



Affordable Housing Development Handbook

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THE PURPOSE

The Purpose of this handbook is to provide non-profit developers, for-profit developers, and government entities with a comprehensive, yet easy-to-use guide on affordable housing. The manual includes planning and zoning tools as well as financial resources provided by both private and public entities including those available on the local, state, regional, and federal levels. Also included is instructional and practical information such as common affordable housing terminology and housing development worksheets and processes.

This manual is NOT intended to replace direct contact with local planning staff, housing partners, or funding sources. Rather, we hope that the information in this handbook will provide you with initial guidance and serve as a starting point for discussion and action in the development of affordable housing projects. We encourage you to contact our office whenever you have questions or concerns about an affordable housing development in the Lowcountry.

Lowcountry Housing Trust

P.O. Box 21163, Charleston, SC 29413.

Our physical address is

2120 Noisette Blvd, Suite 120 North Charleston SC 29405.

(843) 973-7285 phone

(843) 973-3598 fax

This handbook is also posted on the Lowcountry Housing Trust website at www.lowcountryhousingtrust.org. The Website is a good source of information on affordable housing issues. It provides links to many of the resources in the tri-county region and other websites.



THE TRUST

The Lowcountry Housing Trust

The Lowcountry Housing Trust (LHT) is a regional advocate for affordable housing established to provide a dedicated ongoing source of funding for the production and preservation of affordable housing, and to actively encourage and implement policies that reduce unnecessary regulatory barriers to such production in Berkeley, Charleston, and Dorchester counties.

Goals of the Trust

- Increase housing production locally and statewide
- Implement innovative approaches to funding affordable housing.
- Promote public/private partnerships.
- Serve as an ongoing catalyst for change and an example to other communities.

Mission of the Trust

The mission of LHT is to assist non-profit and for profit developers in the construction of a full spectrum of housing that is truly affordable to the prospective occupants, to open up realistic opportunities for homeownership, and to encourage new rental housing for families who are not ready for homeownership. LHT accomplishes its mission by providing education on the need for affordable housing, advocating for the removal of barriers to affordable housing

production, encouraging the inclusion of affordable housing in local developments, and financing affordable housing projects.

LHT raises and pools funds from public and private sources and awards them to developers who are addressing recognized community needs and have the capacity to produce or rehabilitate affordable housing. Financial and technical assistance is available to affordable housing developers and municipalities through a variety of loan, incentive, and development programs.

LHT actively promotes policies that reduce unnecessary regulatory barriers to affordable housing production; supports experienced affordable housing developers; and works to increase the capacity of newcomers.

Why We Exist?

There is tremendous need for affordable housing throughout the Lowcountry. Vital members of our community-- teachers, firefighters, policemen, paramedics, and service industry workers - cannot afford housing for their families. Our growing population of elderly citizens, as well as those who have physical or mental challenges, need clean and decent housing.



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A family of four earning the area median income of \$58,400 can afford a home price of approximately \$175,200.

The continued escalation in housing costs is gradually excluding huge segments of the population from access to decent affordable housing for rent or purchase.

2007 Average Home Prices

Charleston County - \$377,039

Berkeley County - \$225,518

Dorchester County - \$213,935

For updates go to www.lowcountryhousingtrust.org

What is a Housing Trust Fund?

Housing trust funds are distinct funds established by cities, counties, and states that dedicate sources of revenue to support affordable housing. Housing trust funds are usually created by legislation or ordinance. At present, there are more than 300 housing trust funds in the United States.

Housing trust funds have become one of the leading vehicles for addressing critical housing needs in this country. Housing trust funds have demonstrated their ability to provide flexible funding for the preservation and development of affordable housing, as well as the ability to thrive throughout economic hardships and tough political climates. Local jurisdictions increasingly turn to housing trust funds as a key tool to meet their housing needs.

The housing trust fund model is an innovative departure from the way that dollars have historically been secured to support affordable housing. Mary Brooks, of the Center for Community Change and a leading expert on housing trust funds, says the establishment of a dedicated revenue source is what makes housing trust funds unique and effective. An ideal housing trust fund provides long-term steady financing for affordable housing.



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"If we have any hope of addressing the housing affordability crisis," Brooks notes, "it'll be through a combination of national, state and local housing trust funds, each with dedicated revenue sources that provide affordable capital for housing year after year." (Community Investments, State Housing Trust Funds, Carolina Reid, September 2005)

Housing Trust funds differ greatly in their sources of revenue, their administration, and their program design. Nearly forty different revenue sources have been identified, including real estate taxes or fees, developer fees, tax increment funds or interest from government-held and/or market-based accounts. The diversity of housing trust funds is also their strength. Unlike many federal housing programs, housing trust funds such as the Lowcountry Housing Trust can be designed to draw on local resources and can be tailored to meet local needs.

One of the most recent advances in the housing trust fund field is SC state legislation the [WILLIAM C. MESCHER LOCAL HOUSING TRUST FUND ENABLING ACT](#) that enables local jurisdictions to create housing trust funds thanks to the hard work of the South Carolina Affordable Housing Coalition. See: <http://www.scsenate.org/code/t31c022.htm>

The Enabling Act will give local government entities the comfort they desire to establish and fund local housing trusts through existing generated public revenues. It encourages local government entities to leverage public and private funds and to partner with other regional government entities to provide affordable housing resources through the use of a trust fund. LHT was the first local housing trust fund in South Carolina.

CDFI Certification

The U.S. Department of Treasury's Community Development Finance Institutions Fund has certified The Lowcountry Housing Trust as a Community Development Finance Institution (a "CDFI").

CDFIs are private-sector organizations that attract capital from private and public sources. CDFIs work in partnership with conventional financial institutions and private foundations to channel private investment into distressed communities, either through direct investment in the CDFI or through coordination of lending, investment, and other services.

CDFI certification will allow LHT greater access to financial resources currently unavailable to the tri-county market.



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LHT Loan and Incentive Programs

Financial assistance is available to non profit and for profit affordable housing developers and government entities through a variety of loan and incentive programs including:

- Gap Financing Loans*
- Predevelopment Loans
- Bridge Loans
- Home Buyer Assistance Loans
- Owner Occupied Rehab Loans**
- Charleston Water Affordable Housing Incentive Program
- Plant A Tree Program

*Funds are awarded through a competitive application process.

**Program is under development.

LHT Technical and Development Services

With the goal of expanding the production of high quality affordable housing in the tri-county region, LHT provides consulting and technical services to non profit and for profit developers. LHT also encourages and assists municipalities to plan and zone to accommodate quality affordable housing that meets the needs of a diverse workforce. These services include but are not limited to...

- Planning Assistance
- Zoning Assistance
- Coordinating the Development Process
- Identifying Funding Sources
- Identifying Development Incentives
- Development Agreements
- Comprehensive Plans – Housing Element
- Link Partners
- Provide Resources



THE TRUST

Lowcountry Housing Trust - LHT

The Lowcountry Housing Trust is a regional non-profit organization established to provide a dedicated ongoing source of funding for the production and preservation of affordable housing, and to actively encourage and implement policies that reduce unnecessary regulatory barriers to such production in Berkeley, Charleston, and Dorchester counties.

LHT accomplishes its mission by providing education on the need for affordable housing, advocating for the removal of barriers to affordable housing production, encouraging the inclusion of affordable housing in local developments, and the financing of affordable housing projects.

Financial assistance is available to non profit and for profit affordable housing developers and government entities through a variety of loan and incentive programs. With the goal of expanding the production of high quality affordable housing in the tri-county region, LHT provides consulting and technical services to non profit and for profit developers. LHT also encourages and assists municipalities to plan and zone to accommodate quality affordable housing that meets the needs of a diverse workforce.

Program Contact(s):

Lowcountry Housing Trust

Tammie Hoy, Executive Director

(843) 973-7285

tammie@lowcountryhousingtrust.org

and

Michelle Mapp, Program Director

(843) 973-3596

michelle@lowcountryhousingtrust.org

Mailing Address:

PO Box 21163, Charleston SC 29413

Physical Address:

2120 Noisette Blvd, Suite 120 N Charleston SC 29405

www.lowcountryhousingtrust.org



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Lowcountry Housing Trust Quick Reference Guide – May 08

Program	Purpose	Activity	Eligible Beneficiaries	Housing Type	Interest Rate	Fees	Award Maximum	Unit Maximum	Program Requirements
Gap Financing Loan Program	Lower the Production Cost of Housing	Acquisition New Construction Rehabilitation	Homeownership 120% of AMI Rental 80% of AMI	Single Family Multi-Family Transitional	0% Construction 1% Permanent	\$250 loan origination fee	No Max	\$30,000	<ul style="list-style-type: none"> • Applications accepted and evaluated during published funding periods only • 20 Year Affordability Controls • Note & Mortgage • 12 month project completion
Predevelopment Loan Program	Expedite Affordable Housing Production	Predevelopment Expenses	Homeownership 120% of AMI Rental 80% of AMI	Single Family Multi-Family Transitional	2% to 6% Depending on % of affordable units	\$250 loan origination fee	\$10,000	\$10,000	<ul style="list-style-type: none"> • Applications accepted and evaluated continually • 10 Year Affordability Controls • Note & Mortgage, 24 month term • 50% For Profit Match Required
Bridge Loan Program	Expedite Affordable Housing Production	Acquisition New Construction Rehabilitation	Homeownership 120% of AMI Rental 80% of AMI	Single Family Multi-Family Transitional	Prime minus 2%	\$250 loan origination fee	No Max	\$30,000	<ul style="list-style-type: none"> • Applications accepted and evaluated continually • 10 Year Affordability Controls • Note & Mortgage • 12 month term
Home Buyer Assistance Program	Lower the Purchase Price of Housing	Down Payment & Closing Cost Assistance	Homeownership 120% of AMI	Single Family Multi-Family	0%	\$250 loan origination fee	\$30,000	\$30,000	<ul style="list-style-type: none"> • Applications accepted and evaluated continually • 20 Year Affordability Controls • Note & Mortgage
Charleston Water Affordable Housing Incentive Program	Impact Fee Reduction	Acquisition New Construction Rehabilitation	Homeownership 80% of AMI Rental 80% of AMI	Single Family Multi-Family Transitional	N/A	No Fee	No Max	\$1000	<ul style="list-style-type: none"> • Applications accepted and evaluated continually • \$500 Water fee reduction/unit • \$500 Wastewater fee reduction/unit • Delayed Payment of Fees • 10 Year Affordability Controls • Affordability & Infrastructure Lien Agreement
Plant a Tree Program	Landscaping	N/A	Homeownership 120% of AMI Rental 80% of AMI	Single Family Multi-Family Transitional	N/A	No Fee	No Max	\$500	<ul style="list-style-type: none"> • Applications accepted and evaluated continually • Only available to projects receiving Gap Financing funding

Programs terms and conditions and applications for Lowcountry Housing Trust programs can be found on our website at <http://www.lowcountryhousingtrust.org>. Eligible applicants for all programs are non profit developers, for profit developers, or government entities. All units that are funded by LHT will be subject to affordability controls through a restrictive covenant that limits the property rights of the owner.



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Between 2000 and 2007, home prices increased from an average of \$194,765 to \$306,098 in the Lowcountry.

What is Affordable Housing?

In the United States, a commonly accepted guideline for housing affordability is a housing cost that does not exceed 30% of a household's gross income.

In the United States, a commonly accepted guideline for housing affordability is housing costs that do not exceed 30% of a household's gross income. Housing costs considered in this guideline generally include taxes and

insurance for owners, and sometimes include utility costs. When the monthly carrying costs of a home exceed 30% of household income, then the housing is considered unaffordable for that household.

Where the supply of affordable housing is less than the demand, low and moderate income households often struggle to find and secure housing that is affordable. In housing markets such as the Lowcountry, land values often outpace the capacity of incomes. Such housing markets often have a limited supply of residential land, or a number of regulations that make it difficult or costly to increase housing supply at purchase prices or rents affordable to consumers at income ranges below the local average.

What is Workforce Housing?

Workforce housing remains a fluid term. In recent years, it has come to mean the gap facing those who earn too much to qualify for affordable housing subsidies, but not enough to afford a home or an apartment – usually 80 to 120% of the area median income. The National Housing Conference, among the first to identify the issue in the late 1990s, defines workforce housing as housing for those with at least one full-time worker who earns between minimum wage and the amount needed to afford to live in the area.



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Workforce housing is a relatively new term that is increasingly popular among planners, government administrators and housing activists, and is gaining cachet with home builders, developers and lenders. "Workforce housing" can refer to almost any housing, but always refers to "affordable housing".

Workforce housing may include single-family detached homes, rental apartments, condominiums, co-ops and shared housing that workforce families can afford. Workforce housing is intended to appeal to key members of the workforce such as police officers, teachers, nurses and medical technicians, office workers, etc., whom we think of as the backbone of any successful community. Most appropriately, workforce housing is located in or near employment centers (as opposed to distant suburbs) and is sometimes cited as one antidote to urban sprawl.

Source: American Planning Association

<http://www.planning.org/affordablereader/planning/workforce1104.htm>;

<http://www.hud.gov/offices/cpd/affordablehousing/>

Funding for workforce housing projects is very limited as most federal programs serve households at 80% or below of the area median income. The Lowcountry Housing Trust is

one of the only organizations providing financial assistance to workforce housing projects in the Lowcountry.

Who Needs Affordable Housing?

Increasingly those who need more affordable housing are gainfully employed, thanks in part to the nationwide employment shift toward a service industry economy. Unfortunately, poor wages that have not kept up with escalating housing costs. They are sales clerks, child care workers, food service workers etc. They also include entry level teachers, police, tellers, and administrative services personnel.

There continues to be a significant group of wage-earners who earn too little to afford the median priced home in the Charleston Metro area and earn too much to qualify for many programs that could help them become homeowners. In the community and economic development field, housing for this segment of the population is often referred to as workforce housing and includes families earning from 80% of the area median income up to 120%.



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How is Affordability Calculated?

A primary factor in housing affordability is household income. In the U.S., households are commonly defined in terms of the amount of realized income they earn relative to 100% of the Area Median Income or AMI.

Localized AMI figures are calculated annually based on a survey of comparably-sized households within geographic ranges known as Metropolitan Statistical Areas, as defined by the [US Office of Management and Budget](#).

For U.S. housing policy purposes, households are categorized by federal law as follows:

- **Moderate income households** earn between 80% and 120% of AMI.
- **Low income households** earn between 50% and 80% of AMI.
- **Very low income households** earn between 30% and 50% of AMI.
- **Extremely low income households** earn no more than 30% of AMI.

Local and state governments can adapt these income limits when administering local affordable housing programs;

however, U.S. federal programs must adhere to the definitions above. AMI levels for all Metropolitan Statistical Areas in the U.S. may be found here.

Area Median Income (AMI) data for all Metropolitan Statistical Areas in the U.S. is published annually on the [U.S. Department of Housing and Urban Development](#) or [Fannie Mae](#) websites.

Housing Costs

The other major factor is housing costs. According to the 2007 State of the Nation's Housing report from the Joint Center for Housing Studies of Harvard University, 17 million American households in 2005 were spending more than half of their income on housing - a rise of 1.2 million from the prior year, and a jump of 3.2 million from 2001.

The study noted that three main factors intersect to affect affordability: mortgage rates, income and prices.

1. **Mortgage rates** have generally been a favorable part of the equation due to historically low interest rates.
2. **Median income**, however, has dropped. Real wages fell from 2000 to 2005, according to the report. By 2006 household income was 1 percent below 1999



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levels, according to stats from the Current Population Study of the U.S. Census Bureau.

3. Wages dropped but mortgage rates held steady; affordability shouldn't have suffered too badly if the third part of the equation – **housing costs** - remained stable. But they didn't.

What's Causing the Rise in Housing Costs?

- High land costs
- Increases in material/labor costs
- Zoning limitations
- Arbitrary development processes/regulations
- Development delays
- Lack and loss of supply
- Stagnant incomes
- Declining federal funding
- Lack of housing goals
- Lack of Public awareness/education

Impacts of High Housing Costs:

- 1 in 3 households spend over 30% of their incomes on housing, many spend over 50%.
- Many families over spend on housing leaving less money for other necessities.
- Housing prices rise faster than per capita income.

- Escalating costs in energy, fuel, and amenities.
- Middle income families find it difficult to afford housing in their income ranges.
- Individuals and families are forced to live further out, causing additional stress on infrastructure needs.

Who Should be Concerned?

- Local Governments
- Local & State Elected officials
- Economic development officials
- Business Leaders
- Hospitality Industry
- Builders/Realtors
- Environmental Organizations
- Housing Providers/Developers/Advocates
- Citizens
- Statewide Agencies

Strong neighborhoods contribute to property taxes, safe communities, a stable workforce, and an environment that invites economic opportunity and growth. For these reasons all representatives of a community should be concerned with housing quality, affordability and choice, not just as a matter of social equity, but as a fundamental element of community viability and economic development.



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Barriers to Affordable Housing



Affordable housing barriers are described typically as regulatory or financial systems that make it harder for developers to create affordable housing. Much of the momentum for addressing barriers is still derived from a 1991 HUD report, *Not in My Backyard*:

Removing Barriers to Affordable Housing.

<http://www.huduser.org/publications/RBCPUBS/NotInMyBackyard.html>

In that report, the Advisory Commission on Regulatory Barriers estimated that barriers increased construction and regulatory costs by 35 percent. According to HUD, a regulatory barrier is "a public regulatory requirement,

payment, or process that significantly impedes the development or availability of affordable housing without providing a commensurate health and/or safety benefit."

The list of affordable housing barriers typically includes the following items:

- Large lot single-family zoning
- Prohibitions on accessory apartments
- Exorbitant development and impact fees
- Excessive or discriminatory public review requirements
- Shortage of land zoned for multifamily housing
- Spacing requirements for group homes
- Requiring special-use permits for group homes
- Discriminatory treatment of manufactured housing
- Unreasonable and expensive building code requirements for rehabilitation projects



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Solutions to Affordable Housing Shortage

Numerous policies in the U.S. and abroad have been designed to address the problem of inadequate supplies of affordable housing. Sophisticated secondary market mechanisms, inclusionary zoning, and land banking are three prominent tools that, when coupled with tax and fiscal policies, result in a reduction in the cost of mortgages and the cost of borrowing. Other more recently promoted policy tools include relaxation of prohibitions against accessory dwelling units and reduction of the amount of parking that must be built for a new structure.

Affordable housing is a controversial reality of contemporary life, for gains in affordability often result from an expansion in land available for housing or an increase in the density of housing units in a given area. Ensuring a steady supply of affordable housing means ensuring that communities weigh real and perceived livability impacts against the sheer necessity of affordability.

List of Solutions:

- Accessory Dwelling Units
- Community Land Trusts (CLT)
- Community Development Corporations (CDC)
- Density Bonuses
- Employer-Assisted Housing
- Fast-Track Permitting
- Inclusionary Zoning
- Infill Development
- Linkage Fees
- Local Housing Trust Funds
- Mixed Use Development
- Nonprofit Corporations
- Waiving of Impact Fees

See The Terminology section for a detailed description of each solution listed.



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Housing Types

Accessible Housing: Housing with features needed by persons with physical disabilities.

Accessory Dwelling Units: Supplementary Housing Units that are integrated into existing single family neighborhoods to provide more affordable housing alternatives with little or no negative impact on the character of the neighborhood. Because the units are usually small, they are more affordable than full-size rentals. Accessory Dwelling Units may vary in style and include garage, loft, accessory apartments, guest apartments, mother-in-law apartments, family apartments or secondary units.

The three types of accessory units are:

- 1) *Interior* - using an interior part of a dwelling
- 2) *Interior with modifications* - the outside of the dwelling is modified to accommodate a separate unit (this could include a unit over the garage if the garage is attached)
- 3) *Detached* - a structure on a residential lot that is separate from the main dwelling, yet by definition still "accessory" and so smaller than the main unit (this would include a unit over the garage if the garage is detached).

Adaptable Housing: Housing for persons with disabilities that includes needs-specific features or that has the capacity to have such features installed.

Apartment: An apartment is one or more rooms used as a place to live, located in a building containing other units used for the same purpose (apartment complex). Minimally, apartments must have cooking facilities, a bathroom and a place to sleep. Those who live in these units usually pay rent for their use on a monthly basis.

Co-Housing: Co-housing communities combine the advantages of private homes with the benefits of shared common facilities and ongoing connections with neighbors. These intentional neighborhoods are typically created and managed by residents and range from 10 to 60 housing units. Residents typically share community meals together and are jointly responsible for common facilities such as open space, courtyards, a playground and a common house.

Condominium: A Condominium is a unit of "airspace" owned by an individual, and typically includes a proportionate ownership interest in the common elements. This ownership model creates a housing development in



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which the interior space of each unit is individually owned; the balance of the property including the roof, exterior walls, landscaping, parking, and land is owned in common by the owners of the individual units referred to as a Home Owners Association. To maintain these common areas, condominium owners are assessed Home Owner Association Dues on a monthly basis. This form of ownership is also found in industrial parks, where individual commercial areas within a single building are separately owned, but the more prevalent use of the term is to refer to the type of housing meeting the definition above.

Cooperative housing (Co-Op): The residents of Cooperative Housing are shareholders in a corporation that owns the property. Each household owns a share of the total complex and are provided an entitlement to occupy a unit. Members/residents pay the Co-op for their share of the actual operating cost, building mortgage, and real estate taxes, based on the non-profit operation of entire community. Converting an existing rental building or buildings into cooperative housing owned by the tenants is the most common methods of developing cooperative housing today. Uncommon cooperatives can also be developed as brand new housing.

Duplex: Any building containing exactly two dwelling units. Most commonly refers to the units which are side by side, with a common wall and roof.

Employer Assisted Housing: Employer-Assisted Housing refers to any rental or homeownership housing program that is financed or in some way assisted by an employer. Most of these programs help employees purchase homes – often near their workplace. Many employers offer assistance in the form of grants for down payment assistance, low interest loans, matched dollar savings plans, credit counseling, homebuyer education, rental deposit assistance, or even function to house employees directly.

Mobile home: A portable building or vehicle which is constructed to permit occupancy for dwelling purposes. This term includes self-propelled mobile homes, pop-up campers, travel trailers, trailers, and other similar equipment which may be utilized for dwelling purposes.

Modular Homes: These factory-built homes are built to the state, local or regional code where the home will be located. Modules are transported to the site and installed. One distinguishing factor between modular homes and manufactured homes is that some modular homes are



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designed to allow additional living space as additional components at a later date.

Multifamily Residential: Units designed to house multiple households within one or more structures on a single property. This term includes apartments and condominiums.

Permanent supportive housing: Permanent supportive housing is designed with attached supportive services to help people maintain the housing. This type of housing is designed, intended for and mostly occupied by individuals who have been or are at risk of homelessness. Many of these individuals have special needs such as physical or mental disabilities or other substantial barriers to maintaining housing stability. Permanent housing has no limit or length of stay and no requirement that tenants move out if their service needs change. This housing may be in any housing configuration (scattered, clustered, single site, mixed tenancy, mixed use, etc.).

Principal Residence: The primary location that a person inhabits. This could be a house, apartment, trailer or boat, as long as it is where one lives most of the time.

Public housing: Housing operated by public housing

authorities which is typically financed with State or Federal funds. The purpose of public housing is to provide decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities.

Second Homes A residence that is not one's principal residence. A taxpayer may deduct interest on two personal residences provided that certain occupancy requirements are met.

Senior Housing: Age restricted affordable housing for people either 55 or 62 years of age or older.

Shelter Housing: A "shelter" is a facility that provides temporary housing for special needs populations such as homeless, victims of domestic violence, or people displaced from their homes by a natural disaster.

Single Family Residential: Units designed to house one family per unit. This definition includes detached single family homes as well as townhomes.

Special Needs Housing: Housing developed for and occupied by people with a variety of disabilities who are at risk of homelessness but may not have been literally or



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chronically homeless.

Substandard Housing: Housing that does not meet local, state or federal housing code guidelines and that poses a threat to the health and safety of those living in the unit/building.

Townhomes: Townhomes, or townhouses, are distinguished from traditional single-family homes in that they share vertical walls with the neighbor on either side. Townhomes may have a garage on ground level and either a patio or balcony. Ownership of the townhome may also include ownership of the ground immediately below the footprint of the home. The style of development is sometimes referred to a single family attached housing where the buildings are clearly identifiable as separate units albeit attached to one another in series.

Transitional Housing: Housing that has a time limitation on occupancy, usually of no more than two years. The goal of transitional housing is to provide the support needed for participants to move into permanent housing.

General Definitions

Building and Housing Codes: State and local ordinances that prescribe certain minimum standards for the construction, rehabilitation, or occupancy of affordable housing. Codes are also related to the acceptance or rejection of new building designs, materials, or technology intended to reduce the cost of affordable housing.

Community Development Block Grants (CDBG): CDBG funds are federal dollars provided to state or local entitlement communities through the Department of Housing and Urban Development with the explicit purpose of providing direct benefits to lower-income residents within the jurisdiction.

Community Development Corporation (CDC): A broad range of nonprofit organizations that are incorporated to provide programs, offer services, and engage in other activities that promote and support a community. CDCs usually serve a specific geographic location such as a neighborhood or a town, often focusing on lower-income residents or struggling neighborhoods. They can be involved in a variety of activities including economic development, education, and real estate development. These organizations are often associated with the development of



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affordable housing. To learn more visit the SC Association of CDCs website at www.communitydevelopmentsc.org.

Community Development Finance Institution (CDFI):

A certified Community Development Financial Institution (CDFI) is a specialized financial institution that works in market niches that are underserved by traditional financial institutions. CDFIs provide a unique range of financial products and services in economically distressed target markets such as mortgage financing for low-income and first-time homebuyers and not-for-profit developers and flexible underwriting and risk capital for needed community facilities. CDFIs also provide technical assistance and commercial loans and investments to small start-up or expanding businesses in low-income areas. CDFIs include regulated institutions such as community development banks and credit unions, and non-regulated institutions such as loan and venture capital funds.

Deed Restrictions: To ensure long term affordability, governments and/or non-profits will often establish income, purchase price, or rent limitations on a property for a set period of time. These restrictions are recorded onto the property's deed which then binds current and future property owners to those requirements. Such deed

restrictions or "resale restrictions" effectively ensure that the housing remains affordable for future households in spite of appreciation in a housing market.

Density bonuses: Density bonuses occur when developers commit to allotting a certain percentage of units at below-market rates in exchange for reduced lot sizes or an increased the number of houses per lot, thereby reducing land cost per unit. Bonuses may be applied to the rehabilitation of existing substandard housing as well, provided the bonus units are available as affordable housing.

Density by Right: This allows any developer willing to build affordable housing an increase in density without a county commission's approval. This removes the ability of residents to fight affordable housing near their neighborhoods.

Developer Incentives: Local governments, which usually have jurisdiction over zoning and land use regulations, can use that jurisdiction to create developer incentives, such as a "density bonus" or "fee reduction" for inclusion of affordable units in a development. Some areas make programs like this mandatory (e.g. inclusionary zoning),



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with the “incentive” as compensation. Others make voluntary programs, with the incentive actually serving as encouragement.

Down Payment Assistance: This is financial assistance provided in the form of a reduced interest loan or a grant to a homebuyer which is applied toward the purchase of a home.

Fast Track Permitting: Under this process, affordable housing projects are expedited through the permitting and approval processes. This is not limited to building permits and should also include: zoning permits, subdivision approval, rezoning, certification, special exceptions, variances, or any other official action of local government having the effect of permitting the development of land.

Fair Housing: This category refers to state and local laws that prohibit discrimination based on race, color, religion, sex, handicap, familial status, and national origin. The term also refers to actions taken by state and local governments to enforce or evade these laws. See: Civil Rights Act of 1968 at <http://www.usdoj.gov/crt/housing/title8.htm>

Fees and Dedications: This category contains state and

local requirements for the payment of fees, dedication of property, or installation of infrastructure to meet the increased demand on public services that result from a particular development.

Green Building: The use of materials and building technologies that increase energy efficiency and reduce the environmental impact of the building developed. Energy Star, Earth Advantage, and LEED Certification are all programs created to promote green building.

Heirs’ Property: Land which has been passed down through many generations – in most instances without a will – thus creating “heirs’ property” which is equally shared among descendants, regardless of whether they live on the land or pay taxes on it. This unstable form of ownership grants full rights of ownership to all heirs but fails to equally distribute responsibility for the land among the heirs. To learn more visit the Center for Heirs’ Property Preservation website at www.heirsproperty.org

HOME Funds: The “HOME” program is a federal grant program funded through the Department of Housing and Urban Development that distributes funds to state or local governments to finance the development of low-income



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rental units.

Housing Authority: Housing authorities are public corporations whose boards are appointed by the local government. Their mission is to provide affordable housing to low- and moderate-income residents. Housing authorities also provide other types of subsidized housing in addition to public housing.

Impact Fees or System Development Charges (SDCs): Impact fees (SDCs) are imposed to charge the owners of newly developed properties for the “impact” the new development will have on the community. Fees can be used for such things as transportation improvements, new parks, and water distribution and sewer improvements. Impact fees are not used to maintain existing facilities, but instead are used to create new facilities in proportion to the number of new developments in the area.

Inclusionary Zoning: Usually practiced in urban areas, inclusionary zoning involves planning communities and developments that will provide housing to all income brackets. Inclusionary zoning ordinances often require any new housing construction to include a set percentage of affordable housing units. Inclusionary zoning promotes the

production of affordable housing at little cost to local government, creates of income-integrated communities, and reduces of sprawl.

- *Mandatory Inclusionary Zoning* - An ordinance mandating that a certain percentage of every development must include housing for individuals and families earning a certain percentage of the area median income. In exchange, developers usually get to increase the number of market-rate units. Mandatory inclusionary zoning is not allowed in SC.
- *Voluntary Inclusionary Zoning* - Voluntary Inclusionary Zoning gives developers of all new residential and mixed-use projects the option of making a certain percentage of units available to low-to-moderate income households at an affordable rate in exchange for incentives.

Infill Development: This involves putting affordable housing on isolated plots, called infill parcels, where development has sprung up around it. Infill development promotes the betterment of these city centers and leaves rural areas and open spaces undeveloped.



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Linkage Fees: These are fees that developers pay, similar to impact fees, to offset the development's impact on affordable housing.

Market Rate Rent: The prevailing monthly cost for rental housing. These figures are set by the property owners themselves in a given region.

Mixed Income Housing: Many housing practitioners use the term "Mixed-Income Housing" in reference to housing developments that benefit a range of households at varying income levels. In general, such a development contains units targeted to low-income households, moderate-income households, blended with market-rate housing. Ideally, the rent or purchase price paid by market-rate sales will cover the full cost of their units.

Mixed Use Development: Mixed-use development is the practice of allowing more than one type of use in a building or set of buildings. This involves combining retail/commercial and/or service uses with residential or office use in the same building or on the same site. Mixed use developments may contain neighborhoods including retail and commercial space, employment opportunities, and low and high density housing within the same immediate area.

The more current planning approach to mixed use is mixed use is oriented more toward integrating commercial and housing activity on a smaller scale that is pedestrian-friendly and linked to transit.

Nonprofit Corporations: Often referred to as Community Housing Development Organizations, these citizen-created nonprofits follow federal guidelines and may qualify for federal housing grants. One-third of the board members for these nonprofit organizations must be lower-income residents from the areas they serve. Community Housing Development Organizations can partner with for-profit developers to get grants to subsidize low-income units.

Nonprofit Housing: Nonprofit housing is housing developed by nonprofit corporations that is mostly affordable with rents or prices below market-rate. Income generated from the housing is put back into the mission of the organization, rather than being distributed to stockholders or individual investors as would be the case in for-profit housing.

Nonprofit Housing Developer: A nonprofit organization whose mission involves the creation, preservation, renovation, operation or maintenance of affordable housing.



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Operating Subsidy: This subsidy is intended to reduce the management, maintenance, and utility costs of housing. Operating subsidies provide assistance for many extremely low-income residents and consider the actual costs of housing beyond the rent.

Planning & Growth Restrictions: These restrictions refer to the various barriers related to the process of developing a comprehensive land use plan and the restrictions placed on future development based on a map of the community. Smart growth programs, sewer and building permit moratoriums, or requirements for fiscal impact studies stem from this topic as well.

Rent Controls: Defined as state and local government actions that restrict rent increases or service fee charges to tenants.

Redevelopment: This refers to the rules under which abandoned or underused property is redeveloped. This term encompasses inner city redevelopment, single lot infill, and brownfields redevelopment. Redevelopment processes refer to the task of obtaining the state and local government authorization to proceed with such work.

Section 8 Vouchers: A federal program administered by the local housing authority. Eligible tenants receive vouchers to help them pay for apartments in the private market.

Shared Equity: Home loan in which both the property owner and a third party are granted a share of the equity, thereby allowing each to participate in the proceeds from resale. Shared equity loans are also referred to as Shared Appreciation Mortgages as the lender retains a percentage of ownership and thus capitalizes on appreciation. In the case of non-profit or government-shared equity programs, the homebuyer is often provided with downpayment assistance which remains a secured interest in the property and may be repaid along with the proportionate increase in equity when the home resells.

Subsidized Housing: All federal, state or local government programs that reduces the cost of housing for low-income and moderate-income residents.

Subsidy: Subsidies are government-supported accommodations for individuals with low-to-moderate incomes. Forms of affordable subsidies include: direct



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housing subsidies, non-profit housing, public housing, rent supplements and some forms of co-operative and private sector housing.

Public housing, project-based Section 8, Section 8 vouchers, tax credits, the State Housing Trust Fund, Community Development Block Grants, impact fee waivers, reduced fees to the local government, and local grants are all examples of subsidized housing. In exchange for subsidies, housing units directly assisted are often guaranteed as affordable for a designated period, usually for 30 years or more.

Transfer Development Rights: TDR programs allow landowners to sever development rights from properties in government-designated low-density areas, and sell them to purchasers who want to increase the density of development in areas that local governments have selected as higher density areas.

Traditional Neighborhood Design: Also called "New Urbanism" and "Neo-Traditional Neighborhood Design" is a town planning principle that has gained acceptance in recent years as being one solution to a variety of problems in suburban communities throughout the country.

Traditional neighborhoods are more compact communities designed to encourage bicycling and walking for short trips by providing destinations close to home and work, and by providing sidewalks and a pleasant environment for walking and biking.

Transit Oriented Development: Mixed-use residential or commercial areas designed to maximize access to public transport, often incorporating features to encourage transit ridership. A TOD neighborhood typically has a center with a train station, metro station, tram stop, or bus station, surrounded by relatively high-density development with progressively lower-density development spreading outwards from the center.

Zoning, Land Development, Construction and Subdivision Regulations: Rules and regulations that affect the use of land. Also included are the rules and regulations that permit owners to divide land into smaller tracts. These activities include barriers, such as exclusionary zoning, as well as solutions, such as density bonus incentives. It also includes private restrictions on the use of property, such as deed restrictions.



THE PROCESS



The Development Process

Every development project proceeds through a series of phases, from the initial concept to final closeout. A number of separate, but interrelated, activities occur within each phase.

Although the terminology may vary from region to region, the development process is generally organized into the following five phases:

1. Concept
2. Predevelopment
3. Development
4. Construction
5. Operation

Phase 1: Concept Phase

- Establish organizational goals for the project.
- Determine type of project, potential location and target occupants.
- Consider sources of financing and how the project might be managed.
- Develop an understanding of community and local government support/opposition, concerns/needs.
- Evaluate site: cost and availability, technical and environmental issues.
- Visit and evaluate similar projects.
- Develop project vision and concept.
- Decide whether to explore the concept further.

Outcome: specific use of a designated site for an identified market by a specific development team with a defined financial program.



THE PROCESS

Phase 2: Predevelopment Phase

- Apply for predevelopment funds.
- Conduct market study.
- Identify governmental/regulatory requirements.
- Select project team and define scope of work for each member.
- Review development concept with potential occupants, community groups, maintenance personnel, and other stakeholders and modify as appropriate.
- Identify sources of financing.
- Negotiate tentative or conditional financing commitments.
- Test cost assumptions.
- Obtain site control.
- Develop feasibility study.

Outcome: analysis of all assumptions regarding market, site, operation pro forma, development pro forma, financial requirements, financing, team and roles, including suggested modifications for the concept to be feasible.

Phase 3: Development Phase

- Ongoing consultation between project team and the community.
- Acquire property.
- Secure construction financing.
- Solicit and review construction bids.
- Obtain planning approvals, environmental approvals, if required.
- Obtain building and other permits as required.

Outcome: all elements of project made definite. Letters of commitment, contracts and loan documents binding all participants to the specific elements of the deal are put in place.



THE PROCESS

Phase 4: Construction Phase

- Award construction contract(s).
- Initiate construction.
- Manage change orders.
- Negotiate certificate of substantial completion.
- Initiate marketing and lease-up, including outreach within the community.
- Manage construction close out.
- Conduct open house for community participants, press, etc.

Outcome: completely built, leased/sold building, passing all inspections.

Phase 5: Operation Phase

- Staff up.
- Prepare and submit financing/loan application.
- Secure permanent financing.
- Occupy.
- Provide services.
- Operate.
- Continue communication with community.

Outcome: effectively rented/sold project meeting financial and other project goals.



THE PLANNERS



The Planning Departments of local municipalities and counties assist the planning commissions and elected governing bodies in the development of plans that address issues such as land use, environmental protection, transportation, housing, and public facilities. Most planning departments also review current development proposals such as rezonings, special use permits, site plans and subdivisions.

County Planners

Berkeley Charleston Dorchester Council of Governments

Contact

Dan Hatley, Planning Director

Berkeley Charleston Dorchester Council of Governments
1362 McMillan Avenue, Suite 100, North Charleston, SC
29405

(843) 529-0040 ronm@bcdcog.com

www.bcdcog.com

Berkeley County

Contact

Jeffrey Tyndall, Planning & Zoning Administrator
Berkeley County Planning Dept.

1003 Highway 52, Moncks Corner, SC 29461

(843) 719-4095 jtyndall@co.berkeley.sc.us

www.co.berkeley.sc.us



THE PLANNERS

Charleston County

Contact

Andrea Pietras, Planner II
Charleston County Planning Dept.
Lonnie Hamilton III Public Services Bldg.
4045 Bridge View Drive
North Charleston, SC 29405
(843) 202-7200 apietras@charlestoncounty.org
www.charlestoncounty.org

Dorchester County

Contact

Harold Leamond, Planning & Zoning Director
Dorchester County Planning & Codes Enforcement
500 North Main Street, Box 3, Summerville, SC 29483
(843) 832-0020 hleamond@dorchestercounty.net
www.dorchestercounty.net

Local Municipal Planners

Awendaw

Contact

Jody Muldrown, Planner
Town of Awendaw Planning Dept.
6971 Doar Road, Awendaw, SC 29429
(843) 928-4204 planning.awendaw@tds.net
www.awendawsc.org

Charleston

Contact

Christopher Morgan, Planning Division Director
City of Charleston Planning Department
75 Calhoun Street, Charleston, SC 29401
(843) 724-3774 morganc@ci.charleston.sc.us
www.charlestoncity.info/home/default.aspx

Folly Beach

Contact

Aaron Pope, Zoning & Code Enforcement Officer
City of Folly Beach
21 Center Street
Post Office Box 48, Folly Beach, SC 29439
(843) 588-7010 agpope87@bellsouth.net
www.cityoffollybeach.com



THE PLANNERS

Goose Creek

Contact

Daniel Ben-Yisrael, Director of Planning & Zoning
City of Goose Creek Planning & Zoning Dept.
Marguerite H. Brown Municipal Center
519 Goose Creek Boulevard, Goose Creek, SC 29445
(843) 797-6220 dben-yisrael@cityofgoosecreek.com
www.cityofgoosecreek.com

Hollywood

Contact

Edward Holton, Planner
Town of Hollywood
6316 Highway 162, Post Office Box 519
Hollywood, SC 29449
(843) 889-3222 edh@townofhollywood.org
www.townofhollywood.org

Isle of Palms

Contact

Douglas Kerr, Building Department Director
City of Isle of Palms
1207 Palm Boulevard, Isle of Palms, SC 29451
(843) 886-9912 dkerr@iop.net
www.isle-of-palms.sc.us

James Island

Contact

Roy Dehaven
Town of James Island
1238 Camp Road, James Island, SC 29412
(843) 762-7744
www.townofjamesislandsc.org

McClellanville

Contact

Kathryn Basha, Zoning Administrator
Town of McClellanville
405 Pinckney Street, McClellanville, SC 29458
(843) 887-3712
www.townofmcclellanville-sc.net

Mount Pleasant

Contact

Kelly Cousino, Planner III
Planning & Development
100 Ann Edwards Lane, Mount Pleasant, SC 29465
(843) 884-1229 kcousino@townofmountpleasant.com
www.townofmountpleasant.com



THE PLANNERS

North Charleston

Contact

William B. Gore, Planning Director
City of North Charleston Planning & Management
4900 Lacross Road, North Charleston, SC 29406
(843) 740-2578 bgore@northcharleston.org
www.northcharleston.org

Ravenel

Contact

Mark Bloomer, Planning and Zoning Administrator
Town of Ravenel
5962 Highway 165, Suite 100
Ravenel, SC 29470
(843) 889-8732
www.townofravenel.com

Sullivan's Island

Contact

Kent Prause, Zoning Administrator
Town of Sullivan's Island
1610 Middle Street, Sullivan's Island, SC 29482
(843) 883-3198 kprause@townofmountpleasant.com
www.sullivanisland-sc.com

Summerville

Contact

Madeline Robinson, Town Planner & Zoning
Administrator
Town of Summerville
104 Civic Center, Summerville, SC 29483
(843) 871-6000 mrobinson@summervillesc.gov
www.summerville.sc.us



THE PROVIDERS



The following organizations construct and rehabilitate single family and multi-family affordable housing in the Lowcountry:

Affordable Housing Providers

Berkeley Habitat for Humanity

Contact

Tom and Bonnie Chamberlin, Executive Directors
1714 South Live Oak Drive, Moncks Corner, SC 29461
(843) 761-8989 office@berkeleyhabitat.org
www.berkeleyhabitat.org

Charleston Area Community Development Corporation

Contact

Lenore McKenna, Executive Director
P.O. Box 21044, Charleston, SC 29413
(843) 853-9697 Lenore510@aol.com
www.charlestoncdc.org

Charleston Bank Consortium

Contact

Nancy Fabian, Executive Director
1209-A Sam Rittenberg Blvd, Charleston, SC 29407
(843) 766-6676 nancycbc@aol.com
www.chasbankconsortium.org

Charleston Habitat for Humanity

Contact

Jeremy Browning, Executive Director
P.O. Box 21479, Charleston, SC 29413
(843) 852-2880 jeremy@canchi.org
www.charlestonhabitat.org



THE PROVIDERS

Connelly Builders

Contact

Kevin Connelly, President
5530 Bush River Road, Columbia, SC 29212-300
(803) 798-0572 tkc@connellybuilders.com
www.connellybuilders.com

Dorchester Habitat for Humanity

Contact

Starr Callaway, Executive Director
P.O. Box 1685, Summerville, SC 29485
(843) 851-1414 star@dorchesterhabitat.org
www.dorchesterhabitat.org

Douglas Company

Contact

Chris Whitner, Development Specialist
P.O. Box 160, Aynor, SC 29511
(843) 358-1052 cw@douglascoinc.com
www.douglascompany.com

East Cooper Habitat for Humanity

Contact

David Bernard, Director
P.O. Box 1990 Ben Sawyer Blvd, Suite B
Mount Pleasant, SC 29465

(843) 881-2600 david@eastcooperhabitat.org
www.eastcooperhabitat.org

Episcopal Diocese CHDO

Contact

Guerry Glover, Coordinator
106 Line St, Charleston, SC 29403
(843) 224-6175 edchdo@aol.com

Humanities Foundation

Contact

Debby Waid, Asst. Director
216 Seven Farms Dr, Suite 210, Daniel Island, SC
29492
(843) 856-4120 dwaid@humanitiesfoundation.org
www.humanitiesfoundation.org

Lowcountry Housing & Economic Development Fdn

Contact

Henrietta Woodward, Director
P. O. Box 6188, Charleston, SC 29405-6188
(843) 722-0596 hwoodwardcchra@yahoo.com
www.cchra.net/housingfoundation/foundation.htm



THE PROVIDERS

Metanoia Community Development Corporation

Contact

Anthony Joyner, Executive Director of Housing Dev.
2005 Reynolds Ave. N. Charleston, SC 29405
843)529-3014 tonyjoyner@pushingforward.org
www.pushingforward.org

Nehemiah Community Revitalization Corporation

Contact

Thomas G. Faulkner, III, D. Min., President
P.O. Box 8958, Greenville, SC 29604-8958
(864)235-0534 tfaulkner@nehemiahcrc.org
www.nehemiahcrc.org

Pastors, Inc.

Contact

Orlando Newkirk, Executive Director
81-A Columbus Street, Charleston, SC 29403
(843)266-3500 onewkirk@pastors-cdc.org
www.pastors-cdc.org

Rural Mission

Contact

Chris Brooks
PO Box 235, Johns Island, SC 29457
(843) 725-9698 clbrooks1@bellsouth.net

www.ruralmission.org

Sea Island Habitat for Humanity

Contact

Andy Beck, Executive Director
2545 Bohicket Road, Johns Island, SC 29455-7204
(843) 768-0998 andy@seaislandhabitat.org
www.seaislandhabitat.org

TCG North Charleston

Contact

David LaRoe, Sr. Development/Construction Manager
3936 Whipper Barony Ln, North Charleston, SC 29405
(843) 747-5430 laroe@tcgdevelopment.com
www.tcgdevelopment.com

United Methodist Relief Center

Contact

Pat Goss, Executive Director
690 Coleman Blvd.
Mt. Pleasant, SC 29464
(843) 884-4860 patgoss@umrc.org
www.umrc.org



THE RESOURCES

National Resources

Governmental and quasi-governmental agencies that contribute to the work of ensuring the existence of a steady supply of affordable housing in the United States include:

- [U.S. Department of Housing and Urban Development](http://www.hud.gov)
http://www.hud.gov
- [USDA Rural Development](http://www.rurdev.usda.gov/rd)
http://www.rurdev.usda.gov/rd
- [Federal Home Loan Bank](http://www.fhlbanks.com)
http://www.fhlbanks.com
- [Fannie Mae](http://www.fanniemae.com)
http://www.fanniemae.com
- [Freddie Mac](http://www.freddiemac.com)
http://www.freddiemac.com

Important private sector institutions worth consulting include:

- [National Association of Home Builders](http://www.nahb.org)
http://www.nahb.org
- [National Association of Realtors](http://www.realtor.com)
http://www.realtor.com

Valuable research institutions with staff dedicated to the analysis of "affordable housing" includes:

- [The Center for Housing Policy](http://www.nhc.org/housing/chp-index/)
http://www.nhc.org/housing/chp-index/
- [Brookings Institution](http://www.brookings.edu)
http://www.brookings.edu
- [The Urban Institute](http://www.urban.org)
http://www.urban.org
- [Joint Center for Housing Studies at Harvard University](http://www.jchs.harvard.edu)
http://www.jchs.harvard.edu
- [Furman Center for Real Estate and Urban Policy at NYU](http://furmancenter.nyu.edu)
http://furmancenter.nyu.edu
- [Center on Budget and Policy Priorities](http://www.cbpp.org/pubs/housing.htm)
http://www.cbpp.org/pubs/housing.htm

Several of these national institutions partnered to create [KnowledgePlex](http://www.knowledgeplex.org), www.knowledgeplex.org, an online information resource devoted to affordable housing and community development issues.



THE RESOURCES

State Resources

Statewide agencies that contribute to the work of ensuring the existence of a steady supply of affordable housing in South Carolina include:

- [Affordable Housing Coalition of South Carolina](http://www.affordablehousingsc.org)
http://www.affordablehousingsc.org
- [SC Association of Community Development Corporations](http://www.communitydevelopmentsc.org/)
http://www.communitydevelopmentsc.org/
- [SC State Housing Finance & Development Authority](http://www.sha.state.sc.us)
http://www.sha.state.sc.us

Local Resources

Governmental and quasi-governmental agencies that contribute to the work of ensuring the existence of a steady supply of affordable housing in the Lowcountry include:

- [City of Charleston Department of Housing & Community Development](http://www.charlestoncity.info/dept/?nid=12)
http://www.charlestoncity.info/dept/?nid=12
- [City of North Charleston Community Development Office](http://www.northcharleston.org/departments/planning_communitydevelopment.aspx)
http://www.northcharleston.org/departments/planning_communitydevelopment.aspx
- [Charleston County Grants Administration](http://www.charlestoncounty.org/index2.asp?p=/departments/Grants/d-grants.htm)
http://www.charlestoncounty.org/index2.asp?p=/departments/Grants/d-grants.htm

- [Berkeley Charleston Dorchester Council of Governments](http://www.bcdcog.com)
http://www.bcdcog.com

Important local private sector institutions worth consulting include:

- [Charleston Trident Home Builders Association](http://www.charlestonhomebuilders.org)
http://www.charlestonhomebuilders.org
- [Charleston Trident Association of Realtors](http://www.charlestonrealtors.com)
http://www.charlestonrealtors.com
- [SC Urban Land Institute](http://southcarolina.uli.org/AM/Template.cfm?Section=Urban_Land_Institute)
http://southcarolina.uli.org/AM/Template.cfm?Section=Urban_Land_Institute

Organizations serving heirs' property owners should consult:

- [Center for Heirs' Property Preservation](http://www.heirsproperty.org/)
http://www.heirsproperty.org/
Jennie Stephens, Executive Director
1535 Sam Rittenberg Blvd., Suite D
Charleston, SC 29407
(843) 745-7055
(843) 745-7054 (fax)



THE RESOURCES

Local Affordable Housing Funding Resources

Lowcountry Housing Trust

Contact

Michelle A. Mapp, Program Director

843-973-3596

michelle@lowcountryhousingtrust.org

www.lowcountryhousingtrust.org

City of Charleston

Contact

Geona Johnson, Director Department of Housing and
Community Development

843- 724-3766

johnsong@ci.charleston.sc.us

www.charlestoncity.info

City of North Charleston

Contact

Dawn Henry, Community Development Manager

843-740-2576

dawnhenry@northcharleston.org

www.northcharleston.org

Charleston County

Contact

Jenise Jefferson, Community Development Manager

(843) 202-6978

<mailto:jjefferson@charlestoncounty.org>

www.charlestoncounty.org

BCDCOG – Berkeley and Dorchester County

Contact

Darryl Bullock, Community Development Manager

(843) 529-0400

darrylb@bcdcog.com

www.bcdcog.com



THE RESOURCES

Community Development Banking Resources

Bank of America

Contact

Kim Graham, Vice President Community Development
704-387-1026 kim.m.graham@bankofamerica.com

BB&T

Contact

John Stokes, Vice President Community Development
Specialist
704-954-1219 JTStokes@BBandT.com

Carolina First

Contact

Michael Lentz, Vice President Community Development
828-430-7441 michael.lentz@carolinafirst.com

Federal Home Loan Bank of Atlanta

Contact

Celeste Snow, Community Investment Banking Officer
800-536-9650 Ext 8167 csnow@fhlatl.com

First Federal

Contact

Edward McKelvey, Vice President Community
Development
843-529-5959 emckelvey@firstfederal.com

Regions Bank

Contact

Angela Mauldin, Vice President Community Affairs Officer
704-335-9630 angela.mauldin@regions.com

South Carolina Bank and Trust

Contact

Nate Barber, Senior Vice President
803-765-4578 Nate.Barber@SCBandT.com

Wachovia

Contact

Kim Davis, Vice President Community Development
Officer
803-765-3069 kimberly.davis@wachovia.com



THE RESOURCES



Are You Looking for Buyers?

Charleston Area Community Development Corporation

Contact

Lenore McKenna, Executive Director
843-853-9697 lenore510@aol.com
www.charlestoncdc.org

Charleston Bank Consortium

Contact

Nancy Fabian, Executive Director
843-766-6676 nancycbc@aol.com
www.chasbankconsortium.org

Homeownership Resource Center

Contact

Debbie Kidd, Director
843-744-1348 dkidd@familyserviceschasc.com
www.familyserviceschasc.com

Trident Urban League

Contact

George Bresnihan, Housing Counselor
843-965-4037 george_bresnihan@tul.net

Are You Looking for Renters?

SCHousing.com

Contact

www.schousing.com

This is a FREE service for listing affordable rental housing. If you need assistance, please contact Customer Service Center toll free at 1-877-428-8844 or email Info@socialserve.com.



THE PROGRAMS



Affordable home developed by the Charleston Area Community Development Corporation in the Silver Hill section of the City of Charleston.

Funding for affordable housing, both new construction and rehabilitation of existing housing, is limited. It is typical for affordable housing developers to utilize multiple funding sources to support the development and rehabilitation of affordable housing. Affordable housing programs are developed and managed through federal, state and local governments and implemented through industry participants and stakeholders.

HUD Programs

The U.S. Department of Housing and Urban Development (HUD) offers the largest array of programs and invests the most dollars in affordable housing. After establishing rules and policy, HUD channels most of its programs downward to be administered locally. HUD's public housing program, for example, is administered by local housing authorities who operate the nation's low income housing portfolio. In a few programs, HUD also acts as the grant administrator. These include HOPE VI, Section 202/811 (Elderly and Disabled Housing), and a number of smaller initiatives funded through Notices of Funding Availability (NOFA). In these NOFA programs, HUD sets the funding rules, tallies the scoring, and executes grant agreements with awardees.

USDA Programs

The U.S. Department of Agriculture (USDA) offers many programs that target funds to rural communities. These programs offer affordable rental development, rehabilitation (including energy efficiency), and home purchase options help to build farm worker housing. USDA offers a full line of incentives including loan guarantees and in some programs USDA acts as the lender of last resort.



THE PROGRAMS



Spring Creek at Horizon Village, Hope VI project, developed by TCG Development in the City of North Charleston.

Federal Housing Finance Programs

The Federal Housing Finance Board (FHFB) establishes rules for the Affordable Housing Program. The Affordable Housing Program provides targeted grants and interest rate subsidies to developers through twelve district Federal Home Loan Banks. These district banks establish goals, application requirements, and score the applications. Member banks working with local banks submit the

proposals on behalf of local developers, also called project sponsors.

State Housing Finance Programs

State Housing Finance Agencies receive federal budget authority for the Low Income Housing Tax Credit (LIHTC) program and tax-exempt bonds. With municipal governments, they administer the LIHTC and bond programs, often in conjunction with the HOME program and Community Development Block Grant (CDBG) program in addition to any state mandated and funded housing programs.

Local Housing Finance Programs

Local Housing Finance Agencies may include city and county agencies, non-profits, private firms, and local housing trust funds such as the Lowcountry Housing Trust.

These organizations work to finance affordable housing in the broader community development context at the local level administering federal, state, and local programs including the following:



THE PROGRAMS

Affordable Housing Program - AHP

The Affordable Housing Program (AHP) is a flexible source of grants and loans designed to help Federal Home Loan Bank of Atlanta (FHLBA) member financial institutions and their community partners develop affordable owner-occupied and rental housing for very low- to moderate-income families and individuals.

Project sponsors partner with member financial institutions to seek the competitive grants or low-cost loans. Since 1990, FHLBA has contributed over \$300 million to help construct or rehabilitate more than 56,000 homeownership and rental units.

Applicants are encouraged to leverage their awards with other funding sources, including conventional loans, government-subsidized financing, tax-credit equity, foundation grants, and bond financing. Applications are submitted using AHPOnline. Before submitting an AHP application, project sponsors must complete a one-time registration.

<http://corp.fhlbatl.com/CommunityInvestment.aspx?id=116>

Program Contact(s):

Federal Home Loan Bank of Atlanta
Celeste Snow, Community Investment Banking Officer
1475 Peachtree St., N.E.
Atlanta, Ga. 30309
(800) 536-9650 ext 8167 Phone
csnow@fhlbatl.com

Local Member Financial Institutions:

- Atlantic Bank and Trust
- Balboa Reinsurance Company of South Carolina
- Carolina Federal Savings Bank
- Community FirstBank of Charleston
- First Federal Savings and Loan Association
- Global Mortgage Alliance, LLC
- Heritage Trust Federal Credit Union
- South Carolina Federal Credit Union
- Southcoast Community Bank
- Tidelands Bank



THE PROGRAMS

Community Development Block Grant - CDBG

The CDBG program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs of HUD. The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses.

The annual CDBG appropriation is allocated between States and local jurisdictions called "non-entitlement" and "entitlement" communities respectively. Entitlement communities are comprised of central cities of Metropolitan Statistical Areas (MSAs) including Charleston, North Charleston, and Charleston County. States distribute CDBG funds to non-entitlement localities not qualified as entitlement communities including Berkeley and Dorchester counties.

<http://www.hud.gov/offices/cpd/communitydevelopment/programs/index.cfm>

Program Contact(s):

City of Charleston
Geona Johnson, Director Department of Housing and
Community Development
843- 724-3766
johnsong@ci.charleston.sc.us
www.charlestoncity.info

City of North Charleston
Dawn Henry, Community Development Manager
843-740-2576
dawnhenry@northcharleston.org
www.northcharleston.org

Charleston County
Jenise Jefferson, Community Development Manager
(843) 202-6978
jjefferson@charlestoncounty.org
www.charlestoncounty.org

BCDCOG – Berkeley and Dorchester County
Darryl Bullock, Community Development Manager
(843) 529-0400
darrylb@bcdkog.com
www.bcdkog.com



THE PROGRAMS

Housing Action Partnership Program - HAPP

The Housing Action Partnerships Program is designed to provide financing for the development of mixed use housing developments. This program provides matching funds to applicants whose financial needs cannot be addressed with other existing SCSHFDA programs.

Eligible applicants are Nonprofit Organizations and Units of Local Government that are in good standing with all Authority administered programs. Applicants must have a dedicated continual source of revenue to support the partnerships program.

Rental activities that can be undertaken include new construction, acquisition with substantial rehabilitation, or substantial rehabilitation only. Homeownership activities that can be undertaken include down payment and closing cost assistance as well as construction and permanent financing. Developments must have site control and proper zoning at the time of application. Developments must be designed as mixed use housing developments.

<http://www.sha.state.sc.us/index.asp?n=46&p=5&s=46>

Program Contact(s):

South Carolina State Housing Finance and
Development Authority
Laura Nicholson, Housing Development Division
300-C Outlet Pointe Blvd.
Columbia, SC 29210
(803) 896-9190
Laura.Nicholson@schousing.com



THE PROGRAMS

HOME Investment Partnerships Program

The HOME Investment Partnerships Program is designed to promote partnerships between the U.S. Department of Housing and Urban Development (HUD), state and local governments, and those in the nonprofit and for-profit sectors who build, own, manage, finance, and support low income housing initiatives. HOME provides the flexibility needed to fund a wide range of low income housing initiatives through creative and unique housing partnerships.

The HOME Program was created under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990. HOME is the largest federal block grant to state and local governments designed exclusively to create affordable housing for low-income households. Each year HUD allocates approximately \$2 billion among the States and hundreds of localities nationwide. Eligible activities include: Homeownership, Rental Housing, Tenant Based Rental Assistance, CHDO Pre-Development Loans, and HOME Construction. All HOME funds must benefit households at 80% or below the county median income.

<http://www.sha.state.sc.us/index.asp?n=47&p=5&s=47>

Program Contact(s):

City of Charleston
Geona Johnson, Director Department of Housing and
Community Development
843- 724-3766
johnsong@ci.charleston.sc.us
www.charlestoncity.info

City of North Charleston
Dawn Henry, Community Development Manager
843-740-2576
dawnhenry@northcharleston.org
www.northcharleston.org

Charleston County
Jenise Jefferson, Community Development Manager
(843) 202-6978
jjefferson@charlestoncounty.org
www.charlestoncounty.org

SC State Housing Finance & Development Authority
Nancy Fairley, HOME Program Director
(803) 896-9343
nancy.fairley@schousing.com
www.schousing.com



THE PROGRAMS

Housing Opportunities for Persons with AIDS - HOPWA

The HOPWA Program makes grants to local communities, States, and nonprofit organizations for projects that benefit low income persons medically diagnosed with HIV/AIDS and their families. HOPWA funding provides housing assistance and related supportive services as part of HUD's Consolidated Planning initiative that works in partnership with communities and neighborhoods in managing Federal funds appropriated to HIV/AIDS programs.

HOPWA funds may be used for a wide range of housing, social services, program planning, and development costs. These include, but are not limited to, the acquisition, rehabilitation, or new construction of housing units; costs for facility operations; rental assistance; and short-term payments to prevent homelessness. HOPWA funds also may be used for health care and mental health services, chemical dependency treatment, nutritional services, case management, assistance with daily living, and other supportive services.

<http://www.hud.gov/offices/cpd/aidshousing/programs/>

Program Contact(s):

Berkeley, Charleston, & Dorchester County
Geona Johnson, Director Department of Housing and
Community Development
843- 724-3766
johnsong@ci.charleston.sc.us
www.charlestoncity.info



THE PROGRAMS

Low Income Housing Tax Credits - LIHTC

The Low-Income Housing Tax Credit (LIHTC) program was created by Congress in 1986 to promote the development of affordable housing for low-income individuals and families. The Internal Revenue Service regulations for the LIHTC Program are found under Section 42 of the Internal Revenue Code

The South Carolina State Housing Finance and Development Authority, as the designated housing credit agency for the State of South Carolina, is responsible for allocating the LIHTC. The LIHTC program is designed to provide an incentive to owners developing multifamily rental housing. Developments that may qualify for credits include new construction, acquisition with rehabilitation, rehabilitation and adaptive reuse. Owners of and investors in qualifying developments can use the credit as a dollar-for-dollar reduction of federal income tax liability. Allocations of credits are used to leverage public, private and other funds in order to keep rents to tenants affordable.

<http://www.sha.state.sc.us/index.asp?n=124&p=5&s=135>

Program Contact(s):

South Carolina State Housing Finance and
Development Authority

Laura Nicholson, Housing Development Division
300-C Outlet Pointe Blvd.

Columbia, SC 29210

(803) 896-9190

Laura.Nicholson@schousing.com



THE PROGRAMS

Multi-Family Tax Exempt Bond Financing

The South Carolina State Housing Finance and Development Authority, through its Multifamily Tax-Exempt Bond Finance Program, provides financing for the development of multifamily rental property through the sale of its tax-exempt revenue bonds.

Financing is available to either for-profit or non-profit Housing Sponsors. A for-profit Housing Sponsor may be a general or limited partnership, corporation, or limited liability corporation. The development team must have sufficient experience in the development of multifamily rental housing designed for use by low-to-moderate-income tenants to assure the successful completion and operation of the development.

Tax-exempt bond financing may be used for new construction, acquisition with rehabilitation, and rehabilitation. New construction is the creation of housing on vacant land, and may include the acquisition and demolition of existing property on the site.

<http://www.sha.state.sc.us/index.asp?n=45&p=5&s=45>

Program Contact(s):

South Carolina State Housing Finance and
Development Authority
Tracey Easton, General Counsel Division
300-C Outlet Pointe Blvd.
Columbia, SC 29210
(803) 896-8771
Tracey.Easton@SCHousing.com



THE PROGRAMS

Rural Housing Programs

Rural housing is a major part of the Rural Development mission area and is committed to assisting those families and individuals in South Carolina with their needs for decent, safe, sanitary, and affordable housing.

Section 515 Program Loans are made to individuals, partnerships, non-profit corporations, state or local public agencies, or associations to develop multi-family housing complexes in rural communities. These rural rental housing complexes provide eligible persons in low and moderate income categories and for Senior citizens 62 years of age or older with rental housing suited to their living requirements.

Section 533 Housing Preservation Grants provide funds to eligible applicants to conduct housing preservation programs benefiting very low- and low-income rural residents. An eligible applicant can be a state, county, town, or public non-profit corporation authorized to receive and administer HPG funds.

Section 538 Rural Rental Housing Guaranteed Loan Program guarantees loans for developers of affordable rental housing.

Program Contact(s):

USDA Rural Development
Strom Thurmond Federal Building
1835 Assembly Street - Room 1007
Columbia, SC 29201

Multi-Family Housing Programs
Larry D. Floyd, Program Director
(803) 253-3432
Larry.Floyd@sc.usda.gov

Single Family Housing Programs
Herbert R. Koon, Jr., Program Director
(803) 253-3655
Bert.Koon@sc.usda.gov

<http://www.rurdev.usda.gov/sc/housing.htm>



THE PROGRAMS

Self-Help Homeownership Opportunity

Program – SHOP

SHOP provides funds for eligible national and regional non-profit organizations and consortia to purchase home sites and develop or improve the infrastructure needed to set the stage for sweat equity and volunteer-based homeownership programs for low-income persons and families. SHOP funds are used for eligible expenses to develop decent, safe and sanitary non-luxury housing for low-income persons and families who otherwise would not become homeowners.

National and regional nonprofit organizations or consortia with experience in using homebuyer and volunteer labor to build housing may apply. Applicants must have completed at least 30 units of self-help housing within the last 24 months.

SHOP funds may be used for only land acquisition, infrastructure improvements, and administrative costs. Total land acquisition and infrastructure improvement costs together may not exceed an average of \$15,000 in SHOP assistance per home. Administrative costs (program administration, planning and management development costs) may not exceed 20% of the grant amount.

Program Contact(s):

Office of Community Planning and Development
U.S. Department of Housing and Urban Development
451 Seventh St., SW, Room 7212
Washington, DC 20410-7000
(202) 708-1934 Phone
(202) 708-9313 Fax
<http://www.hud.gov/offices/cpd/aidshousing/program>



THE PROGRAMS

South Carolina Community Development Tax Credits Program

The South Carolina Community Development Tax Credits Program is a powerful economic incentive for investors. Legislation authorizes the usage of tax credits to encourage contributions from private sector investors. The South Carolina Tax Code authorizes a credit against state income tax, bank tax, or premium tax liability for up to 33% of all amounts contributed to a certified Community Development Corporation (CDC) or Community Development Finance Institution (CDFI). There are limits on the amount of tax credits for investors, CDCs and CDFIs.

The South Carolina Department of Revenue administers the credit and has created a S.C. Schedule-14, which should be completed when filing your state tax return.

The Lowcountry Housing Trust has been certified by the U.S. Department of Treasury's CDFI Fund as a Community Development Financial Institution (CDFI).

<http://www.sccommerce.com/resources/agencyoverview/communityruralplanninganddevelopment.aspx>

Program Contact(s):

South Carolina Department of Commerce
States Clawson, Planner
1201 Main Street, Suite 1600
Columbia, SC 29201-3200
(803) 737-0400
sclawson@sccommerce.com

To contribute to local certified CDCs, contact:
South Carolina Association of CDCs
Bernie Mazyck, President & CEO
658 Rutledge Ave., 2nd Floor
Charleston, SC 29403
(843) 579-9855
mbm@scacdc.net

To contribute to a local certified CDFI, contact:
Lowcountry Housing Trust
Tammie C. Hoy, Executive Director
PO Box 21163
Charleston, SC 29413
(843) 973-7285
tammie@lowcountryhousingtrust.org



THE PROGRAMS

South Carolina Housing Trust Fund

The South Carolina Housing Trust Fund provides financial assistance for the development, rehabilitation, and acquisition of affordable housing for low-income and very-low-income households. As Administrator of the Housing Trust Fund, the Authority strives to maximize leveraging of federal, state and other housing assistance programs. The Trust Fund delivers funds through established partnerships with other governmental entities, qualified non-profit sponsors, and for-profit sponsors.

The Trust Fund does not make funding awards directly to individual citizens, but instead works through a network of partners, including governmental and non-profit entities. These organizations apply for funding in one of the activities listed below, and then use the funds to provide affordable housing to eligible citizens. The Trust Fund accepts applications for the following activities: Non-Profit Participation, Emergency Repair, Owner-Occupied Rehabilitation, Homeownership Acquisition, Group Homes, Supportive Housing, and Rental Housing.

<http://www.sha.state.sc.us/index.asp?n=48&p=5&s=48>

Program Contact(s):

South Carolina State Housing Finance and
Development Authority
Matt Rivers, Director SC Housing Trust Fund
300-C Outlet Pointe Blvd.
Columbia, SC 29210
(803) 896-8774
Matt.Rivers@schousing.com



THE PROGRAMS

SC Housing Trust Fund Quick Reference Guide - January, 2006

Activity	Project Use	Eligible Applicants	Income Requirement	Award Maximums	Program Requirements	Match Required	Board Approval
Emergency Repair	Rehabilitation of items such as: roofs, plumbing, electrical system, heating, etc.	Nonprofits, Local Governments	50% or below the area median income	\$6,500 (including \$500 developers fee)	<ul style="list-style-type: none"> Property deed must be recorded in the beneficiary's name Once awarded project must be completed within six (6) months NOT available as a block grant Special consideration for units occupied by children under the age of 12 or disabled individuals 	None	No
Owner-Occupied Rehabilitation (Block Grant)	Rehabilitation of Owner-Occupied homes	Nonprofits, Local Governments	50% or below the area median income	Block Grant - \$120,750 (including developers fee) Individual -- \$15,000	<ul style="list-style-type: none"> Property deed must be recorded in the beneficiary's name Block Grant must be completed within 12 months May apply for a new Block Grant when existing Block Grant has been reduced to \$34,500 or less 	None	Yes
Homeownership	Acquisition	Nonprofits, Local Governments	80% or below the area median income	Block Grant -- \$80,500 (including developers fee) Individual -- \$10,000 (\$20,000 in Beaufort & Charleston counties)	<ul style="list-style-type: none"> Block Grant must be completed within (12) months May apply for a new Block Grant when existing Block Grant has been reduced to \$23,000 or less 	None	Yes
Homeownership – Land Acquisition (Block Grant)	Acquisition	Nonprofits, Local Governments	80% or below the area median income	\$100,000 No developer fee allowed	<ul style="list-style-type: none"> Must have site control Once awarded project must be completed within thirty-six (36) months 	10% of HTF Amount	Yes
Rental	Acquisition, New Construction, Rehabilitation	Nonprofits, For-profits, Local Governments	80% or below the area median income	\$500,000 15% developer fee	<ul style="list-style-type: none"> Must have site control Once awarded project must be completed within twenty-four (24) months 	50%	Yes
Supportive Housing (Shelters & Transitional Housing)	Acquisition, New Construction, Rehabilitation	Nonprofits, Local Governments	80% or below Occupants must meet the definition for shelters or transitional housing	\$300,000	<ul style="list-style-type: none"> Must have site control Once awarded project must be completed within twenty-four (24) months Financial feasibility based on financial strength and experience of sponsoring organization 	25% of HTF Amount	Yes
Group Homes	Acquisition, New Construction, Rehabilitation	Nonprofits, Local Governments	80% or below Projects are limited to severely disabled	\$75,000	<ul style="list-style-type: none"> Must have site control Once awarded project must be completed within twenty-four (24) months 	25% of HTF Amount	Yes

NOTE: This guide is not all inclusive of program rules or requirements applicants must refer to the application manuals for guidance in completing applications, policies, and program rules.

All Applications for Housing Trust Fund can be found at the Authority's following web address: <http://www.schousing.com>



THE PROGRAMS

Weatherization Assistance Program - WAP

The Weatherization Assistance Program (WAP) provides home weatherization assistance to improve the quality of life for low-income families, particularly for the elderly, people with disabilities and children by improving the energy efficiency of their homes while ensuring their health and safety.

The WAP is the U.S. Department of Energy's core program for reducing energy costs for low-income families through increased home energy efficiency, while ensuring their health and safety.

Weatherization crews use computerized energy audits and diagnostic equipment, such as a blower door, manometer, or infrared camera, to determine the most cost-effective measures appropriate for each home. Typical measures include installing insulation in walls, floors, and attics; reducing air infiltration and pressure imbalances; sealing and repairing ducts; and, tuning and repairing heating and cooling units.

<http://www.waptac.com/>

Program Contact(s):

Governor's Office of Economic Opportunity
Paul Younginer, Senior Manager for Weatherization
1205 Pendleton Street
Columbia, SC 29201
(803) 734-0662
oeo@oepp.sc.gov
<http://www.oepp.sc.gov/oeo/programs.htm>



THE JURISDICTIONS

Across the nation, state and local government leaders and their partners—in the corporate, civic, real estate, and nonprofit communities—are struggling to identify effective ways to provide affordable housing and homeownership opportunities for families and individuals at the bottom of the economic ladder.

The federal government's role in housing policy is shrinking, shifting more responsibility onto the shoulders of state and local actors. And despite the economic boom and significant innovations in community development that occurred during the 1990s, the affordable housing crisis intensified in most parts of the country.

The challenges facing state and local policymakers are further complicated by the suburbanization of jobs, changes in household composition and housing needs, and the growing diversity of our nation's population.

And although every community faces serious housing affordability problems, variations across the country in the existing housing stock, population growth and demographic trends, and economic vitality create stark differences in housing conditions and trends, calling for unique, locally crafted responses.

Source: Rethinking Local Affordable Housing Strategies: Lessons from 70 Years of Policy and Practice

<http://www3.brookings.edu/es/urban/knight/executivesummary.pdf>

The following section provides affordable housing specific information for local jurisdictions including:

- Affordable Housing Definition
- Affordable Housing Contact
- Planning & Zoning Contact(s)
- Planning & Zoning Meetings
- Affordable Housing Committees/Commissions
- Affordable Housing Funding Programs
- Affordable Housing Development Incentives

This is not inclusive of all jurisdictions, but as LHT continues to work with other jurisdictions we will expand this section in future issues.

This information is subject to change. Please refer to each jurisdiction's website for the most up to date funding programs and/or development incentives as well as meeting times, dates, and locations.



THE JURISDICTIONS

City of Charleston

The City of Charleston considers affordable housing as housing that is affordable to households earning up to 120 percent of the area median income (AMI) for owner-occupied units and 80 percent of AMI for rental units, adjusted for number of persons in the household. The U.S. Department of Housing and Urban Development publishes the area median income for the Charleston/North Charleston Metropolitan Statistical Area annually.

“Affordable” is generally defined as housing that does not require a household to spend more than 30 percent of its monthly income on housing costs. Due to potential subsidies, varying interest rates, and other factors, it is not feasible that the City set maximum sales prices or rental rates, but rather considers each development on a case-by-case basis.

Affordable housing is defined at City of Charleston Zoning Ordinance §54-120.

<http://www.municode.com/resources/gateway.asp?sid=40&pid=14049>

AFFORDABLE HOUSING CONTACT

Geona Shaw Johnson, Director

Department of Housing & Community Development

145 King Street, Suite 400

Charleston, SC 29401

Phone (843) 724-3766

Fax (843) 965-4180

johnsong@ci.charleston.sc.us

PLANNING AND ZONING

Lee Batchelder, Zoning Division Director

75 Calhoun Street - 3rd Floor

Charleston, SC 29401

Phone (843) 724-3781

Fax (843) 724-3772

batchelderl@ci.charleston.sc.us

Christopher Morgan, Planning Division Director

75 Calhoun Street

Charleston, SC 29401

Phone (843) 724-3774

Fax (843) 724-3772

morganc@ci.charleston.sc.us



THE JURISDICTIONS

CITY OF CHARLESTON MEETINGS

Please refer to the City of Charleston website www.charlestoncity.info for meeting locations.

All meeting times, dates, and locations are subject to change.

- City of Charleston Council
2nd and 4th Tuesday of Every Month at 5:00 pm
- City of Charleston Planning Commission
3rd Wednesday of Every Month at 5:00 pm
- City of Charleston Board of Architectural Review
2nd and 4th Wednesday of Every Month at 4:30 pm
- City of Charleston Board of Zoning Appeals
1st and 3rd Tuesday of Every Month at 5:15 pm

CITY OF CHARLESTON

COMMITTEES/COMMISSIONS

- Coalition on Housing and Homelessness
2nd Wednesday of Every Odd Numbered Month
at 9:00 am

The Coalition on Housing and Homelessness (formerly the Mayor's Council on Homelessness and Affordable Housing) is a group of concerned citizens with a history of community involvement. Members are united by a desire to end homelessness and create more affordable housing. The Coalition's mission is to ensure safe, decent, affordable housing and services for homeless, at-risk of becoming homeless, and low- and moderate-income citizens of the City of Charleston, the City of North Charleston, and all areas of Charleston County and to ensure the services they need are available so that they achieve their potential.

- Homeownership Initiative Commission
1st Thursday of Every Month at 5:00 pm

Charleston City Council established the Homeownership Initiative Commission (HIC) on March 26, 2002. The enabling Ordinance charges the Commission with the duties of advising the Mayor, City Council and the Department of Housing and Community Development as to appropriate policies and procedures for implementing the City of Charleston's Homeownership Initiative (HI) Program.



THE JURISDICTIONS

- Redevelopment and Preservation Commission
3rd Thursday of Every Month at 5:00 pm

The Redevelopment and Preservation Commission (RPC) governs the City of Charleston's housing rehabilitation programs. These programs are designed to foster the rehabilitation and preservation of residential structures in targeted neighborhoods and include the Substantial Rehabilitation Program, the Roof Replacement Program, the Rental Rehabilitation Program, and Lead Hazard Control Program. Each of these programs is implemented under policies adopted by the Redevelopment and Preservation Commission.



THE JURISDICTIONS

CITY OF CHARLESTON FUNDING PROGRAMS

Program	Total Funding	Applications
Community Development Block Grant (CDBG)	(\$50,000 award max) \$1,000,000	Available Nov & Due Jan
These funds are made available annually in the City of Charleston for <i>certified</i> organizations providing homeownership units sold to households earning 120 percent or less of the area median income.		
HOME Investment Partnerships Program (HOME)	(\$50,000 award max) \$800,000	Available Nov & Due Jan
These funds are made available annually in the City of Charleston for homeownership units sold to households earning 80 percent or less of the area median income and rental units rented at prescribed rents to households earning 60 percent or less of the area median income.		
Housing Opportunities for Persons with AIDS (HOPWA)	\$400,000	RFP published in Apr
These funds are made available annually in Berkeley, Charleston, and Dorchester Counties to organizations providing housing/supportive services to persons living with HIV/AIDS (and their households) earning 80 percent or less of the area median income.		
Enston Homes Funds	\$16,000	Available Nov
These funds are made available annually to area non-profits or governmental entities in Berkeley, Charleston, and Dorchester Counties providing housing services to individuals aged 45 and older and their households.		



THE JURISDICTIONS

CITY OF CHARLESTON DEVELOPMENT INCENTIVES

Incentive	Granting Body	Administrative Entity	Target Population
Funding for the construction or rehabilitation of affordable housing	City Council	Department of Housing and Community Development (843-724-3766)	Homeownership: 120% & below Rental: 80% & below
http://www.charlestoncity.info/dept/?nid=12			
§54-207 Conditional use for affordable housing	Department of Planning, Preservation and Economic Innovation – Zoning Division	Department of Planning, Preservation and Economic Innovation – Zoning Division (843-724-3781)	Homeownership: 120% & below Rental: 80% & below
http://www.municode.com/resources/gateway.asp?sid=40&pid=14049			
§54-297 Mixed use district—Workforce housing I & II	Planning Commission	Department of Planning, Preservation and Economic Innovation – Zoning Division	Homeownership: 120% & below Rental: 80% & below
http://www.municode.com/resources/gateway.asp?sid=40&pid=14049			
Sec. 2-271. Exemption from impact fees	City Council	Building Inspections Division (843-724-7434)	80% and below
Water and sewer fee reduction and payment deferrals	Charleston Water System	Lowcountry Housing Trust (843-973-7285)	80% and below
http://www.lowcountryhousingtrust.org/Website/financing.html			
Downpayment assistance	City Council	Charleston Bank Consortium (843-766-6676)	80% and below
http://www.chasbankconsortium.org/Home.asp			



THE JURISDICTIONS

City of North Charleston

AFFORDABLE HOUSING CONTACT

Dawn Henry, Community Development Manager

Planning and Management

Community Development Office

4900 LaCross Road, Room 408

P.O. Box 190016

North Charleston, SC 29410

(843) 740-2576

dawnhenry@northcharleston.org

www.northcharleston.org

PLANNING AND ZONING

William Gore, Director

Planning and Management

4900 LaCross Road, Room 409

P.O. Box 190016

North Charleston, SC 29410

(843) 740-2578

bgore@northcharleston.org

MEETINGS

Please refer to the City of North Charleston website www.northcharleston.org for meeting locations.

All meeting times, dates, and locations are subject to change.

- North Charleston Zoning Appeals
1st Monday of every month at 5:00 PM
- North Charleston Planning Commission
2nd Tuesday of every month at 6:00 PM
- North Charleston Council
2nd and 4th Thursday of every month at 7:00 PM



THE JURISDICTIONS

CITY OF NORTH CHARLESTON FUNDING PROGRAMS

Program	Total Funding	Applications
Community Development Block Grant (CDBG)	Varies*	Available Nov & Due Jan
These funds are made available annually in Charleston County to help develop viable urban communities with decent housing in a suitable environment and economic opportunities, primarily for low-to-moderate-income residents.		
HOME Investment Partnerships Program (HOME)	Varies*	Available Nov & Due Jan
These funds are made available annually in Charleston County to provide affordable housing, assist nonprofit providers and state and local governments to provide housing and leverage private-sector participation.		

* Contact the Community Development department at (843) 740-2576 for funding availability.



THE JURISDICTIONS

Mount Pleasant

Affordable Housing is housing affordable to families whose incomes do not exceed 80% of the median income for the Charleston/North Charleston MSA.

Affordable housing is defined at Town of Mount Pleasant Code of Ordinances §154.080.

WORKFORCE HOUSING

Workforce Housing is housing affordable to low and moderate income families (those earning up to 80% of the Mount Pleasant area median income).

Workforce housing is defined at Town of Mount Pleasant Code of Ordinances §156.329.

[http://www.amlegal.com/nxt/gateway.dll/South%20Carolina/pleasant/mtpleasantouthcarolinacodeofordinances?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:mtpleasant_sc](http://www.amlegal.com/nxt/gateway.dll/South%20Carolina/pleasant/mtpleasantouthcarolinacodeofordinances?f=templates$fn=default.htm$3.0$vid=amlegal:mtpleasant_sc)

AFFORDABLE HOUSING CONTACT

Kelly Cousino, Planner III

Planning & Development

Physical: 100 Ann Edwards Lane

Mailing: P.O. Box 745, Mount Pleasant, SC 29465

Phone (843) 884-1229

Fax (843) 856-2195

kcousino@townofmountpleasant.com

www.townofmountpleasant.com

PLANNING AND ZONING

Christiane Farrell, Division Chief

Planning & Engineering

Physical: 100 Ann Edwards Lane

Mailing: P.O. Box 745, Mount Pleasant, SC 29465

Phone (843) 884-1229

Fax (843) 856-2195

cfarrell@townofmountpleasant.com



THE JURISDICTIONS

MOUNT PLEASANT MEETINGS

Please refer to the Town of Mount Pleasant website www.townofmountpleasant.com for meeting locations.

All meeting times, dates, and locations are subject to change.

- Town of Mount Pleasant Council
2nd Tuesday of Every Month at 7:00 pm
- Town of Mount Pleasant Planning Commission
Next to the Last Wednesday of Every Month at 5:00 pm
- Town of Mount Pleasant Board of Zoning Appeals
Last Monday of Every Month at 6:00 pm

MOUNT PLEASANT COMMITTEES/COMMISSIONS

- Workforce Housing Advisory Committee
2nd Thursday of Every Three Months at 5:30 pm

The Workforce Housing Advisory Committee advises Town Council on issues regarding the maintenance and promotion of workforce housing, makes recommendations for policies governing existing programs and provides advice and guidance on new policies related to programs that promote, preserve, and protect workforce housing in the Town of Mount Pleasant.



THE JURISDICTIONS

MOUNT PLEASANT DEVELOPMENT INCENTIVES

Incentive	Granting Body	Administrative Entity	Target Population
§ 156.080 Low Income Housing Exemption grant	Town Council	Planning Department (843-884-1229)	80% and below
http://www.amlegal.com/nxt/gateway.dll/South%20Carolina/pleasant/mtpleasant/southcarolinacodeofordinances?f=templates\$fn=default.htm\$3.0\$vid=amlegal:mtpleasant_sc			
§ 156.329 Coleman Boulevard-Ben Sawyer Boulevard Overlay District Ordinance	Town Council	Planning Department (843-884-1229)	Homeownership: 80% and below Rental: 60% and below
http://www.amlegal.com/nxt/gateway.dll/South%20Carolina/pleasant/mtpleasant/southcarolinacodeofordinances?f=templates\$fn=default.htm\$3.0\$vid=amlegal:mtpleasant_sc			
§154.08 Exemption from impact fees	Town Council	Planning Department (843-884-1229)	80% and below
http://www.amlegal.com/nxt/gateway.dll/South%20Carolina/pleasant/mtpleasant/southcarolinacodeofordinances?f=templates\$fn=default.htm\$3.0\$vid=amlegal:mtpleasant_sc			



THE JURISDICTIONS

Charleston County

Single family detached affordable housing units shall meet the low-moderate income standards as defined by the United States Department of Housing and Urban Development or the Low Income definition, which is a household income 80 percent or below the median household income for Charleston County.

Affordable housing is defined at Charleston County Zoning and Land Development Regulations Ordinance §6.4.19.

<http://www.charlestoncounty.org/index2.asp?p=/Departments/Planning/ZLD-Reg-Ord.htm>

AFFORDABLE HOUSING CONTACT

Jenise Jefferson, Community Development Manager

Charleston County Grants Administration
Lonnie Hamilton III Public Services Bldg.
4045 Bridge View Drive, Suite B-226
North Charleston, SC 29405
(843) 202-6978

jjefferson@charlestoncounty.org

www.charlestoncounty.org

PLANNING AND ZONING

Andrea Pietras, Planner II

Charleston County Planning Department
Lonnie Hamilton III Public Services Bldg.
4045 Bridge View Drive
North Charleston, SC 29405
Phone: (843) 202-7200

apietras@charlestoncounty.org

CHARLESTON COUNTY MEETINGS

Please refer to the Charleston County website www.charlestoncounty.org for meeting locations.

All meeting times, dates, and locations are subject to change.

- Charleston County Planning Commission
1st Monday of Every Month at 4:00 pm.
- Charleston County Zoning
1st Tuesday of Every Month at 6:00 pm.
- Charleston County Council
1st and 3rd Tuesday of Every Month at 7:00 pm.



THE JURISDICTIONS

CHARLESTON COUNTY FUNDING PROGRAMS

Program	Total Funding	Applications
Community Development Block Grant (CDBG)	Varies*	Available Nov & Due Jan
These funds are made available annually in Charleston County to help develop viable urban communities with decent housing in a suitable environment and economic opportunities, primarily for low-to-moderate-income residents.		
HOME Investment Partnerships Program (HOME)	Varies*	Available Nov & Due Jan
These funds are made available annually in Charleston County to provide affordable housing, assist nonprofit providers and state and local governments to provide housing and leverage private-sector participation.		

* Contact the Grants Administration department at (843) 202-6978 for funding availability.

CHARLESTON COUNTY DEVELOPMENT INCENTIVES

Incentive	Granting Body	Administrative Entity	Target Population
§4.27.8 Density bonus for affordable housing	County Council	Planning Department (843-202-7200)	80% & below
http://www.charlestoncounty.org/pages/departments/Planning/pdf/Chapter4_All.pdf			
§6.4.19 Density bonus for affordable housing	Planning	Planning Department (843-202-7200)	80% & below
http://www.charlestoncounty.org/pages/departments/Planning/pdf/Chapter6_All.pdf			
Water and sewer fee reduction and payment deferrals	Charleston Water System	Lowcountry Housing Trust (843-973-7285)	80% and below
http://www.lowcountryhousingtrust.org/Website/financing.html			



THE JURISDICTIONS

Berkeley County

Housing that is affordable to families whose incomes do not exceed 80 percent of the median income for the service zone or zones established within the jurisdiction of Berkeley County.

Affordable housing is defined at Berkeley County Code of Ordinances § 56-104.

<http://www.municode.com/Resources/gateway.asp?pid=11851&sid=40>

AFFORDABLE HOUSING CONTACT

Darryl Bullock, Community Development Manager
Berkeley Charleston Dorchester Council of Governments
1362 McMillan Avenue, Suite 100
North Charleston, SC 29405
(843) 529-0400
darrylb@bcdcog.com
www.bcdcog.com

PLANNING AND ZONING

Jeffrey Tyndall, Planning & Zoning Administrator
Berkeley County Planning Department
1003 Highway 52
Moncks Corner, SC 29461
(843) 719-4095

MEETINGS

Please refer to the Berkeley County website www.co.berkeley.sc.us for meeting locations.

All meeting times, dates, and locations are subject to change.

- Berkeley County Planning Commission
1st Tuesday of Every Month at 6:30 pm.
- Berkeley County Zoning
3rd Tuesday of Every Month at 6:00 pm.
- Berkeley County Council
4th Monday of Every Month at 6:00 pm.



THE JURISDICTIONS

BERKELEY COUNTY FUNDING PROGRAMS

Program	Total Funding	Applications
Community Development Block Grant (CDBG)	(\$50,000 award min) \$500,000 max	Submission dates are established each year
<p>The funds are awarded on a competitive basis to eligible counties and municipalities to provide assistance in improving economic opportunities and meeting community revitalization needs of low and moderate income persons. A unit of local government must be the lead applicant for these funds. The program is administered by the South Carolina Department of Commerce, Division of Administration. www.sccommerce.com</p>		
HOME Investment Partnerships Program (HOME)	\$700,000 max	Submission dates are established each year
<p>These funds are made available annually for non profit and for profit organizations, CHDO's, local governments, and public housing authorities located in Berkeley County for the development of homeownership units to households earning 80 percent or less of the area median income and rental units rented at prescribed rents to households earning 60 percent or less of the area median income. The program is administered by the South Carolina State Housing Finance and Development Authority, www.schousing.com or calling 803-896-9263</p>		

BERKELY COUNTY DEVELOPMENT INCENTIVES

Incentive	Granting Body	Administrative Entity	Target Population
§13.1.1 Bonus Density	County Council	Planning Department (843-719-4095)	80% and below
http://www.municode.com/Resources/gateway.asp?pid=11851&sid=40			
§56-108 Exemption from transportation impact fees	County Council	Planning Department (843-719-4095)	80% and below
http://www.municode.com/Resources/gateway.asp?pid=11851&sid=40			



THE JURISDICTIONS

Dorchester County

Single family detached affordable housing units shall meet the low-moderate income standards as defined by the United States Department of Housing and Urban Development or the Low Income definition, which is a household income 80 percent or below the median household income for Charleston County.

AFFORDABLE HOUSING CONTACT

Darryl Bullock, Community Development Manager
Berkeley Charleston Dorchester Council of Governments
1362 McMillan Avenue, Suite 100
North Charleston, SC 29405
(843) 529-0400
darrylb@bcdcog.com
www.bcdcog.com

PLANNING AND ZONING

Harold Leamond, Planning & Zoning Director
Dorchester County Planning & Codes Enforcement
500 North Main Street, Box 3
Summerville, SC 29483
(843) 832-0020
hleamond@dorchestercounty.net
www.dorchestercounty.net

MEETINGS

Please refer to the Dorchester County website www.dorchestercounty.net for meeting locations.

All meeting times, dates, and locations are subject to change.

- Dorchester County Public Works
1st Monday of Every Month at 6:00 pm.
- Dorchester County Planning Commission
1st Monday of Every Month at 6:00 pm.
- Dorchester County Council
1st and 3rd Monday of Every Month at 7:00 pm.



THE JURISDICTIONS

DORCHESTER COUNTY FUNDING PROGRAMS

Program	Total Funding	Applications
Community Development Block Grant (CDBG)	(\$50,000 award min) \$500,000 max	Submission dates are established each year
<p>The funds are awarded on a competitive basis to eligible counties and municipalities to provide assistance in improving economic opportunities and meeting community revitalization needs of low and moderate income persons. A unit of local government must be the lead applicant for these funds. The program is administered by the South Carolina Department of Commerce, Division of Administration. www.sccommerce.com</p>		
HOME Investment Partnerships Program (HOME)	\$700,000 max	Submission dates are established each year
<p>These funds are made available annually for non profit and for profit organizations, CHDO's, local governments, and public housing authorities located in Dorchester County for the development of homeownership units to households earning 80 percent or less of the area median income and rental units rented at prescribed rents to households earning 60 percent or less of the area median income. The program is administered by the South Carolina State Housing Finance and Development Authority, www.schousing.com or calling 803-896-9263</p>		



THE TOOLS

The following list contains a brief description of the affordable housing tools provided in this section:

- **SC Local Government Comprehensive Planning Act Of 1994:** Requires that any local government which engages in land use planning must adopt a comprehensive plan that addresses a minimum of nine basic elements, including **housing**.
- **South Carolina Priority Investment Act:** Allows local governments to develop market-based incentives and to reduce unnecessary housing regulatory requirements to encourage development of traditional neighborhood designs and **affordable housing**.
- **William C. Mescher Local Housing Trust Fund Enabling Act:** The governing body of a county or municipality, by ordinance, may create and operate one or more LHTFs or RHTFs, or partner with an existing trust fund to implement a local or regional program, or both, to establish affordable housing.
- **2008 Income Limits:** Data published annually by the U. S. Department of Housing and Urban Development (HUD) to calculate household eligibility for a variety of housing programs.
- **Fair Market Rents:** Gross rent estimates published annually by the U. S. Department of Housing and Urban Development (HUD) to assure that a sufficient supply of rental housing is available to program participants.
- **Affordability Worksheets:** Used to determine whether your anticipated sales or rental prices are affordable to the household size and income of the families that you are targeting to live in a particular unit.
- **Development Budget and Operating Pro Forma:** Sample worksheets used by the Lowcountry Housing Trust as part of its funding process for affordable housing projects.
- **Fee Schedules:** Local water and sewer fee schedules.



THE TOOLS

SC Local Government Comprehensive Planning Act Of 1994

South Carolina Local Government Comprehensive Planning Act of 1994, Code of Laws of South Carolina Title 6, Chapter 29. requires that any local government which engages in land use planning must adopt a comprehensive plan that addresses a minimum of nine basic elements, including Population, Economy, Natural Resources, Cultural Resources, Housing, Community Facilities, Land use, Transportation, and Priority Investment. The legislation requires the Planning Commission to prepare and recommend to the governing body to adopt a new comprehensive plan, including all elements, every ten years. The recently passed Priority Investment Act now promotes priority investment zones that include better transportation planning, regional coordination, and market-rate incentives that encourage affordable housing developments.

The Comprehensive Planning Act states that local planning commissions shall develop and maintain a planning process which will result in the systematic preparation and continual re-evaluation and updating of those elements considered critical, necessary, and desirable to guide the development and redevelopment of its area of jurisdiction including: *A housing element which considers location, types, age and condition of housing, owner and renter occupancy, and **affordability of housing**.*

Additionally, the Act states that zoning ordinances must be for the general purposes of guiding development in accordance with existing and future needs and promoting the public health, safety, morals, convenience, order, appearance, prosperity, and general welfare. To these ends, zoning ordinances must be made with reasonable consideration of the following purposes, where applicable: *-to facilitate the adequate provision or availability of transportation, police and fire protection, water, sewage, schools, parks, and other recreational facilities, **affordable housing**, disaster evacuation, and other public services and requirements.*

See: <http://www.scstatehouse.net/code/t06c029.htm>



THE TOOLS

South Carolina Priority Investment Act

Amends the local government planning act which currently requires municipal and county governments to develop a 5 year comprehensive plan if they enact zoning.

- The bill as amended adds two planning elements to the comprehensive plan: a transportation element and a priority investment element.
- The priority investment element analyzes funds available for public infrastructure (roads, water, sewer and schools) and recommends projects for expenditure of available funds. It also provides for coordination between local governments. Coordination is defined as notice by the planning commission to other local governments who then have an opportunity to provide comment.
- The Act also allows local governments to develop market-based incentives and to reduce unnecessary housing regulatory requirements to encourage development of traditional neighborhood designs and affordable housing.
- The bill will save taxpayer dollars by making more efficient use of public infrastructure money, improve the local government planning process, and make it easier for developers to build affordable housing and traditional neighborhood Developments.

See: http://www.scstatehouse.net/sess116_2005-2006/bills/3881.htm



THE TOOLS

William C. Mescher Local Housing Trust Fund Enabling Act

Section 31-22-30.

(A) The governing body of a county or municipality, by ordinance, may create and operate one or more LHTFs or RHTFs, or partner with an existing trust fund to implement a local or regional program, or both, to establish affordable housing. A local governing body may partner with an existing trust fund if the trust fund operates pursuant to the provisions of this chapter.

(B) Notwithstanding another provision of law, a governing body of a county or municipality may appropriate funds to a LHTF or RHTF, or both, with revenues collected by the local government. Sources of revenue may include, but are not limited to, bond proceeds, donations, and private, federal, or state grants, loans, and other sources. The local governing body, by ordinance, may select one or more dedicated sources of revenue to finance a housing trust fund and may alter the source of revenue during the annual budget process if sufficient funding exists to pay for projected debt and operating expenses authorized in the housing trust fund budget.

(C) A county or municipal governing body that creates and operates a LHTF or RHTF shall maintain the funds in a separate and distinct account and require an annual audit and annual financial expense report for the trust funds.

(D) Funds in a LHTF and RHTF must be used for a program or project that results in the development or rehabilitation of affordable housing. Preference for distribution of the funds may be given to a program or project that results in the development or rehabilitation of affordable housing for an individual or a family with an annual income at or below fifty percent of the median income for the local area, with adjustments for family size, according to the latest figures available from HUD, the development or rehabilitation of special needs housing, or the development or rehabilitation of homeless housing.

(E) Funds in the LHTF and RHTF may be used to match other funds from federal, state, and private sources, including funds from the State Housing Trust Fund. A local governing body may leverage additional resources for housing programs and projects to the maximum extent practicable."

See: <http://www.scstatehouse.net/CODE/t31c022.htm>



THE TOOLS

2008 Income Limits

2008 MEDIAN INCOMES BY HOUSEHOLD SIZE BERKELEY, CHARLESTON, DORCHESTOR COUNTIES								
# Occupants	1	2	3	4	5	6	7	8
Median Income	40,900	46,700	52,600	58,400	63,100	67,700	72,400	77,100
120% of AMI	49,080	56,040	63,120	70,080	75,720	81,240	86,880	92,520
80% of AMI	32,700	37,350	42,050	46,700	50,450	54,150	57,900	61,550
50% of AMI	20,450	23,350	26,300	29,200	31,550	33,850	36,200	38,550
30% of AMI	12,250	14,000	15,750	17,500	18,900	20,300	21,700	23,100

"Affordable Housing" shall mean housing costs that are equal to or less than: (i) twenty-eight percent (28%) of a homeowner's household income; or (ii) thirty percent (30%) of a renter's household income.

"Area Median Income" (AMI) shall mean the income point at which one half of the incomes in a designated area fall below and one half falls above. The U. S. Department of Housing and Urban Development (HUD) uses the area median income to calculate household eligibility for a variety of housing programs. HUD estimates the median family income for metropolitan and non-metropolitan areas and adjusts that amount for different family sizes so that family incomes may be expressed as a percentage of the area median income. For example, a family's income may equal 80 percent of the area median income, a common maximum income level for participation in HUD programs. HUD periodically updates the area median income estimates.

"Moderate Income Households" shall mean households whose total gross annual income is at or below one hundred twenty percent (120%) and above eighty percent (80%) of the median of the designated county in which the project is located as defined and published annually by the U.S. Department of Housing and Urban Development.

"Low Income Households" shall mean households whose total gross annual income is at or below eighty percent (80%) and above fifty percent (50%) of the median of the designated county in which the project is located as defined and published annually by the U.S. Department of Housing and Urban Development.

"Very-Low Income Households" shall mean households whose total gross annual income is at or below fifty percent (50%) of the median of the designated county in which the project is located as defined and published annually by the U.S. Department of Housing and Urban Development.

"Extremely-Low Income Households" shall mean households whose total gross annual income is at or below thirty percent (30%) of the median of the designated county in which the project is located as defined and published annually by the U.S. Department of Housing and Urban Development.

FY 2008 Median Family Income (MFI): \$58,400

Source: 2008 AMI Data for Charleston-North Charleston MSA www.hud.gov



THE TOOLS

2008 Fair Market Rents

2008 FAIR MARKET RENTS BY UNIT SIZE					
BERKELEY, CHARLESTON, DORCHESTOR COUNTIES					
Unit Size	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
Fair Market Rents	\$657	\$728	\$823	\$1,072	\$1,248

Fair Market Rents (FMRs) are gross rent estimates. They include the shelter rent plus the cost of all tenant-paid utilities, except telephones, cable or satellite television service, and internet service. HUD sets FMRs to assure that a sufficient supply of rental housing is available to program participants.

FMRs are primarily used to determine payment standard amounts for the Housing Choice Voucher program, to determine initial renewal rents for some expiring project-based Section 8 contracts, to determine initial rents for housing assistance payment (HAP) contracts in the Moderate Rehabilitation Single Room Occupancy program (Mod Rehab), and to serve as a rent ceiling in the HOME rental assistance program.

Fair Market Rents may be used as a guide in determining what is considered reasonable rents by the Department of Housing and Urban Development for the tri-county region.

Source: 2008 FMR Data for Charleston-North Charleston MSA www.hud.gov



THE TOOLS

Affordability Calculations

- The purpose of an AFFORDABILITY WORKSHEET is to determine whether your anticipated sales or rental prices are affordable to the household size and income of the families that you are targeting to live in a particular unit.
- Explanation of the LHT Example calculations follow:
 - **Homeownership Affordability Calculation**
 - For the purpose of this calculation, the affordability assumption for homeownership units is that the cost of mortgage principal and interest, taxes, insurance and condominium fees, given a five percent down payment, shall not exceed 30 percent of the gross household income.
 - The mortgage calculation assumes a 30 year fixed rate mortgage at an interest rate of 7.00% with annual property tax costs of \$1850 and annual homeowner's insurance cost of \$900 and a \$250 per year homeowner's association fee.
 - Annual Mortgage Payment Calculation = $(212235 * (1 + 0.07/12)^{360} * (0.07/12)) / ((1 + 0.07/12)^{360} - 1) * 12 = \$16,944$
 -
 - This home is affordable to households whose total income is at least 120% of the area median income for 4 occupants.
 - A household would have to earn at least \$66,480 annually for this home to be considered affordable.
 - **Rental Affordability Calculation**
 - For the purpose of this calculation, the affordability assumption for rental units is that the cost of rent, plus tenant paid utilities, shall not exceed 30 percent of the gross household income.
 - This rental unit is affordable to households whose total income is at least 57% of the area median income for 3 occupants.
 - A household would have to earn at least \$30,000 annually for this home to be considered affordable.
- Microsoft Excel versions of the following worksheets can be found on the Lowcountry Housing Trust website at <http://www.lowcountryhousingtrust.org/Website/financing.html>.



THE TOOLS

Homeownership Affordability Worksheet

UNIT DESCRIPTION	Actual	LHT Example
a. Number of units this size	_____	1
b. Number of bedrooms	_____	3
c. Number of square feet	_____	2000
ANTICIPATED OCCUPANCY		
d. Anticipated number of occupants	_____	4
e. MEDIAN income for # of occupants in item d (Refer to Median Income Chart on next page)	_____	\$55,400
PERMANENT FINANCING		
f. Anticipated interest rate	_____	7.00%
g. Loan term in years	_____	30
h. Sales price	_____	\$223,405
i. Mortgage Amount (Multiply item h by .95, assumes a 5% down payment)	_____	\$212,235
TAXES, FEES, AND INSURANCE		
j. Annual real estate taxes:	_____	\$1,850
k. Annual homeowner/renter fees:	_____	\$250
l. Annual insurance:	_____	\$900
m. Total Annual Taxes, Fees, and Insurance (add items i, j, and k)	_____	\$3,000
CALCULATIONS		
1. Annual Mortgage Payment *	_____	\$16,944
2. Annual Taxes, Fees, and Insurance (item m)	_____	\$3,000
3. Total Annual Mortgage, Taxes, Fees, and Insurance (add #1 and #2)	_____	\$19,944
4. Divide #3 by .30	_____	\$66,480
5. Divide #4 by item e (MEDIAN income) from above	_____	1.20
6. Enter range of affordability (multiply #5 by 100)	_____	120%



THE TOOLS

Rental Affordability Worksheet

UNIT DESCRIPTION	Actual	LHT Example
a. Number of units this size	_____	26
b. Number of bedrooms	_____	2
c. Number of square feet	_____	1000
ANTICIPATED OCCUPANCY**		
d. Anticipated number of occupants	_____	3
e. MEDIAN income for # of occupants in d. (Refer to Median Income Chart below)	_____	52600
ANTICIPATED RENTAL COSTS		
f. Monthly Rent	_____	\$650
g. Monthly Tenant Paid Utilities	_____	\$100
h. Total Monthly Rent plus Tenant Paid Utilities (Add item f and item g)	_____	\$750
Range of Affordability Calculations		
1. Annual Rent & Utilities (item h from above multiplied by 12)	_____	\$9,000
2. Divide #1 by .3	_____	\$30,000
3. Divide #2 by item e (MEDIAN income) from above	_____	.57
4. Enter range of affordability (multiply #3 by 100)	_____ %	57%

2008 MEDIAN INCOMES BY HOUSEHOLD SIZE BERKELEY, CHARLESTON, DORCHESTER COUNTIES								
# Occupants	1	2	3	4	5	6	7	8
Median Income	40,900	46,700	52,600	58,400	63,100	67,700	72,400	77,100



THE TOOLS

Development Budget

A. SITE/BUILDING ACQUISITION		
	Site/Building Acquisition	\$ _____
	Closing Costs	\$ _____
		\$ _____
B. CONSTRUCTION		
	Residential Structures	\$ _____
	Non-Residential Structures	\$ _____
	On Site Improvements	\$ _____
	Off Site Improvements	\$ _____
	General Requirements	\$ _____
	Contractor Fees	\$ _____
		\$ _____
C. CONSTRUCTION CONTINGENCY		
	Construction Contingency (10% of Item B. above)	\$ _____
D. PROFESSIONAL FEES		
	Architect	\$ _____
	Engineer	\$ _____
	Legal	\$ _____
	Survey	\$ _____
	Other (Specify) _____	\$ _____
		\$ _____
E. FINANCING AND RELATED CHARGES		
	Interest	\$ _____
	Financing Fees	\$ _____
	Fees and Permits	\$ _____
	Title Expenses	\$ _____
	Taxes during Construction	\$ _____
	Advertising (rent-up expenses)	\$ _____
	Insurance	\$ _____
	Payment/Performance Bond	\$ _____
	Other (Specify) _____	\$ _____
		\$ _____
F. SOFT COSTS		
	Appraisal	\$ _____
	Environmental Study	\$ _____
	Market Study	\$ _____
	Relocation Expenses	\$ _____
	Other (Specify) _____	\$ _____
		\$ _____
G. SUB-TOTAL		
	Sub-Total	\$ _____
	Working Capital Reserve (4-6 months expenses)	\$ _____
	Developer Fee	\$ _____
	TOTAL PROJECT COST	\$ _____



THE TOOLS

Operating Proforma

First Full Year of Occupancy				
1. INCOME				
# OF UNITS	Square Feet	# of Bedrooms	Monthly Rent Per Unit*	Total Monthly Rent
<p>* DO NOT INCLUDE TENANT PAID UTILITIES.</p> <p>Total Monthly Rent (all units: ____ x12) = \$ _____ Gross Annual Rent</p> <p>Gross Annual Rent Less Vacancy (5% minimum) \$ _____</p> <p>Other Annual Income \$ _____</p> <p>Net Annual Income \$ _____</p>				
2. EXPENSES				
A. Project Paid Utilities				
	Sewer Charges	\$ _____		
	Electricity	\$ _____		
	Gas	\$ _____		
	Water	\$ _____		
	Security	\$ _____		
	Other	\$ _____		\$ _____
B. Maintenance and Repairs				
C. Salaries and Fringe				
D. Administrative Expenses				
E. Maintenance Contracts (Specify)				
		\$ _____		\$ _____
		\$ _____		\$ _____
		\$ _____		\$ _____
		\$ _____		\$ _____
F. Management Fee (10% of Gross Annual Rent)				
G. Real Estate Taxes				
H. Insurance				
I. Replacement Reserve				
(Calculate at least \$300 per unit or justify reason for a different amount)				
			Total Expenses	\$ _____
			Net Operating Income (NOI)	\$ _____
			Debt Service	\$ _____
			Amount Remaining After Debt Service (NOI minus Debt Service)	\$ _____
			Debt Coverage Ratio, 1.10 or greater (NOI divided by Debt Service)	\$ _____



THE TOOLS

Fee Schedules

Please contact each local jurisdiction directly for the most up to date development fee schedules. Please refer to the following websites for the most current water & sewer fee schedules:

- Berkeley County Water & Sanitation Authority
<http://www.co.berkeley.sc.us/departments/water/water2.html>

- Charleston Water System
<http://www.charlestonwater.com/>

Fee Reduction Available for Affordable Housing!

To learn more about the *Charleston Water Affordable Housing Incentive Program* visit

<http://www.lowcountryhousingtrust.org/Website/financing.html>

- City of Goose Creek Department of Public Works
<http://www.cityofgoosecreek.com/?catID=15426>
- Dorchester County Water & Sewer
<http://www.dorchestercounty.net/watersewer.html>
- North Charleston Sewer District
<http://www.ncsd-sc.com/newpage1.htm>
- Mount Pleasant Water Works
<http://www.mountpleasantwaterworks.com/>
- Summerville Commissioners of Public Works
<http://www.summervillecpw.com/>



THE TOOLS

Water & Sewer Fees

TYPE OF FEE		BCWSA		Charleston Water		City of Goose Creek Public Works (Water)		DCWS
Water/Sewer Construction Admin or Inspection Fees	D	2% Of Const Cost, Max. of \$2500 Each Water & Sewer System	D	\$0.50/lf of Water & FM Lines \$2.00/lf of Gravity		N/A		N/A
Water/Sewer Legal/Misc Fees	D	\$400 for Water		N/A		N/A		N/A
		\$400 for Sewer						
Water Reservation Fee	D	\$1,128		N/A		N/A		N/A
Sewer Reservation Fee	D	\$1,234		N/A		N/A		N/A
Water Impact Fee	D	\$475	D	\$2,200	B	\$1,050	D	\$690
Sewer Impact Fee	D	\$1,250	D	\$2,650		N/A	D	\$2,600
Water Tap (meter) Fee	B	\$390	B	\$500	B	\$500 In-town	B	\$725
						\$750 Out of Town		
Water Account Set-Up Fee	B	\$20	B	\$25	B	\$25	B	\$25
Sewer Tap/Inspection Fee	B	\$100	B	\$200	B	N/A	B	\$1,145
Sewer Account Set-up Fee		\$20	B	\$20	B	N/A	B	\$25
TOTAL IMPACT/TAP FEES PAID BY DEVELOPER (D)		\$4,087		\$4,850		\$0		\$3,290
TOTAL IMPACT/TAP FEES PAID BY BUILDER (B)		\$530		\$745		\$1,575		\$1,920
						(based on in-town water tap)		
TOTAL IMPACT/TAP FEES		\$4,617		\$5,595		\$1,575		\$5,210



THE TOOLS

Water & Sewer Fees Continued

TYPE OF FEE		NCS D		Mt. Pleasant Waterworks		Summerville CPW
Water/Sewer Construction Admin or Inspection Fees	D	\$250 Plan Review Fee	D	2% Of Const Cost, No Max.	D	Max of \$750
Water/Sewer Legal/Misc Fees		N/A		N/A		N/A
		\$400 for Sewer				
Water Reservation Fee		N/A	D	\$1,300		N/A
Sewer Reservation Fee		N/A	D	\$3,600		N/A
Water Impact Fee		N/A	D	\$700	B	\$385
Sewer Impact Fee	B	\$1,250	D	\$900	B	\$920
Water Tap (meter) Fee		N/A	B	\$550	B	\$750
						\$750 Out of Town
Water Account Set-Up Fee		N/A	B	\$25	B	\$30
Sewer Tap/Inspection Fee		\$60	B	\$390	B	\$480
Sewer Account Set-up Fee	B	\$30	B	\$25	B	N/A
TOTAL IMPACT/TAP FEES PAID BY DEVELOPER (D)		\$0		\$6,500		\$0
TOTAL IMPACT/TAP FEES PAID BY BUILDER (B)		\$1,340		\$990		\$2,565
						(based on in-town water tap)
TOTAL IMPACT/TAP FEES		\$1,340		\$7,490		\$2,565



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our website:

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**LOWCOUNTRY
HOUSING TRUST**

making housing happen

The Lowcountry Housing Trust is a regional advocate for affordable housing established to provide a dedicated ongoing source of funding for the production and preservation of affordable housing, and to actively work to encourage and implement policies that reduce unnecessary regulatory barriers to such production in Berkeley, Charleston, and Dorchester counties.

PO Box 21163, Charleston, SC 29413 | 2120 Noisette Blvd, Suite 120, North Charleston, SC 29405 | 843.973.7285

www.lowcountryhousingtrust.org