

**SOUTH CAROLINA DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS
APPLICATION FOR CAPITAL FUNDS**

13. **CHECKLIST FOR CONSTRUCTION OR MAJOR RENOVATION NEEDS:**
- A. Complete the application for capital funds, Questions 1-12, plus addendum.
 - B. **Submit application to central office (capital budget division) for preliminary approval and comments. Submit copy to district office.**
 - C. **Select an architect/engineer team (“A/E”), with the assistance of the DDSN engineering division if needed.** Include in the A/E contract their responsibility to meet appropriate codes and standards and to obtain approvals in writing from the approving authorities and filing them with the provider organization.
 - Standards to be met** (as appropriate for the type building):
 - 1). SCDDSN standards
 - 2). DHEC licensing standards appropriate to the planned usage
 - 3). Standard building code (including Appendix “J”)
 - 4). Life safety code
 - 5). DHEC food service regulations (as appropriate)
 - 6). DHEC and local water and sewer regulations
 - 7). ANSI handicap accessibility standards
 - 8). Soil conservation, erosion, and storm water control standards
 - 9). DHEC hazardous chemical abatement and removal standards (if the purchase of an existing facility is planned)
 - Approvals to be obtained in writing** (as appropriate):
 - 1). DHEC licensing, if appropriate, for the facility
 - 2). DHEC water supply division, if required
 - 3). DHEC wastewater division or county health department
 - 4). DHEC food service division
 - 5). State Fire Marshal
 - 6). Letter of release for hazardous chemicals (if existing facility purchased)
 - D. Submit A/E contract to SCDDSN for review and approval.
 - E. Have A/E develop a schematic design and submit specifications and plans to all approving bodies (INCLUDING DDSN) to obtain approvals and comments. Obtain letters of approval and retain them on file.
 - F. At schematic design phase, obtain A/E estimate of construction costs, adjusting scope to fit the budget. Revise Questions 7, 8, and 9 as necessary; resubmit to capital budget at central office.
 - G. Have A/E develop bid documents and submit to all approving bodies to obtain approvals in writing and comments. Retain on file. Ensure that A/E includes alternatives to ensure costs within budget.
 - H. Obtain bids and submit tabulation to DDSN for final cost approval.
 - I,J,K. Proceed with awarding the construction contract, close the loan (if applicable), and start construction.

L. After completion, submit **Schedule** 14., Summary of Actual Final Costs.

SAMPLE

**CHECKLIST OF STEPS REQUIRED OF COMMUNITY PROVIDERS
FOR CONSTRUCTION AND RENOVATION OF FACILITIES**

<u>STEPS</u>	DATE COMPLETED	SUPPORTING DOCUMENTS	AUTHORIZED SIGNATURES
A. DEVELOP PROGRAM; BEGIN DISCUSSIONS WITH LENDERS; COMPLETE DDSN APPLICATION			
B. SUBMIT CAPITAL APPLICATION FORM TO CENTRAL OFFICE (CAPITAL BUDGET) [NOTIFICATION OF DDSN APPROVAL OF PROJECT CONCEPT]			
C. SELECT ARCHITECT/ENGINEER			
D. A/E CONTRACT REVIEW & APPROVAL BY DDSN			
E. HAVE A/E DEVELOP SCHEMATIC DESIGN; SUBMIT SETS TO DDSN & OTHERS FOR APPROVALS (As applicable) - DDSN - STATE FIRE MARSHAL - DHEC LICENSING - DHEC FOOD SERVICE			
F. OBTAIN A/E ESTIMATE OF COSTS BASED ON SCHEMATIC DESIGN			
G. HAVE A/E DEVELOP BID DOCUMENTS, OFFERING ALTERNATES TO MEET BUDGET; OBTAIN APPROVAL OF BID DOCUMENTS: (As applicable) - STATE FIRE MARSHAL - DHEC LICENSING - DHEC FOOD SERVICE			
H. OBTAIN BIDS; SUBMIT INFO TO DDSN FOR FINAL COST APPROVAL [RECEIVE FINAL DDSN APPROVAL & LOAN SUPPORT LETTER]			
I. AWARD CONTRACT			
J. CLOSE LOAN (If applicable)			
K. START CONSTRUCTION/RENOVATION			
L. SUBMIT FINAL COST SUMMARY			

14.

SUMMARY OF FINAL PURCHASE/CONSTRUCTION/RENOVATION COSTS

See excel spreadsheet for insertion...

SAMPLE

Addendum to Capital Application

A. Pre-Purchase / Construction Checklist for Facility (As-Is or As-Built Condition)

(Submit with Capital Application for Purchase or Construction of a Facility)

Purchase: ____ Construction: ____
 Site: _____ Purpose: CTH II Day Program
 City: _____ Administration Other:

Building Considerations:

1. Building Size: ____ Heated sq. ft. Lot Size ____ acres Number of Floors ____
2. Year Built _____ Current Use _____
3. Zoning Type (Attach Documentation from Applicable Authority)
 Not Currently Zoned _____ In City Limits? Yes _____ No _____
4. Interior Features: Living Room _____ Great Room _____ Den _____ Study _____
 Master BR _____ Bedroom #2 _____ BR #3 _____ BR #4 _____
 # Bathrooms ____ Kitchen _____ Dining Room _____ Laundry _____ Other _____
- Exterior Features: Garage (Type: _____) Porch(es) _____ Deck(s) _____ Patio(s) _____ Fenced Backyard _____**
5. Overall Condition: Excellent _____ Good _____ Fair _____ Poor _____
6. Roof Condition: Excellent _____ Good _____ Fair _____ Poor _____
 Type Roof Age of Roof Any Evidence of Leaks? _____
7. Adequate Ventilation: Roof: Yes _____ No _____
 Floor (Crawl Space): Yes _____ No _____
8. Does structure meet code requirements? Yes _____ No _____
9. Moisture present in crawl space? Yes _____ No _____
 Any mildew on structural members? Yes _____ No _____
10. Insulation Thickness: Attic inches: _____ Floor inches: _____
 Type-Batt _____ Blown _____
11. Windows:
Maximum vertical opening meets DDSN licensing standards in each bedroom?
Maximum Opening Height (inches): Master BR ____; BR #2 ____; BR #3 ____; BR #4 ____
 Type? (ex: wood, aluminum, clad wood) _____ Insulated Glass? Yes _____ No _____
12. Handrails at grade separations? Yes _____ No _____
 Any grade changes in floor elevation? Yes _____ No _____
13. Handicap Accessibility: Steps at entrance/exit? Yes _____ No _____
 Entrance/exit door widths: inches _____
 Corridor width: inches _____
 Bedroom Doors' width inches: bathroom doors' inches _____
 Can doors be widened easily? Yes _____ No _____
 Grab bars at toilet? Yes _____ No _____ At tub/shower? Yes _____ No _____

14. Finishes: Walls Ceilings Floors
Exterior: Brick Wood/Masonite Vinyl Siding Stucco
Trim: Painted Vinyl/Aluminum
15. List any outstanding features of this facility:

SAMPLE

Addendum to Capital Application (Part A, Pre-Purchase/Construction Checklist, page 2)

16. Evidence of damage to facility caused by termites, beetles, water, etc.? Yes (explain)
No

Mechanical/Electrical Systems:

1. HVAC system: Heat pump Electric heat Gas Heat Oil Heat
If oil heat ever existed, has any tank been removed?
Central Air Conditioned? Yes No Age of System?
2. Electrical system: Condition of fixtures
Condition of wiring Main service panel size amps
3. Water heater: Size gals. Age years Fuel
Mixing valve to temper hot water temperature? Yes No
If gas water heater, is vent through roof properly installed? Yes No
4. Life safety: Smoke/Heat Detector? Yes Battery Operated? Yes No
Fire extinguishers? Yes No Emergency Lights? Yes No
Any open - flame appliances? (ex: fireplace) Yes No
5. Is natural gas available? Yes No

Other Site Considerations:

1. Public water? Yes No Public sewer? Yes No
Well? Yes No Private or Shared?: _____
2. Paved access road? Yes No Paved driveway? Yes No
3. Which fire department provides service?
Distance to property? _miles Closest fire hydrant? _feet
4. Property in flood zone? Yes No If yes, which?_
Is property well drained? Yes No
Does surrounding property drain across site? Yes No
Is elevation of property higher than the street? Yes No

5. Character of neighborhood? Residential Commercial
If residential, is there any indication that this land was ever used for commercial or industrial purposes?
If so, obtain a Phase I Environmental Study and submit to central office with capital application.

General:

1. Any desired/required renovations or repairs to the facility at the present time? Yes No
Within next 1 - 2 years? Yes No
If so, give brief description and cost estimate (reflect this at Question 9 (page 2) also).
2. Any ancillary structures on site? To remain?

Note: When submitting capital application, an appraisal done by a certified appraiser must be included for all purchases. Also, a report done by a qualified building inspector should be submitted.

SAMPLE

Addendum to Capital Application

B. Justification of Purchase/Construction of a Particular Facility (Submit with Capital Application for Purchase/Construction of Facility)

Site:	Purpose:	CTH -II
Day Program		
City:	Administration	Other

In order for the Department to properly review your application for the purchase of an existing house or building, or the construction of such, please respond to the following questions in **narrative form**. This narrative is to be submitted with the capital application. Without this narrative, a purchase or construction project will not be approved.

1. How did you search for or hear about this particular **home or** building? How many similar **homes** or buildings did you tour? What were their selling prices? Why did you not choose another? (Give specific reasons per building.)

If constructing, why did you decide to go that route versus purchase of existing building? What features/advantages were involved in this decision? (See **#4** below).

2. Was the contract price for purchase or construction negotiated/bid? Did you offer full price? Why? **Were closing costs negotiated between seller and purchaser?**

3. **Does real estate contract for the purchase of a facility include a contingency that the sale is contingent upon the approval of SCDDSN?**

4. What features were you seeking? (Size, location, etc.) What is its most outstanding feature?

If constructing a residence, are you utilizing existing plans available from other providers, NC State Accessible Housing, or other public groups? If not, why?

5. How large is the site? Could less land be acquired?
6. Does the project meet applicable zoning? Enclose documentation by applicable authority.
7. Who has seen the site/facility from **district** or central office? Did they see alternative sites/ facilities being considered?
8. Does the owner, listing agent or broker, or selling agent or broker have any relationship to your board or staff?

Addendum “C” to Capital Application

Sample Zoning Letter

CITY/COUNTY LETTERHEAD

Date

TO: Provider

FROM: City/County Zoning Administrator

The property located at _____ is/is not in the city/county limits of _____ and is/is not zoned _____, which is defined as _____. (Attach copy of zoning regulations as necessary.)

Therefore, this project as planned meets/does not meet applicable zoning. If there are any questions concerning this, please contact me at _____.

Addendum D - Work Write Up

(for Residential Facilities Seeking Funding Through SC Housing Trust Fund)

See www.schousing.com

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