7, 2017 | Updated outreach plan contacts and procedures |

PURPOSE

This plan provides the roadmap of how, where, and on whose behalf Richland County will spend CDBG-DR program funds. The Plan was developed with careful consideration of the County's commitments to ensuring the recovery of its flood impacted communities, particularly those with the greatest need and the fewest resources. It was developed pursuant to industry best practices and the Programs' guidelines, and takes into consideration the public feedback obtained during the Action Planning process.

POLICY

It is the policy of Richland County that program information will be distributed through multiple media and community based outlets in order to spread the word about available funding. The County is committed to continuing its work with local community advocacy groups and neighborhood organizations throughout the implementation period of these funds that was started in the immediate aftermath of the flooding and has continued through the Action Planning process. Richland County will evaluate the success of outreach efforts once intake begins for each program. The County reserves the right to conduct additional outreach not identified in the policy document, potentially utilizing different outreach methodologies, if it deems it necessary to effectively implement the programs. Additional efforts will be recorded in Appendix D which will be attached to this document for recordation.

PROCEDURE

The Federal Register Notice governing Richland County's allocation of funding requires at least 70% of the funds expended to be used to benefit low to moderate income individuals.

The Program Guidelines for Single Family Housing Rehabilitation Program include a prioritization scheme where LMI individuals will be served prior to non-LMI individuals in most circumstances. The exception is a dire life-safety issue at a property that could result in a non-LMI individual (who otherwise qualifies for the program) being served in an expedited manner. This prioritization system will ensure that the County remains in compliance with the Federal mandate to expend at least 70% of its funds to benefit LMI persons.

The Program Guidelines for the Small Rental Rehabilitation Program require that 100% of the funds benefit LMI persons.

Both sets of Program Guidelines include a Marketing Plan. Outreach will be conducted according to that Marketing Plan, attached as Exhibit A to this document.

Outreach Coordination

The Outreach Coordinator is Natasha Lemon in the Richland County Public Information Office.

Outreach Period

The anticipated start date of outreach is April 17, 2017. The outreach period will also coincide with a registration intake period and is anticipated to last until June 15, 2017. The policy for intake is contained in Policy RCDR-104. Should the programs not receive enough qualified applications during the initial intake period, additional outreach and intake periods will be opened.

Outreach Targeting Methodology

Public Outreach Meetings

The County conducted six (6) public outreach sessions during the Action Planning Process to cover each of the affected County Council Districts. Additional outreach sessions will be held following the program announcement prior to intake. The following are the dates and locations of the additional public outreach meetings (all meetings will be held between 6 p.m. to 8 p.m.):

1. May 1: Garners Ferry Adult Activity Center, 8614 Garners Ferry Road, Hopkins
2. May 3: Gadsden Park Community Center, 1668 S. Goodwin Circle, Gadsden
3. May 4: Crane Creek Community Center, 7405 Fairfield Road, Columbia
4. May 9: St. Andrews Park, 920 Beatty Road, Columbia
5. May 9: North Springs Park Community Center: North Springs Park: 1320 Clemson Road, Columbia
6. May 11: Decker Center, 2500 Decker Road, Columbia

Media

Program information will be provided to the County Council member and Blue Ribbon Committee members for distribution to their constituents and organizations. Further, the Public Information Office will publish all announcements on the County flood recovery website, www.rcgov.us/floodrecovery and social media pages (Facebook, Twitter, etc.). In order to help brand and market the recovery program the County created a logo to identify the “Richland County Returns Home” theme for use on all social media pages

Program information will be advertised through the standard Public Information Office press release and media process. The County will use the following strategies to utilize media as part of its outreach efforts.

- Send press releases for upcoming events related to the flood recovery process
- Include intake updates in newsletters
- Provide community outreach fliers
- Send releases to major media outlets surrounding Richland County (traditional news stations, traditional radio and online radio outlets)
- Disaster Recovery Coordinator will perform live interviews on television broadcasts to promote outreach meetings and intake

The County will also fully utilize social media outlets to assist in programmatic outreach to the community. This includes providing mobile device users updated flood recovery information through social media apps. The County will also promote increased interaction between online residents and the Public Information Office regarding the CDBG-DR funding.

Religious Organizations – Reaching the Digitally Disconnected

The County will distribute program information to local religious organizations asking that the information be posted in a visible place and distributed to congregants. In order to reach the digitally

disconnected in Lower Richland County, Program materials will be distributed to churches and other religious organizations. Information sheets will include public meeting dates, so potential applicants can attend the meetings to receive a registration form and ask questions prior to intake. See Appendix C for a full list of churches in the Lower Richland area.

Community Organizations

Information will be distributed to community organizations. Any community organization wishing to distribute information may obtain the materials from RCCD. Coordination with community organizations will be accomplished by:

- Sending introduction letters to community contacts and advocates
- Providing community contacts and advocates with flood material to share with County residents

A full list of community organization can be found in Appendix B.

Community Canvassing

The County will also take proactive community outreach through actively engaging directly with the public through canvassing efforts. These effort include:

- Attending community events to promote and distribute flood recovery material
- Creating a volunteer group of Greek organizations and nonprofit organizations to assist in outreach and canvassing
- Utilize volunteer organizations to go door to door in hard hit areas
- Outreach to senior centers and other senior service providers
- Promote the homeowner rehabilitation and mobile home replacement program at community events

Public Schools

The County will work to provide all district schools with fliers about program startup and access to program benefit that will be sent home with students.

2-1-1 System

The County will distribute housing program information to the list developed by the 2-1-1 system. Mike King and Pat Beekman are the Richland County contacts and will lead outreach efforts, including training the Disaster Case Managers on the intake process.

Non-English Speaking Population

There are primarily two non-English speaking populations in Richland County which include Spanish and Korean speaking populations. In order to appropriately address the language needs of these populations the County will coordinate its efforts with liaisons of the Spanish and Korean speaking communities. This includes providing information on single family homeowner rehabilitation and mobile home replacement assistance in the appropriate languages and the provision of access to interpreters to assist in communicating with non-English speaking populations as necessary.

Appendix A - Affirmative Marketing Plan

The Program is committed to affirmatively furthering fair housing through established affirmative marketing policies. Affirmative marketing efforts for the disaster funding will include the following:

- A. This Affirmative Marketing Plan, based on the U.S. Department of Housing and Urban Development (HUD) regulations, outlines the policies and procedures for housing activities. Procedures are established to affirmatively market units financed through the Program. The procedures cover dissemination of information, technical assistance to applicants, project management, reporting requirements, and project review.
- B. The goal is to ensure that, eligible persons from all racial, ethnic, national origin, religious, familial status, the disabled, "special needs," gender groups and populations least likely to apply for assistance are:
 - Fully informed of vacant units available for sale and / or rent.
 - Encouraged to apply for purchase, rehabilitation, and / or rent.
 - Given the opportunity to buy and / or rent the unit of their choice.
 - Given the opportunity to rehabilitate their primary residence, which sustained damages due to the October 2015 storm and flooding events and / or its after-effects.
- C. In accordance to the affirmative marketing policies and procedures, program participants will be informed about available opportunities and supporting requirements via counselors, printed and electronic materials, publications, direct contact, workshops/seminars, and through the placement of flyers/posters in public facilities.
- D. The SFHRP and SRRP will conduct marketing through widely available media outlets. Efforts will be taken to affirmatively market the CDBG Disaster Recovery Program as follows:
 - Advertise with media outlets which provide unique access for persons who are considered members of a protected class under the Fair Housing Act.
 - Reach out to public or non-profit organizations and hold/attend community meetings.
- E. Applications and forms will be offered in English and other languages prevailing in the region. In addition, every effort will be made to assist Limited English Proficient applicants in the application process.
- F. In addition, measures will be taken to make the Program accessible to persons who are considered members of a protected class under the Fair Housing Act by holding informational meetings in buildings that are compliant with the Americans with Disabilities Act (ADA), providing sign language assistance when requested (with 3 days' notice), and providing special assistance for those who are visually impaired when requested (with 3 business days' notice).
- G. Documentation of all marketing measures used, including copies of all advertisements and announcements, will be retained and made available to the public upon request.
- H. RCCD will use the Fair Housing logo in Program advertising, post Fair Housing posters and related information, and, in general, inform the public of its rights under Fair Housing regulations.

Appendix B – Community Organizations

United Way Contacts

United Way Association of South Carolina

Carson Carroll

carson.carroll@uwasc.org

803-608-9143

United Way of the Midlands

Mike Hagins

Long Term Disaster Recovery Manager

mhagins@uway.org

(803) 733-5119

Aging & Disability Resource Center

Provided below is a link to the latest directory with the full range of services available.

<http://centralmidlands.org/senior-disability-services-directory.html>

Carol B. Boykin, CIRS-A&D

Certified Information and Referral/Assistance Specialist

Central Midlands COG/AAA/ADRC

236 Stoneridge Drive

Columbia, S.C. 29210

(803) 744-5142 or

1-866-394-4166

cboykin@cmcog.org

Francica Matthews

Information, Referral & Assistance Coordinator

fmatthews@centralmidlands.org

Lutheran Family Services-Carolinas

<http://www.lscarolinas.net/>

The Columbia SC location specializes in child and family services.

1118 Union St, Columbia, SC 29201

(803) 750-9917

George Knox

gknox@lscarolinas.net

(803) 513-3204

Senior Resources

<http://www.seniorresourcesinc.org/>

2817 Millwood Avenue Columbia, SC 29205

(803) 252-7734

Beverly Brandt

bbrandt@seniorresourcesinc.org

Bilingual Assistance for Flood Victims

PASOS

PASOs helps the Latino community and service providers work together for strong and healthy families. They can provide help for Latino members of the community who need assistance with the flood recovery process. <http://www.scpasos.org>

Ana Cossio
Midlands Program Coordinator
PASOs Programs
Arnold School of Public Health
University of South Carolina
730 Devine St.
Columbia, SC 29208
803-451-1181

American Red Cross

Clyde Roberts
clyde.roberts@redcross.org
(803) 212-5139

Rebecca Jordan
Rebecca.Jordan@redcross.org
(803) 540-1240

Kate Heald
kjheald@gmail.com

Hearts and Hands Disaster Recovery

Hearts & Hands Disaster Recovery (HHDR) has been awarded the South Carolina state grant to be the Disaster Case Management Program (DCMP) provider. HHDR will provide disaster case management services to residents with unmet needs of South Carolina whom have been affected by the October 2015 flood. Residents that have been impacted by the flood can call the state-wide telephone number 2-1-1, select their language, and then press 7 to be entered into the disaster database. Their cases will then be entered into the Coordinated Access Network (CAN) and sent to HHDR for case management assignment. This system will decrease the duplication of efforts from VOAD's and increase the timeliness and effectiveness of the client recovery process by keeping all VOAD partners informed.

401 Western Ln
Irmo SC 29063-7953
Phone: (803) 851 5551
Falon Alo
falon.alo@hhdr.ngo

[Brittany Kelly](#)
Program Manager
(407) 449-3066
brittany.kelly@hhdr.ngo

The Salvation Army

Zashariya Wright
zashariya.wright@uss.salvationarmy.org
Program Coordinator
803-832-0844

Melani Miller
Director of Program Services
melani.miller@uss.salvationarmy.org
(803) 309-6421

UMCOR/United Methodist Disaster Recovery

They work with home owners to provide labor and supplies to repair homes damaged in the flood but are unable to provide financial assistance. They also handle disaster case management, intake, and try to assist with any needs a family may have.

Disaster Response Hotline: 1-800-390-4911
screcover@umcsc.org
<http://www.umcsc.org/home/ministries/disaster-response/flood-recovery/>

Ward Smith
wsmith@umcsc.org
(803) 603-1790

SC Housing Trust Fund

The South Carolina Housing Trust Fund provides financial assistance for the development, rehabilitation, and acquisition of low income housing. Call: (803) 896-9001

World Renew Disaster Response

When disasters strike, World Renew responds to the urgent needs that arise. In North America, this often includes having volunteers clearing debris, assessing needs, training local leaders, and repairing and rebuilding damaged homes. In SC, work is organized in partnership with South Carolina organizations that coordinate across the state.

<http://www.worldrenew.net/>

Eric and Nancy Johnson
ejohn15560@aol.com
(269) 598-6483

Presbyterian Disaster Assistance

<https://pda.pcusa.org/>

Call 1-866-732-6121 for housing requests.

Local PDA site: Lake Murray Presbyterian Church
2721 Dutch Fork Rd.
Chapin SC 29036
(803) 345-5140
<http://www.lmpchurch.org/>
Cynthia Shepard

sctrainer1@gmail.com

(803)-556-2440

Food for Senior Resources

When devastating floods hit South Carolina in October 2015, many people in the community reached out to donate bottled water and canned goods for seniors in need. Thanks to these donations, they were able to continue Meals on Wheels service and establish a food pantry for their clients and any other senior citizen in need who lives in Richland County and is 55 years old or above. The food pantry is also used to assist clients who are on the waiting list for Meals on Wheels.

<http://www.seniorresourcesinc.org/>

2817 Millwood Ave. Columbia, SC 29205

(803) 252-7734

Beverly Brandt

bbrandt@seniorresourcesinc.org

Richland Sertoma Club

Started in 1950, its mission is twofold: to raise money for other local charitable organizations by coordinating and hosting fundraising projects and events, and to encourage civic engagement by hosting weekly meetings featuring community leaders of all types. Since 1950, the club has assisted approximately 100 local charities and raised approximately \$4 million.

Elevations Youth Outreach Corp.

8420 Garners Ferry Rd

Hopkins, SC 29061

Phone: 803-695-6011

Creating Miracles Life Changing Corp.

PO Box 90040

Columbia, South Carolina, SC 29290

Cayce-West Columbia Jaycees

Jimmy Wall

1153 Walter Price Rd, Cayce, SC 29033

Central Carolina Community Foundation

2711 Middleburg Drive, Suite 213

Columbia, SC 29204

803.254.5601

Central South Carolina Habitat for Humanity

2814 Augusta Rd

West Columbia, South Carolina, SC 29170

Filipino-American Associate of Greater Columbia

<http://www.filamsc.org>

Free Medical Clinic

1875 Harden St
Columbia, SC 29204
[\(803\) 765-1503](tel:8037651503)

GLEAMNS Human Resources Commission

PO Box 1326
237 North Hospital St.
Greenwood, SC, 29648.
Phone: (864)-223-8434.

Harvest Hope Food Bank

2220 Shop Road
Columbia, SC 29201
Phone: (803) 254-4432

Latino Communications CDC

P.O. Box 292021
Columbia, SC 29229
Phone: (803) 848-7764

Mental Illness Recovery Center

PO Box 4246
Columbia, SC 29240
Email: mail@mirci.org
Phone: (803) 786-1844

Palmetto Center for Women

YMCA of Columbia
1612 Marion Street, Suite 100
Columbia SC 29201
Phone: (803) 748-9622 xt. 121

Wateree Community Actions

1915 Harden Street
Columbia, SC 29204
Phone: (803) 807-9811

Benedict Allen Community Development Corporation (BACDC)

1600 Harden Street
Columbia, SC 29204
Phone: (803)705-4715

Big Brothers and Big Sisters

4300 North Main Street
Columbia, SC 29203
Phone: (803) 691-5700

Community Assistance Provider (CAP)

Ms. Veronica Rodriguez
President/CEO
2800 North Main Street
Columbia, SC 29201
Phone: (803) 771-0050

Goodwill

115 Haywood Road
Greenville, SC 29607
Phone: (864) 351.0100

Homeworks, Inc.

3823 W. Beltline Blvd.
Columbia, SC 29204
Phone: (803) 781-4536

Midlands Area Consortium for Homeless (MACH)

1800 Main St
Columbia, SC 29201

Midlands Workforce Development Board

700 Taylor Street
Columbia, SC 29201
Phone: (803) 978-0190

Benedict College

Karen Mitchell, Administrative Specialist Office of Student Activities
1600 Harden Street, Columbia
Phone: (803) 253-5000

Allen University

Tyosha Hammonds, M.S., Student Activities Coordinator
1530 Harden Street
Phone: (803) 376-5730

University of South Carolina

Nelda Bailey, Assistant Director of Fraternity and Sorority Life
Russell House Suite 115, Columbia
Phone: (803) 777-9785

Alpha Phi Alpha Fraternity

David Moses, Columbia Chapter
Phone: (864) 420-3477

Appendix C – Lower Richland Religious Organizations

Reaching the Digitally Disconnected

1. **Agape Ministries of Lower Richland**
P O Box 130 Gadsden SC 29052
(803) 353-5200 (No Website Listed)
2. **Antioch AME Church**
1136 Antioch AME Church, Eastover, SC 29044
(803) 353-7143 <http://www.antiochamezion.org/>
3. **Apostolic Doctrine Evangelistic Church**
1431 Dry Branch Rd, Hopkins, SC 29061
(803) 783-9500 (No Website Listed)
4. **Bethlehem Baptist Church**
3910 Bluff Road, Columbia SC 29209
(803) 695-0226 <http://bbcfamily.net/>
5. **Beulah Baptist Church**
9487 Garners Ferry Road Hopkins SC 29061
(803) 776-2188 <http://beulahbaptist.com/>
6. **Church Of God Campsite**
9101 Bluff Road Eastover SC 29044
(803) 353-0492 <http://ww43.churchofgod.cc/>
7. **Church Of God True Holiness**
11443 Garners Ferry Road Eastover SC 29044
(803) 353-9769 <https://churchofgodeo.org/>
8. **Congaree Baptist Church**
1229 Congaree Church Road Gadsden SC 29052
(803) 353-8706 (No Website Listed)
9. **Friendship Baptist Church**
2604 Lower Richland Blvd Hopkins, SC 29061
(803) 783-7538 <http://www.fbchopkins.org/fbchopkins/welcome>
10. **Glory Temple Worship Center**
1235 Clarkson Road Hopkins SC 29061
(803) 695-7070 <http://www.glorytempleworship.org>
11. **Goodwill Baptist Church**
14081 Garners Ferry Road Eastover SC 29044
(803) 353-2992 <http://www.thegoodwillbaptistchurch.com/>

- 12. Grandview Baptist Church**
10981 Garners Ferry Road Eastover SC 29044
(803) 353-1005 <http://www.rchurch.com/Grandview-Baptist-Church-172993.html>
- 13. Holy Revelation Tabernacle**
308 Joyner Street Eastover SC 29044
(803) 353-8030 (No Website Listed)
- 14. Jerusalem Baptist Church**
P O Box 463 Hopkins SC 29061
(803) 783-0651 <http://jerusalemchurch.org/>
- 15. Ladson Chapel Baptist Church**
7156 Cabin Creek Road Hopkins SC 29061
(803) 783-9087 (No Website Listed)
- 16. Lebanon United Methodist**
10220 Garners Ferry Road Eastover SC 29044
(803) 776-4604 <http://www.umc.org/>
- 17. Lykesland Baptist**
2712 Trotter Rd Hopkins, SC 29061
(803) 776-2535 <http://lykesland.com/>
- 18. Midway Baptist Church**
11750 Garners Ferry Road Eastover SC 29044
(803) 353-2249 <http://www.thegoodwillbaptistchurch.com/>
- 19. Mt Elon Baptist Church**
718 Mount Elon Church Rd., Hopkins SC 29061
(803) 776-6217 www.mtelon.com
- 20. Mt Moriah Baptist Church**
1000 Old Bluff Road Hopkins SC 29061
(803) 783-6361 <http://mmbc.cc/directions.htm>
- 21. Mt Zion Baptist Church**
P O Box 306 Eastover SC 29044
(803) 353-0180 (No Website Listed)
- 22. New Birth Ministries Nazareth**
1131 Reese Road Eastover SC 29044
(803) 783-7929 (No Website Listed)
- 23. New Birth Tabernacle**
1570 Congaree Road Hopkins SC 29061
(803) 783-4363 (No Website Listed)

- 24. New Covenant Church**
1140 Old Eastover Road Eastover SC 29044
(803) 776-4707 (No Website Listed)
- 25. New Zion Benevolent Baptist Church**
201 Meeting House Road Hopkins SC 29061
(803) 776-7990 <http://zionbenevolent.com/>
- 26. Pine Grove Baptist Church**
1711 Mccords Ferry Road Eastover SC 29044
(803) 353-9728 (No Website Listed)
- 27. Pleasant Grove Baptist Church**
1129 Congaree Church Road Gadsden SC 29044
(803) 353-8887 <http://pleasantgrove-baptist.org/>
- 28. Prayer & Bible Study Church**
4673 Mccords Ferry Road Eastover SC 29044
(803) 353-8857 (No Website Listed)
- 29. Red Hill Baptist Church**
720 Congaree Church Road Gadsden SC 29044
(803) 353-2761 <http://www.redhillbaptistchurch.org/>
- 30. Shiloh AME Church**
3381 Mccords Ferry Road Eastover SC 29044
(803) 353-8110 <http://shiloheastover.vpweb.com/About-Us.html>
- 31. Siloam Baptist Church**
1331 Congaree Road Hopkins SC 29061
(803) 353-8110 <http://shiloheastover.vpweb.com/Announcements.html>
- 32. St James Baptist Church**
1131 Blue Johnson Hopkins SC 29061
(803) 776-1311 <http://sjbcofvarina.org/>
- 33. St John Baptist Church**
230 J.W. Neal Circle Hopkins SC 29061
(803) 776-7830 <http://www.stjohnbaptistchurchhopkins.org/meetOurPastor.html>
- 34. St Luke AME Church**
P. O. Box 241 Eastover SC 29044
(803) 353-2595 <http://thestlukeame.com/>
- 35. St Mark Baptist Church**
P. O. Box 162 Gadsden SC 29044
(803) 353-2873 (No Website Listed)

- 36. St Matthew Baptist Church**
P. O. Box 668 Eastover SC 29044
(803) 353-0521 <http://www.stmatthewbaptistchurch.com/>
- 37. St Paul Baptist Church**
1306 Old Bluff Road Hopkins SC 29061
(803) 776-2339 (No Website Listed)
- 38. St Phillips AME Church**
P O Box 214 Eastover SC 29044
(803) 353-2769 (No Website Listed)
- 39. Temple of Faith Bible Way Church**
P O Box 123 Gadsden SC 29052
(803) 353-0065 (No Website Posted)
- 40. Temple Of Yashua**
248 Toms Creek Road Hopkins SC 29061
(803) 783-4600 <http://www.templeofyahshua.com/contact/>
- 41. True Vine Outreach Ministries**
13028 Garners Ferry Road Eastover SC 29044
(803) 353-3131 (No Website Listed)
- 42. Truth Church & Ministries**
2100 Mccords Ferry Road Eastover SC 29044
(803) 353-2347 (No Website Listed)
- 43. Unity Evangelistic Church**
P O Box 669 Eastover SC 29044
(803) 353-2347
<http://www.churchangel.com/church/Unity-Evangelistic-Church-216919.htm>
- 44. Zion Benevolent Baptist**
201 Meeting House Rd, Hopkins, SC 29061
(803) 776-7990 <http://www.zionbenevolent.com/>
- 45. Zion Damascus Baptist Church #1**
212 Lost John Road Hopkins SC 29061
(803) 776-2107 (No Website Listed)
- 46. Zion Damascus Baptist Church #2**
6701 Bluff Road Hopkins SC 29061
(803) 776-3173 (No Website Listed)
- 47. New Mount Olive**
1101 Peter Seymore Road, Gadsden, SC 29052
(803) 353-2101 <http://www.manta.com/c/mm5wkz6/new-mt-olive-baptist-church>

- 48. Sweet Home**
7500 Richard St, Columbia, SC 29209
(803) 783-4428 <http://sweet-home.baptist-online.com/>
- 49. Zion Mill creek**
97 Mill Creek Pkwy, Columbia, SC 29209
(803) 776-2250 <http://www.zionmillcreek.com/>
- 50. Zion pilgrim Baptist Church**
258 Old Bluff Rd, Hopkins, SC 29061
(803) 695-7522 (No Website Listed)
- 51. Progressive Church of Our Lord Jesus Christ**
6844 Lower Richland Blvd Hopkins, SC 29061
(803) 783-4584 <http://progressivechurch.org/>
- 52. Mt Nebo Baptist**
8699 Bluff Rd, Eastover, SC 29044
(803) 353-0521 <http://mtnebohiddenite.com/>
- 53. Mount Nebo Baptist**
8699 Bluff Rd, Gadsden, SC 29052
(803) 353-0521 <http://mountnebochurch.com/index.html>
- 54. New Light Beulah**
1330 Congaree Rd Hopkins, SC 29061
(803) 783-2050 <http://www.newlightbeulahbaptistchurch.net/>
- 55. Shandon Baptist**
5250 Forest Dr. Columbia, SC 29206
(803) 782-1300 <http://www.shandon.org/>
- 56. Good Shepard Holiness**
6824 Cabin Creek Rd Hopkins, SC 29061
(803) 783-2087 (Site under Construction)
- 57. Kingdom Builders Christian Center**
3100 Trotter Rd Hopkins, SC 29061
(803) 695-1277 <http://kingdom-builders.com/>
- 58. A M E Church Seventh District Office**
110 Pisgah Church Rd. Columbia, SC 29203
(803) 935-0500 <http://ame7.church/>
- 59. Ambassadors Christian Center**
401 Western Ln Suite 9D Irmo, SC 29063
(803) 749-0829 <http://ambsc.org/>

- 60. Antioch Baptist Church**
5715 Koon Road, Columbia, SC 29203
(803) 786-0119 <http://abccolumbia.org/index.php>
- 61. Arsenal Hill Presbyterian Church**
1103 Laurel Str. Columbia, SC 29201
(803) 765-0100 <http://www.arsenalhill.org/>
- 62. Asbury Memorial United Methodist Church**
1005 Asbury Dr. Columbia, SC 29209
(803) 776-7237 <http://www.asburycolumbia.org/>
- 63. Beth Shalom Synagogue**
5827 N Trenholm Rd. Columbia, SC 29206
(803) 782-2500 <http://www.bethshalomcolumbia.org/>
- 64. Bethel AME Church**
819 Woodrow St Columbia, SC 29205
(803) 779-0138 <http://bethelcolumbia.org/>
- 65. Bethel AME Church**
410 Railroad Ave St Matthews, SC 29135
(803) 874-2616 <http://bethelcolumbia.org/>
- 66. [Bible Way Church of Atlas Road](#)**
[2440 Atlas Road](#)
[Columbia, SC 29209](#)
- 67. Centennial ARP Church**
1413 Laurel Str. Columbia, SC 29201
(803) 765-0368 <http://centennialarpchurch.org/>
- 68. Christ the King Lutheran Church**
7239 Patterson Rd. Columbia, SC 29209
(803) 776-3050 <http://www.christthekinglc.com/>
- 69. Christian Life Assembly**
2700 Bush River Road, Columbia, SC 29210
(803) 798-4488 <http://christianlifecolumbia.com/>
- 70. Christus Victor Lutheran Church**
400 Harbison Blvd. Columbia, SC 29212
(803) 732-2668 <http://cvlconline.com/>
- 71. Church of Jesus Christ of Latter-day-Saints**
4440 Fort Jackson Blvd Columbia, SC 29209
(803) 787-9821 <https://www.lds.org/?lang=eng>

- 72. Church the Apostles Columbia**
1520 Bull Str. Columbia, SC 29201
(803) 256-0545 <http://www.apostlescolumbia.org/>
- 73. Columbia Crossroads Church**
2723 Ashland Rd. Columbia, SC 29210
(803) 772-7792 <http://www.columbiacrossroads.org/>
- 74. Columbia Presbyterian Mission Church**
2235 Legrand Rd Columbia, SC 29223
(803) 788-7553 http://www.cpmchurch.org/index.pjp?mid=About_us
- 75. Crescent Hill Baptist Church**
2659 Two Notch Rd. Columbia, SC 29204
(803) 254-5549 <http://www.crescenthillbaptist.org/>
- 76. Ebenezer Lutheran Church**
1301 Richland Str. Columbia, SC 29201
(803) 765-9430 <http://www.ebenezerlutheran.org/>
- 77. Elmwood Ave Church of God**
1427 Elmwood Ave. Columbia, SC 29201
(803) 765-9711 <http://www.ebenezerlutheran.org/>
- 78. Ephesus Seventh Day Adventist Church**
709 Wilson Blvd Columbia, SC 29203
(803) 786-2800 <http://columbiaephesus22.adventistchurchconnect.org/gallery.php?album=1>
- 79. Episcopal Diocese of Upper SC**
1115 Marion Str. Columbia, SC 29201
(803) 771-7800 <http://www.edusc.org/>
- 80. Evangelical Lutheran Church of the Incarnation**
3005 Devine Str. Columbia, SC 29205
(803) 256-7456 <http://www.incarnationlutheran.com/>
- 81. Fair Lawn United Methodist**
9203 Wilson Blvd Columbia, SC 29203
(803) 754-2070 <http://www.fairlawnumccolumbia.com/>
- 82. Fellowship Bible**
6108 Bush River Rd Columbia, SC 29212
(803) 732-0961 <http://fellowshipbiblecolumbia.org/>
- 83. First Baptist Church of Columbia***
1306 Hampton Str. Columbia, SC 29201
(803) 256-4251 <http://fbccola.com/>

- 84. Francis Burns United Methodist Church**
5616 Farrow Rd. Columbia, SC 29203
(803) 754-1760 <http://www.francisburns.org/>
- 85. Friendship Baptist Church**
1237 House Str. Columbia, SC 29204
(803) 799-8906 <http://www.friendshipbaptistchurchsc.org/>
- 86. Friendship Baptist Church**
2604 Lower Richland Blvd Hopkins, SC 29061
(803) 783-7538 <http://www.fbchopkins.org/fbchopkins/welcome>
- 87. Garden Of Grace United Church**
1020 Atlas Rd. Columbia, SC 29209
(803) 695-9664 <http://www.goguucc.com/>
- 88. Grace Church of Columbia**
2710 Harrison Road, Columbia, SC 29204
(803) 255-0120 <http://gracechurchcolumbia.org/>
- 89. Good Shepherd Lutheran Church**
3909 Forest Drive, Columbia, SC 29204
(803) 787-4413 <http://www.gslc.com/>
- 90. Greenlawn Baptist Church**
6612 Garners Ferry Road, Columbia, SC 29209
(803) 776-4074 <http://www.greenlawnchurch.org/>
- 91. Holy Trinity Evangelical Lutheran Church**
2200 Lee Street, Columbia, SC 29205
(803) 799-7224 <http://holytrinitycolumbia.wixsite.com/holy-trinity>
- 92. Holy Trinity Greek Orthodox Church**
1931 Sumter Street, Columbia, SC 29201
(803) 252-6758 <http://holytrinitycolumbia.wixsite.com/holy-trinity>
- 93. International Friendship Ministries**
610 Pickens St, Columbia, SC 29201
(803) 799-3452 <http://www.internationalsonline.com/>
- 94. Islamic Center of Columbia**
1929 Gervais Street, Columbia, SC 29201
(803) 254-7242 <http://www.almasjid.com/>
- 95. Jewish Federations of Columbia**
5827 N Trenholm Rd., Columbia, SC 29206
(803) 782-1831 <https://jewishcolumbia.org/our-community/community-directory/CoFTY>

- 96. Kilbourne Park Baptist Church**
4205 Kilbourne Rd, Columbia, SC 29206
(803) 787-3371 <http://www.kilbournepark.org/>
- 97. Korean Community Presbyterian Church**
1412 Richland St Columbia, SC 29201-2520
(803) 765-2500 <https://www.pcusa.org/congregations/23308/>
- 98. Ladson Presbyterian Church**
1720 Sumter Street, Columbia, SC 29201
(803) 765-9192 <http://www.ladsonpres.org/>
- 99. Living Springs Lutheran Church**
4224 Hard Scrabble Road, Columbia, SC 29223
(803) 736-0776 <http://livingspringscolumbia.org/>
- 100. Main Street United Methodist Church**
1830 Main Str., Columbia, SC 29201
(803) 779-3142 <http://www.mainstumc.com/>
- 101. Midtown Fellowship**
1325 Park Street, Columbia, SC 29201
(803) 748-4780 <http://midtowncolumbia.com/>
- 102. New Hope Church**
930 Longtown Road, Columbia, SC 29229
(803) 708-4848 <https://www.newhopechurch.org/christian-church-columbia/>
- 103. New Kirk Presbyterian Church**
1001 Longtown Road, Columbia, SC 29229
(803) 608-1484 <http://newkirkpres.com/index.html>
- 104. North Trenholm Baptist Church**
6515 North Trenholm Road, Columbia, SC 29206
(803) 753-8944 <http://www.ntbc.org/>
- 105. Old Bethel AME Church**
819 Woodrow Street, Columbia, SC 29205
(803) 779-0138 <http://bethelcolumbia.org/>
- 106. Oliver Gospel Mission**
1100 Taylor Street, Columbia, SC 29201
(803) 470-1444 <https://olivergospelmission.com/>
- 107. Progressive Believers Baptist Church**
1540 Elmtree Road, Columbia, SC 29209
(803) 783-3269 <http://pbbchurch.org/>

- 108. Reformation Lutheran Church (Columbia, SC)**
1118 Union Street, Columbia, SC 29201
(803) 252-1507 <http://reformationlutherancolumbiasc.com/>
- 109. Richland Presbyterian Church**
1500 Lady Str. Columbia, SC 29201
(803) 779-1995 <https://www.loc.gov/item/sc0068/>
- 110. Riverland Hills Baptist Church**
201 Lake Murray Blvd. Irmo, SC 29063
(803) 749- 2084 <http://www.riverlandhills.org/>
- 111. Riverside Community Church**
301 Gervais Str. State Muse
Columbia, SC 29201
(803) 250-5469 <http://riversidecommunitychurch.org/>
- 112. Rose Hill Presbyterian Church**
229 Saluda Ave. Columbia, SC 29205
(803) 771-6775 <https://www.facebook.com/Rose-Hill-Presbyterian-Church-Pca-104879032889354/>
- 113. St. Andrews Baptist Church**
230 Bush River Road, Columbia, SC 29210
(803) 798-7325 <http://mysabc.org/>
- 114. St. Andrews Lutheran Church**
1416 Broad River Road, Columbia, SC 29210
(803) 772-6034 <http://salutheran.com/>
- 115. St. Andrews Presbyterian Church**
6952 Saint Andrews Road, Columbia, SC 29212
(803) 772-6034 <http://www.sapc.net/>
- 116. St. David's Episcopal Church**
605 Polo Road, Columbia, SC 29223
(803) 736-0866 <http://stdavidscolumbia.org/>
- 117. St. John's Episcopal Church**
2827 Wheat Street, Columbia, SC 29205
(803) 799-4767 <http://www.episcopalchurch.org/parish/st-johns-episcopal-church-columbia-sc>
- 118. St. Joseph Catholic Church**
3504 Devine Street, Columbia, SC 29205
(803) 799-8865 <http://www.stjosephcolumbia.org/>
- 119. Seacoast Church - Columbia Campus**
1951 Legrand Rd, Columbia, SC 29223
(803) 419-1607 <http://www.seacoast.org/columbia/>

- 120. Seacoast Church - Irmo Campus**
500 St Andrews Rd, Columbia, SC 29210
(803) 798-5463 <http://www.seacoast.org/irmo/>
- 121. Seacoast Church - Manning Campus**
3351 Sumter Highway [Hwy 521] At Fe Dubose Campus, Manning, SC 29102
(803) 505-3208 <http://www.seacoast.org/columbia/>
- 122. Mt Olive Lutheran Church**
1541 Lake Murray Blvd Columbia, SC 29212
(803) 781-5845 <http://mtolivesc.org/>
- 123. Seven Oaks Presbyterian Church**
530 Saint Andrews Rd Columbia, SC 29210
(803) 772-1787 <http://sopc.net/>
- 124. St Peter's Catholic Church**
1529 Assembly St Columbia, SC 29201
(803) 779-0036 <http://www.visitstpeters.org/>
- 125. Shandon Baptist Church**
5250 Forest Dr. Columbia, SC 29206
(803) 602-6664 <http://www.shandon.org/>
- 126. St John Baptist Church**
3404 W Beltline Blvd Columbia, SC 29203
(803) 254-4170 <http://www.saintjohnbaptistchurch1908.com/>
- 127. Right Direction Church Intl**
1234 Saint Andrews Rd Columbia, SC 29210
(803) 798-1230 <http://rightdirection.info/>
- 128. Shandon United Methodist Church**
3407 Devine St Columbia, SC 29205
(803) 256-8383 <http://shandon-umc.org/>
- 129. Chief Cornerstone World Vision**
209-6 Dawson Dr. Columbia, SC 29223
(803) 786-9483 Website under Construction
- 130. Christian Counseling Center of First Presbyterian Church**
1500 Lady Str. Columbia, SC 29201
(803) 779-1995 <http://www.christiancounseling.ws/>
- 131. North Trenholm Baptist Church**
6515 N Trenholm Rd Columbia, SC 29206
(803) 753-8944 <http://www.ntbc.org/>

- 132. Greenview First Baptist Church**
101 Isaac Str. Columbia, SC 29203
(803) 786-2839 <http://www.greenviewfirstbaptistchurch.org/>
- 133. Good Shepherd Catholic Church**
809 Calhoun Str. Columbia, SC 29201
(803) 765-1334 <http://www.goodshepherdcolumbia.org/>
- 134. The Potter's Christian Life Center**
2700 Haymarket Rd. Columbia, SC 29210
(803) 772-8596 <http://pottersplace.org/>
- 135. Zion Canaan Baptist Church**
7820 Farrow Rd. Columbia, SC 29203
(803) 935-0132 <http://www.zioncanaanbaptist.org/>
- 136. Second Calvary Baptist Church**
1110 Mason Rd Columbia, SC 29203
(803) 714-9668 <https://www.secondcalvarybaptist.org/>
- 137. Oliver Gospel Mission**
1100 Taylor Str. Columbia, SC 29201
(803) 254-6470 <https://olivergospelmission.com/>
- 138. Shandon Presbyterian Church Child Development Center**
607 Woodrow Str. Columbia, SC 29205
(803) 799-8533 <http://www.shandonprescdc.org/>
- 139. Shandon United Methodist Church**
3407 Devine Str. Columbia, SC 29205
(803) 256-8383 <http://shandon-umc.org/>
- 140. Sherwood Forest Associated Reformed Presbyterian Church**
4325 Wilmot Ave. Columbia, SC 29205
(803) 787-6370 <http://www.sherwoodforestchurch.org/>
- 141. Washington Street United Methodist Church**
1401 Washington Str. Columbia, SC 29201
(803) 256-2417 <http://wsmethodist.org/>
- 142. Wesley Memorial United Methodist Church**
2501 Heyward Str. Columbia, SC 29205
(803) 771-4540 <http://www.wesleyunitedmethodistchurchcolumbiasc.org/>
- 143. Zion Baptist Church**
1328 Gadsden Str. Columbia, SC 29291
(803) 779-2809 <http://www.columbiacvb.com/listings/Zion-Baptist-Church/15924/>

Appendix D – Additional Outreach Efforts

May Resident Outreach

May 31: Began individual home calls to those with recorded damage assessments.

May Media Coverage

May 1: WACH FOX News

May 2: WACH FOX News

May 5: SC Public Radio/ News release sent to all media contacts

May 8: WIS News live broadcast

May 10: WIS News coverage

May 11: WLTX News 19 coverage

May 13: Palmetto Business Daily

May 15: WLTX News 19 and news release sent to all media contacts

May 16: WLTX News 19 coverage

May 17: SC Public Radio intake coverage

May 19: Cola Daily, The State Newspaper and press release sent to all media contacts

May 22: Columbia Regional Business Report

May 23: The Free Times

May 26: Press release sent to all media contacts

May 27: WFMV Broadcasts

May 28: WFMV Radio's live event

Example features:

<http://www.wltx.com/news/local/federal-dollars-now-available-for-flood-survivors-in-richland-county/439951061>

<http://www.coladaily.com/2017/05/19/hud-allocates-additional-7-3-million-richland-county-flood-recovery/>

<http://wach.com/news/local/residents-affected-by-2015-flood-still-have-time-to-register-for-assistance>

http://www.free-times.com/news/local-and-state-news/county-to-give-out-more-than-million-for-flood-housing/article_7f1d5d48-462a-11e7-9bb5-3fbb4ee76677.html

April 2017

April 11: Letters sent to Greek organizations, community centers and groups

April 13: Community Senior Health day: CDBG-DR housing rehabilitation assistance presentation

April 17: Announcement date

- Press release sent to all media contacts
- Press release posted to Richland County website and flood recovery website
- Social media promotion

April 18: Media promotion/fliers and handout for outreach meetings sent to flood recovery team

April 19: Compile church mailings

April 20: Deliver fliers to Korean churches (community leaders)

April 21: 200 local churches mailed flood material for outreach meetings

April 23: Pastor Kim informs Korean Presbyterian congregation of outreach meetings

April 24: Outreach fliers delivered to Richland County Adult Activity Center

April 25: SC Hispanic Outreach/Spanish fliers

April 26: Deliver fliers to Elevations Youth Development Outreach Inc. to canvass communities

April 27: Deliver fliers to Alpha Phi Alpha fraternity to canvass communities

April 28: Outreach meetings promotional video posted on Richland County websites and social media outlets/ Posted on SC Public Radio's website

April 28: Creating Miracles Corporation to canvass communities

Damage Verification Policies and Procedures

Richland County Policy and Procedures

Damage Verification

1 Residential Rehabilitation (Single Family Homeowner and Small Rental Rehabilitation)

1.1 Proof of Ownership

The first component regarding damage verification is to confirm that the applicant is the property owner. In the case of Single Family Homeowner assistance the person(s) applying for the program must be the same person(s) who occupy the unit. Homeowners must provide proof of title or deed to the property and structures located on it. The applicant must be identified as the designated holder of the title or deed. The documentation must also indicate that they held the title or deed at the time of the disaster event. Individuals applying to the Single Family Homeowner Rehabilitation Program must also provide proof that they reside at the unit and that it is their principle residence. In order to document that the unit is their principle residence the applicant must provide one of the following:

- Current billing statement from a utility company indicating the address of the unit and the applicant's name.
- Current statement from a municipal or other type of authority which provides service to the unit (i.e. water, sewer) which indicates the address of the unit and the applicant's name.
- FEMA documentation indicating payment received for repairs to the units due to the disaster event.
- Insurance documentation indicating the address of the unit and the applicant's name.
- A current driver's license or other form of identification indicating the address of the unit and the applicant's name

In regards to the Small Rental Rehabilitation Program, the owner of the property, must be the applicant to the program. The applicant must provide proof of title or deed to the property and structures located on it. The applicant must be identified as the designated holder of the title or deed. The documentation must also indicate that they held the title or deed at the time of the disaster event.

1.2 Indication of Damage

1.2.1 Damage description

Applicants must describe in writing, on the registration form, the damages experienced as a result of impacts from the disaster event for which the program or project is addressing. This should include a description of the damages caused by the storm as well as any indirect damages or health/safety issues that resulted from the storm such as the presence of mold due to flood damage.

1.2.2 Evidence of damage

During the interview process, applicants will be asked to provide any images the property owner has from the day of or immediately after the disaster event, indicating damage to the property.

1.2.3 Documentation

1.2.3.1 Applicants will be required to provide any documentation issued to them by insurance providers identifying the level of damage to the structure.

Applicants must also provide documentation of financial compensation they received from their insurance provider to address damages from the storm event.

1.2.3.2 Applicants must provide any documentation provided by federal agencies such as FEMA and SBA which recorded damages to the structure from the storm event. Applicants must also provide documentation of any financial compensation they received from their federal agencies to address damages from the storm event.

1.2.3.3 Applicants must provide any documentation provided by state or local government including local code enforcement entities that identifies the level of damage to the structure from the disaster event.

1.3 Inspection

1.3.1 Verification of Impacts

Applicants who fulfilled 100% completion on their registration form and are having their form evaluated for consideration will be contacted to notify them as such. The cost estimator/site inspector will then schedule a time to visit the property with the owner in order to conduct an inspection of the property in order to identify the Estimated Cost of Repair (ECR). There are two components to the inspection. The first, is the verification of impacts and damages to the property as stated in the application. The property owner will be expected to show and explain impacts from the storm event to the cost estimator/site inspector. In addition, the cost estimator/site inspector will also evaluate the property for damages which the applicant may not be aware of such as the presence of mold. The site must also be evaluated for any building code violations and they must be included in the work write-up. All projects which receive CDBG-DR funds must be brought up to local building code standards upon completion of rehabilitation. The cost estimator/site inspector must be familiar with residential construction, engineering and or code enforcement in order to thoroughly review the site and to be able to anticipate unforeseen damages which may threaten the property or the resident. All damages verified from the disaster event will be recorded in the work rehabilitation write-up for the site.

1.3.2 Rehabilitation Evaluation

The second component of the inspection will be identifying and recording the level of work which needs to be done in order to develop and comprehensive work write-up for the property. The cost estimator/site inspector will be responsible for conducting a comprehensive site review as described in the Damage Verification Policy and Procedures document, the Single Family Homeowner Rehabilitation and the Small Rental Rehabilitation Program guidebooks. During this process the cost estimator/site inspector will be responsible for obtaining any information needed in order to develop

an accurate cost estimation for rehabilitation work. Any necessary measurements must be taken during the site review as well as noting any special conditions that may impact the cost of the project. The cost estimator/site inspector is responsible for taking any photos which may be needed for future reference in the development of the cost estimation. If the cost estimator/site inspector has the cost estimating software available in a portable device, including laptops, it is encouraged that as much of the cost estimation be completed on site as possible in order to ensure accuracy of the estimate. All of the information gathered relating to rehabilitation work required at the site is to be calculated via 2015 National Reconstruction Cost Book and incorporates costs necessary to ensure that the property meets the Construction Code – the International Residential Building Code as well as meeting HUD Housing Quality Standards. Costs can also be calculated utilizing RS Means, or industry equivalent, cost estimating software or documentation. The development of the cost estimation must be completed within 72 hours of the site review.

Upon completion of the inspection, if the cost estimator/site inspector finds that there are inconsistencies with the claims made in the application and the evidence obtained upon inspection of the unit the cost estimator/site inspector can ask for explanation or additional evidence to support the claim. Damages recorded upon the inspection must be indicative of impacts from the storm event and the claims made in the application. The cost estimator/site inspector has the right to reject a previously approved application if damages to the property are misrepresented.

1.3.3 Lead Evaluation

The cost estimator/site inspector will verify the construction date of all properties included on registration forms forwarded to them for review and cost estimation. Any housing constructed before 1978 will be required to have paint testing and a risk assessment performed on the property. If a risk assessment is deemed necessary the cost estimator/site inspector is responsible for scheduling and coordinating the on-site risk assessment with the homeowner and the lead inspector/risk assessor.

2 Infrastructure/Public Facility Projects

2.1 Indication of Damage

2.1.1 Damage description

Applicants must describe in writing, on the application form, the damages experienced as a result of impacts from the disaster event for which the program or project is addressing. This should include a description of the damages caused by the storm as well as any indirect damages or health/safety issues that resulted from the storm such as settlement damages from scouring as a result of flood waters.

2.1.2 Evidence of damage

During the application process, applicants will be asked to provide any images from the day of or immediately after the disaster event, indicating damage to the facility or structure.

2.1.3 Documentation

- 2.1.3.1** Applicants will be required to provide any documentation issued to them by insurance providers identifying the level of damage to the facility or structure. Applicants must also provide documentation of financial compensation they received from their insurance provider to address damages from the storm event.
- 2.1.3.2** Applicants must provide any documentation provided by federal agencies such as FEMA and SBA which recorded damages to the facility or structure from the storm event. Applicants must also provide documentation of any financial compensation they received from their federal agencies to address damages from the storm event.
- 2.1.3.3** Applicants may submit any documentation provided by state or local government entities, including local code enforcement and inspectors, that identifies the level of damage to the facility or structure from the disaster event. Post disaster records identifying impacts from the event should be included with the application to provide evidence of damages caused by the event.

2.2 Inspection

- 2.2.1** The County reserves the right to visually inspect any site for which an application was submitted requesting funding for repairs due to impacts from the qualified storm event. Upon completion of the inspection, if the cost estimator/site inspector finds that there are inconsistencies with the claims made in the application and the evidence obtained upon inspection of the site the cost estimator/site inspector can ask for explanation or additional evidence to support the claim. Damages recorded upon the inspection must be indicative of impacts from the storm event and the claims made in the application. Any infrastructure project that involves an inspection where the damages witnessed upon inspection appear to have been misrepresented in the application will be forwarded to the CDBG-DR Administrator for review. The CDBG-DR Administrator has the right to reject an application if the impacts and damages to the site appear to have been misrepresented. Properties which have been inspected and verified as eligible for the program will have their application signed off and approved by the cost estimator/site inspector.

Progress Inspection Policies and Procedures

Richland County Policy and Procedures

Progress Inspections

Residential Rehabilitation (Single Family Homeowner and Small Rental Rehabilitation)

Inspections

Verification of Impacts

Applicants who fulfilled 100% completion on their registration form and are participating in the verification and eligibility process will be contacted to schedule an on-site inspection. An inspector from the Richland County Community Development (RCCD) SFHRP will schedule a time to visit the property with the owner in order to conduct an inspection of the property in order to identify the Estimated Cost of Repair (ECR). There are two components to the inspection. The first, is the verification of impacts and damages to the property as stated in the application. The property owner will be expected to show and explain impacts from the storm event to the inspector. In addition, the inspector will also evaluate the property for damages which the applicant may not be aware of, such as foundation issues. The site must also be evaluated for any building code violations and they must be included in the work write-up. All projects which receive CDBG-DR funds must be brought up to local building code standards upon completion of rehabilitation. The inspector/cost estimators for SFHRP must be familiar with residential construction, engineering and or code enforcement in order to thoroughly review the site and to be able to anticipate unforeseen damages which may threaten the property or the resident. All damages verified from the disaster event will be recorded in the work rehabilitation write-up for the site.

Rehabilitation Evaluation

The second component of the inspection will be identifying and recording the level of work which needs to be done in order to develop a comprehensive work write-up for the property. RCCD will be responsible for conducting a comprehensive site review as described in the Damage Verification Policy and Procedures document, the Single Family Homeowner Rehabilitation and the Small Rental Rehabilitation Program guidebooks. During this process RCCD staff or their representatives will be responsible for obtaining any information needed in order to develop an accurate cost estimation for rehabilitation work. Any necessary measurements must be taken during the site review as well as noting any special conditions that may impact the cost of the project. RCCD Flood Recovery staff or their representatives are responsible for taking any photos which may be needed for future reference in the development of the cost estimation. If RCCD staff or their representatives have the cost estimating software available in a portable device, including laptops, it is encouraged that as much of the cost estimation be completed on site as possible in order to ensure accuracy of the estimate. All of the information gathered relating to rehabilitation incorporates costs necessary to ensure that the property meets the Construction Code – the International Residential Building Code as well as meeting HUD Housing Quality Standards. Special attention will be paid

to electrical needs in the home, specifically, any electrical work which could present as a fire hazard will need to be included in the ERC. Moreover, all electrical will be brought into Section 8 standards. Costs will be calculated utilizing 2017 National Building Cost Manual, RS Means 2017 Building Construction Cost Data, Xactimate, or industry equivalent, cost estimating software or documentation. The development of the cost estimation must be completed within 72 hours of the site review.

Upon completion of the inspection, if RCCD finds that there are inconsistencies with the claims made in the application and the evidence obtained upon inspection of the unit RCCD can ask for an explanation or additional evidence to support the claim. Damages recorded upon the inspection must be indicative of impacts from the storm event and the claims made in the application. SFHRP has the right to reject a previously approved application if damages to the property are misrepresented.

Lead Evaluation

RCCD Flood Recovery staff or their representatives will verify the construction date of all properties included on registration forms forwarded to them for review and cost estimation. Any housing constructed before 1978 will be required to have paint testing and a risk assessment performed on the property. If a risk assessment is deemed necessary the flood recovery program staff are responsible for scheduling and coordinating the on-site risk assessment with the homeowner and the lead inspector/risk assessor.

Asbestos Evaluation

RCCD Flood Recovery staff or their representatives will coordinate asbestos testing for all units, per DHEC regulation. If asbestos is identified in the areas to be disturbed in the unit, the scope of repairs will be edited to include the cost for asbestos abatement, monitoring and clearance.

Rehabilitation Progress Inspections

RCCD reserves the right to perform random inspections once a project has begun. Any issues or significant delays observed by RCCD staff or their representatives will be documented within the project file. Scheduled inspections will occur for every submitted invoice by the contractor for the project. This inspection will confirm that all items on the invoice have been completed to quality standards.

Change Orders

Where additional work is necessary to make repairs or to correct unforeseen dangerous conditions, the contractor shall submit a Change Order to RCCD Flood Recovery Staff consisting of a detailed description of the work needed, including quantities and location, the cost of such work, and the time necessary for such work to be completed. Unless it is determined there exists an immediate health and safety danger, NO WORK SHALL BE AUTHORIZED until agreed upon in writing by the applicant, contractor, and RCCD.

All Change Orders will be reviewed for cost reasonableness by program management.

Contractors must complete the “Change Order Request” form and attach proper documentation to justify the request. A scheduled inspection will occur by RCCD Flood Recovery Staff or their representatives for every change order submitted by the contractor. No work on the change order can occur until RCCD has approved the change order request.

Final Inspection and Warranty Information

When construction has been completed, before final payment occurs, the contractor will request a final site inspection to guarantee that all work outlined in the contract has been satisfactorily completed according to the appropriate state and local codes and standards and the home meets the minimum housing standards. If not, the contractor and RCCD Flood Recovery Staff or their representatives will compile a punch list of work remaining to be satisfactorily completed. Once all of the item on the punch list have been addressed to the satisfaction of the applicant and RCCD flood recovery staff conducting the inspection, the contractor will call for another final inspection. When all items on the original or amended contract have been completed and confirmed through the SFHRP inspection, the contractor will call for a final inspection with the Richland County Building Department.

Once the contractor has passed final inspection (and, if applicable, received the Certificate of Occupancy), a final inspection form will be signed by the homeowner, SFHRP Inspector and the contractor and placed into the project file. If Applicant refuses to sign the form, a SFHRP Inspector will visit the location to confirm that all work was done according to the plans and specifications and meets the program construction standards. If at that time the Applicant will still not sign the final inspection form, the Program may deem construction complete and sign on behalf of the Applicant. It is the responsibility of the contractors to provide all warranties prior to the inspector signing a final inspection form. Photographs will be taken for documentation purposes. The applicant will be provided instruction booklets and warranty information.

After Flood Recovery staff have received the signed inspection form, the final invoice will be submitted to accounting for processing.

Environmental Review Policies and Procedures

Richland County Policy and Procedures

Environmental Review

Before CDBG-DR projects can expend project activity funds, the National Environmental Policy Act (NEPA) requires the grantee to perform an environmental review. The environmental review evaluates the environmental impacts of the potential project and provides the public opportunities to comment on the evaluation. If it is determined that a project will have environmental impacts, environmental assessments are performed. Richland County will complete an Environmental Review as required and described under 24 CFR Part 58. This includes provisions of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ). To this end the County will designate the Director of the Department of Community Development as the Certifying Officer and the CDBG-DR Administrator as the Environmental Officer for the Environmental Review. Richland County reserves the right to utilize consultants or other qualified outside sources to assist in the data retrieval, research, documentation and completion of any Environmental Review Records. These individual will be granted the rights to act on behalf of the Environmental Officer.

The Environmental Review process contains eight phases which include:

1. Determine what level of review is required:
 - Exempt
 - Categorical Exclusions Not Subject to §58.5
 - Categorical exclusions
 - Categorical exclusions converted to exempt
 - Environmental assessment
 - Environmental Impact Statement
2. Tiering
3. Contact Agencies and Outside Sources
4. Complete applicable review format,
5. Environmental Determination;
 - Compliance with Federal laws and authorities, **or**
 - Finding of no significant impact, **or**
 - Finding of significant impact.
6. Public Notification
7. Request for Release of Funds and Certification
8. Proceed with Projects

Each of the phases must be completed before funds can be committed and any work begins. No project may proceed, even if only partially funded with CDBG-DR funds, until the Environmental Review is complete. This also includes any portions of a project which may be solely funded with a funding source other than the CDBG-DR funds. The project, in its entirety, may not proceed until all requirements for the environmental review process are complete.

1. Determination of Level of Review

NEPA requirements apply to all CDBG-DR projects and requires that the grantee conduct analyses to evaluate the environmental effects of a proposed federally funded project and its alternatives. The first step in this process is the preliminary determination of the level of review.

There are four levels of analysis that can be undertaken to meet the NEPA requirements which include; Exempt, Categorical Exclusion, Environmental Assessment and Finding of No Significant Impact, and Environmental Impact Statement. The type of review required depends on the type of activity performed.

1.1. Exempt Activities

Projects, programs and/or activities identified as an exempt activity do not require an environmental review. This includes projects, programs and/or activities that have exemption clearances on file and/or that consist solely of the following exempt activities:

- Environmental and other studies, resource identification, and development of plans and strategies,
- Information and financial services,
- Administrative and management activities,
- Public services that will not have a physical impact or result in any physical changes, (including, but not limited to, services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs),
- Inspections and testing of properties for hazards or defects,
- Purchase of insurance,
- Purchase of tools,
- Engineering or design costs,
- Technical assistance and training,
- Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration,
- Payment of principal and interest on loans made or obligations guaranteed by HUD,
- Any of the categorical exclusions listed in 24 CFR §58.35(a) provided that there are no circumstances which require compliance with any other federal laws and authorities cited in 24 CFR §58.5.

Any projects, programs and/or activities determined to be exempt must include an Exemption Determination Form and documentation verifying the exemption in the project file prior to commencing the project activity and submitting the initial draw request.

1.2. Categorical Exclusion

Projects, programs and/or activities which have been determined to, individually or cumulatively, have no significant effect on the quality of the human environment (40 CFR §1508.4) will be classified as Categorical Excluded (CE). CE activities also require a Compliance Checklist and Statutory Worksheet be completed verifying no impact or an Environmental Assessment and Finding of No Significant Impact.

Any projects which are identified as Categorical Excluded, as defined under 24 CFR §58.35(a), which meets the exemption criteria described in 24 CFR §58.34(a)(12) will be categorized as Exempt and will not require a FONSI or the submittal of a RROF.

1.3. Environmental Assessment and Finding of No Significant Impact

If a project is not Exempt or Categorical Excluded, then an Environmental Assessment (EA) will be performed. The County will complete the HUD provided Environmental Assessment Worksheet and will address all areas of impact identified on the form. The EA will be completed utilizing the HUD recommended format steps for completion of the EA and will include:

- Determining existing conditions and describing the character, features and resources of the project area and its surroundings,
- Identifying what may occur in the absence of the project,
- Identifying all potential environmental impacts, whether beneficial or adverse
- Considering and describing the conditions that would change as a result of the project,
- Analyzing and evaluating all impacts to determine the significance of their effects on the human environment and whether the project will require further compliance reviews under related laws and authorities cited in 24 CFR §58.5 and §58.6,
- In cases where adverse impacts are identified, the EA will evaluate and recommend feasible changes or modifications to the project to eliminate or minimize those impacts.
- Consider all alternatives to the project, including the alternative of no action,
- Identifying one of two finding:
 1. A Finding of No Significant Impact (FONSI).
 - a. This finding will result in the dissemination and publication of the findings of no significant impact in accordance with 24 CFR §58.43, or
 2. A Finding of Significant Impact (FOSI).
 - a. This finding will result in the development of an Environmental Impact Statement (EIS) per 40 C.F.R. § 1508.9.

The completed Environmental Assessment Worksheet and all supporting documentation will be included in the assessment and submitted in the Environmental Review Record.

1.4. Environmental Impact Statements

Any project determined to meet the requirements of an EIS as described in 24 CFR 58.37 or which are found to have a potentially significant impact on the human environment and

includes a Finding of Significant Impact as described above, will undergo the EIS process. Any projects requiring an EIS will include the following in the EIS process:

- An introduction of the purpose and need for the proposed activity,
- A description of the affected environment,
- A description of the alternatives to the proposed action, and
- An analysis of the environmental impacts of each of the possible alternatives, including:
 - Impacts to threatened or endangered species
 - Air and water quality impacts
 - Impacts to historic and cultural sites, particularly sites of significant importance to Native American tribes,
 - Social and Economic impacts to local communities,
 - Cost analysis for each alternative, including costs to mitigate expected impacts

Any EIS conducted by the County will also include an analysis of the No Action Alternative for that project. The “No Action” alternative would evaluate impacts if the project were not to take place and the County will use the results of that analysis to measure the impacts of “Action” alternatives.

2. Tiering

Any projects or programs which may contain a variety of unidentified sites will be subject to a tiered review. This will include a Tier 1 broad, programmatic level review as well as a Tier 2 site specific review as sites are identified. The Tier 1 evaluation will consider the intent and anticipate the activities involved in the project or program. This review will also establish the process to be followed in the site specific review and identify the issues to be considered in site specific reviews.

The Tier 2 review will evaluate specific sites as they are identified. The Tier 2 review will only address the issues identified in the Tier 1 review. Any findings or Requests for Release of Funds submitted in the Tier 1 review will be applicable to site specific projects unless the Environmental Officer, or their representative, determines that there are unanticipated impacts or impacts not adequately addressed in the prior review. Any Tier 2 review which does not meet the determinations of the Tier 1 programmatic review will need to be addressed separately and will require its own FONSI and RROF as needed based upon the final determination of the review.

3. Contact Agencies and Outside Sources

The responsible County staff (CDBG-DR Administrator or designated representative) will contact any necessary agencies and other sources to address relevant impacts a project may have on the human environment. Staff will provide as much information and data as possible which may be relevant to the agency or group being contacted. The County will

provide agencies 30 days from the receipt of communication by the County to respond to outreach unless otherwise designated by the agency being contacted. All communication to outside agencies and sources will include a notification stating that if the County does not receive a response from the entity within 30 days of receipt of the communication, or any other period as agreed upon with the specific agency or source, the County will assume the entity agrees with the findings identified in the initial communication.

4. Complete Applicable Review Format

County staff will collect all necessary data and provide required analysis in order to complete the applicable reviews for each project or program. Any comments or information provided by agencies or outside resources previously contacted will now be included in the relevant documents including Statutory Checklists, Compliance Checklists, Environmental Assessment Worksheets, EIS documentation and any other related material.

4.1. Single Family Homeowner Rehabilitation and Small Rental Rehabilitation ERR Process

A Tier 1 programmatic environmental review is required for the SFHRP/SRRP and an NOI-RROF will need to be advertised and submitted. The Tier 1 will describe those categorical items on the statutory checklist which will not have an environmental impact due to the nature of the program. Additionally, it will describe those activities that will take place based on a site specific basis to address items which may have an environmental impact. The Tier 2 phase of the environmental will need to address the following site specific items through the identified actions in order to complete the ERR

- Airport Hazards – As sites are identified they will be mapped to verify that they are not located in airport runway clear zones or safety zones.
- Flood Insurance – As sites are identified they will be evaluated to identify if they are located in the 1% exceedance probability flood zone. Those located in the flood zone will be required to maintain flood insurance.
- Contamination and Toxic Substances – As sites are identified they will be mapped and reviewed against state and local inventories of hazardous sites as well as EPA's NEPAAssist web tool.
- Floodplain Management – Sites located in the 1% exceedance probability flood zone will be evaluated to determine if elevation is required. Projects whose cost to rehabilitate to pre-damage condition equals or exceeds 50% of the market value before damage must also be elevated above the BFE.
- Historic Preservation – Per the Programmatic Agreement with the South Carolina State Historic Preservation Office MHU's and stick-built structure less than 45 years of age are not subject to historic review. Sites will be evaluated individually to determine structure construction dates via the County's Assessor's Office data. Structures greater than 45 years of age will be documented and sent to historic preservation specialists for historic determination and if needed construction standards requirements.
- Wild and Scenic Rivers – As sites are identified they will be mapped to determine if they are within ¼ mile the County's four rivers listed on the Nationwide Rivers Inventory. The project will be evaluated to determine potential impact to the identified river.

5. Environmental Determination

Final environmental determinations will be concluded by the Environmental Officer or their representative. It is the responsibility of the Environmental Officer to review all determinations including those finalized outside sources and other staff representatives including consultants and specialists. Final determinations will be made after a complete review of the project/program as well as the project site has taken place and all necessary documentation for the finding has been completed. Final determination cannot be made until all responses from outside agencies and sources have been received and fully addressed or if the 30 day review and comment period allotted to those entities has passed. Once all project and programmatic determinations have been made they will be consolidated into an organized Environmental Review Record document with a table of contents and tabs inserted to designate specific sections of the document. The ERR must be constructed and organized in an easy to read fashion to allow for quick reference when needed and ease of review by HUD.

Any site specific determination as part of a Tier 2 review will need to be included in the programmatic review section as they are completed. A copy of this review will also be kept with the individual site-specific project file.

6. Public Notification

Any projects that are determined to be Categorically Excluded Subject to §58.5 and projects requiring EAs must publish a Notice of Intent to Request a Release of Funds (NOI/RROF). The County will utilize HUD's recommended format for the NOI/RROF. The NOI/RROF must be sent to any agencies or organizations that were consulted with during the ERR process and/or have a vested interest in the project(s). The County will also publish the NOI/RROF in the local paper of general circulation. The County will provide the public and the agencies 7 days to comment on the publication after which time the County will submit the RROF to HUD for review and approval.

7. Request for Release of Funds and Certification

Any projects or programs that require certification and a Request for Release of Funds under federal guidelines must be included on Form HUD-7015.15 Request for Release of Funds (RROF). The form must be filled out in its entirety for all projects and programs requiring and RROF. The RROF forms must be signed by the Certifying Officer for the County. The certified RROF shall be sent to the HUD Field Office for review and confirmation.

RROFs are to be sent to:

Columbia Field Office

Strom Thurmond Federal Building
1835 Assembly Street
13th Floor
Columbia, SC 29201-2480

8. Proceed with Project

Any Exempt or Categorically Excluded projects which do not require an RROF may proceed and funds may be expended once the ERR for those projects is completed in its entirety. Project which required a RROF for HUD review and approval may not proceed and funds may not be expended until the County receives the Authorization to Use Grant Funds from HUD. HUD has 15 days after receipt of the RROF to approve the request, any delay does not entitle the County to begin utilizing funds. HUD must be contacted to ensure that the RROF is being evaluated and that an approval is under consideration. If HUD does not provide approval of a RROF for a specific project that project may not proceed until the issues cited by HUD are resolved.

Rehabilitation Policies and Procedures

Cost Estimation

1. Residential Rehabilitation (Single Family Homeowner and Small Rental Rehabilitation)

1.1 Registration Form Review

Upon receipt and review of the registration form from applicants, those that fulfill the intake completion checklist will be evaluated for consideration. Those applicants which are being evaluated will have a copy of their application sent to the cost estimator/site inspector. The cost estimator/site inspector will review the registration form to become familiar with the impacts to the property as described in the form. The cost estimator/site inspector will then be responsible for contacting the applicant and property owner, if different from the applicant, in order to identify a date for the rehab specialist to visit the property and conduct a site evaluation.

1.2 Site Inspection

1.2.1 Rehabilitation Evaluation

The cost estimator/site inspector will be responsible for conducting a comprehensive site review as described in the Damage Verification Policy and Procedures document. During this process the cost estimator/site inspector will be responsible for obtaining any information needed in order to develop an accurate cost estimation for rehabilitation work. Any necessary measurements must be taken during the site review as well as noting any special conditions that may impact the cost of the project. The cost estimator/site inspector is responsible for taking any photos which may be needed for future reference in the development of the cost estimation. If the cost estimator/site inspector has the cost estimating software available in a portable device, including laptops, it is encouraged that as much of the cost estimation be completed on site as possible in order to ensure accuracy of the estimate.

1.2.2 Lead Evaluation

1.2.2.1 Preliminary Evaluation

The cost estimator/site inspector will verify the construction date of all properties included on registration forms forwarded to them for review and cost estimation. Any housing constructed before 1978 will be required to have paint testing and a risk assessment performed on the property. If a risk assessment is deemed necessary the cost estimator/site inspector is responsible for scheduling and coordinating the on-site risk assessment with the property owner/homeowner and the lead inspector/risk assessor.

1.2.2.2 Lead Inspection

The lead inspection must be conducted by a certified lead inspector/risk assessor. The cost estimator/site inspector will be responsible for obtaining the risk assessment report from the lead inspector/risk assessor. The assessment must be included with the rehabilitation work write-up in the project file.

2. Cost Calculation

The development of the cost estimation must be completed within 72 hours of the site review. All of the information gathered relating to rehabilitation work required at the site is to be calculated via RS Means, or industry equivalent, cost estimating software or documentation. Where the cost estimator/site inspector has made a presumption of lead finding or where lead testing has identified the presence of lead and a risk assessment was provided, the lead hazard reduction activities must be included in the work write-up and cost estimation. All cost estimations must include the appropriate level of lead hazard reduction as described in interim controls or abatement as required by the County's Lead Hazards Policy manual.

Final cost estimation should be broken out by activity with an associated cost for each. The cost estimation document must be easy to read and comprehend for persons not familiar with cost estimating materials. The cost estimation must include a 10% contingency for unanticipated activities. The cost estimation needs to be maintained by the cost estimator/site inspector in a secure area so that information contained on the cost estimation does no influence or impact the fair bid process for contractors.

Close-Out Process

Richland County
File Closeout Process

Preliminary Closeout Research and Generation of De-Obligation Letter

| Step | Detailed Instructions | Responsibility |
|--|---|--|
| Pull Current List of Active Activities | <ul style="list-style-type: none"> ○ On a monthly basis, pull list of all activities into Excel. Reduce the list to only Active applications. Confirm all activities have a passed final inspection logged. Generally, this will be done through the use of reporting databases that include all logged entries listed by applicant ID. | <ul style="list-style-type: none"> ○ TT |
| Confirm all contractor draws paid | <ul style="list-style-type: none"> ○ <i>Confirm there are no outstanding draws, paying close attention to any structures with a recent final inspection. Ensure all retainages have been processed. Omit any activity with a pending contractor draw. Generally, this will be done through the use of spreadsheets or databases that include all logged entries listed by applicant ID. Additionally, a second review is run through the Draw Request team lead, who verifies there are no additional pending draws that may not show up in the Access tables due to special circumstances.</i> | <ul style="list-style-type: none"> ○ TT |
| Confirm all TT draws paid | <ul style="list-style-type: none"> ○ Confirm with the TT invoice team member that there are no outstanding TT activities to be billed. Omit any activity with a pending TT draw. | <ul style="list-style-type: none"> ○ TT |
| Validate Funded, Drawn, Refunded and Net Drawn Amounts, | <ul style="list-style-type: none"> ○ Obtain the Funded, Drawn, Refunded and Net Drawn amounts. Ensure all total correctly. | <ul style="list-style-type: none"> ○ County |
| Generate De-Obligation Letter | <ul style="list-style-type: none"> ○ Using Mail Merge in Microsoft Word, generate the de-obligation letter to include the applicant name, address, activity number and forgiveable loan balance (equal to the net drawn amount from accounting system). A de-obligation letter does not need to be sent to any applicant who withdrew from the program between setup and construction, therefore applicants with a net drawn amount of \$0 or with no construction costs shall be closed without the de-obligation letter. Save a PDF version of the do-obligation letters to the applicant’s electronic file. | <ul style="list-style-type: none"> ○ TT |

De-Obligation Letter

| Step | Detailed Instructions | Responsibility |
|--|--|--|
| Review De-Obligation Amount | <ul style="list-style-type: none"> Confirm the amount in the De-Obligation letter matches the Amount to De-Obligate in the CloseOut list. | <ul style="list-style-type: none"> County |
| Sign and Send to Applicant | <ul style="list-style-type: none"> Print and sign De-Obligation letter. Send to applicant and keep a copy. | <ul style="list-style-type: none"> County |
| Closeout Date | <ul style="list-style-type: none"> Enter CloseOut Submitted date in electronic system of record (date when de-obligation letter is mailed), and click Save. | <ul style="list-style-type: none"> County |
| Closing in Process Status | <ul style="list-style-type: none"> Confirm status changed to Closing in Process in system of record. | <ul style="list-style-type: none"> County |
| Move to Missing Document Search | <ul style="list-style-type: none"> Paperclip the CloseOut Checklist and De-Obligation letter and place in file box to initiate search of missing documents. | <ul style="list-style-type: none"> County |

Missing Document Search

| Step | Detailed Instructions | Responsibility |
|-------------------------------------|---|---|
| Review File for Proper Order | <ul style="list-style-type: none"> Review file to ensure all documentation is in the file and in proper order. | <ul style="list-style-type: none"> TT/County |
| Add Missing Documents | <ul style="list-style-type: none"> Print missing documents from system of record and place in applicant paper file OR Scan missing documents found in paper file to electronic system of record. Both the paper file and the electronic file should be consistent. | <ul style="list-style-type: none"> TT/County |
| Create Missing Document List | <ul style="list-style-type: none"> Create missing document list in Excel and include Application Number, Applicant Last Name, Applicant First Name, Activity Number, and Documents Requested. Keep a copy for file. | <ul style="list-style-type: none"> TT/County |
| Maturity Date | <ul style="list-style-type: none"> Due to volume of calls from applicants, enter Maturity Date from Unsecured Forgivable Promissory Note in electronic system. | <ul style="list-style-type: none"> TT/County |
| Physical File | <ul style="list-style-type: none"> Place the physical file in the CloseOut filing cabinet. | <ul style="list-style-type: none"> County |

Final Close-Out Approval

| Step | Detailed Instructions | Responsibility |
|--|---|----------------|
| Approval | ○ Monitor activity list for \$0 balance and Closed status in DRGR. | ○ TT/County |
| Enter CloseOut Approved Date in Electronic System | ○ Enter Closed date from DRGR as CloseOut Approved date in electronic system, and click Save. | ○ TT/County |
| Closing Complete Status | ○ Confirm status changed in electronic system from Closing in Process to Closing Complete. | ○ TT |

