

Process Checklist for HOME Program Projects

Name of Project _____ Project Number _____

Underwriting Phase

- ___ Receipt of Application
- ___ HUD Layering Review
- ___ Compliance with HOME minimum and maximum subsidy per unit, minimum # HOME units, HOME affordability period

Site Information

- ___ Site Control
- ___ Pre-rehab Appraisal
- ___ Income Verification Forms and 3rd Party documentation for Tenants in HOME Units

Uniform Relocation Act:

- ___ Relocation Plan and Budget
- ___ List of existing tenants and incomes
- ___ List of pre-rehab rents & utility allowances and proposed post-rehab rents & utility allowances

Signed or Returned Receipts:

- ___ General Information Notice
- ___ Notice of Voluntary Acquisition
- ___ Notice of Non-Displacement
- ___ Notice of Temporary Relocation

Environmental Review:

- ___ Environmental Site Checklist (in VHCB application)
- ___ Environmental Review (Assessment) – complete packet w/ copy of published notice and release of funds letter from HUD
- ___ Environmental Review (Categorically Excluded) – 2nd tier review, statutory checklist
- ___ Initial Review by Historic Consultant for compliance with Sec. 106
- ___ Historic Preservation Final Sign off

Project Financial

- ___ Development Budget including Sources and Uses
- ___ Operating Budget (Rents meet HOME and URA Requirements)
- ___ 20 year Budget Proforma
- ___ Commitment Letters from all Funding Sources (if applicable)
- ___ Plans and Specs
- ___ Estimated Cost of Rehab
- ___ Project Timetable

Closing Phase

- Signed HOME Grant Agreement
- All Special and Standard Conditions Met

Construction Phase

- Compliance w/ Procurement Policy:
 - HOME Program Bid Selection and Contract Award Summary
 - Minority Business Enterprises (MBE) and Women Business Enterprises (WBE)
 - Construction Contracts with HOME Attachment to Contract
 - Contractor's Certification re: Debarment
 - Has grantee checked VT Sec. of State website: <http://www.sec.state.vt.us/seek/corpbrow.htm> ?
 - Has grantee checked Excluded Parties List website: <https://www.epls.gov/> ?
 - Contractor's Disclosure of Lobbying Activities
 - Contractor's Certification for Contracts, Grants, Loans, Cooperative Agreements
 - Certificate of Insurance
 - Performance and Payment Bonds or Letters of Credit
- Davis Bacon Compliance (if there are 12 or more HOME units)
 - Pre-Construction Meeting
 - Weekly Payroll sheets
 - Random interview
 - Wage Poster
- Change Orders
- Lien Waivers
- Certificate of Completion/Certificate of Occupancy
- Energy Star Certification (all new construction and most substantial rehab)

Tenant Selection

- Tenant Selection Policy
- Affirmative Marketing Plan
- Tenant Lease (Include HOME Addendum)
- "Protect Your Family from Lead in Your Home" letter for tenants with children under 6 years

Project Completion

- Tenant Income Verifications (w/ 3rd party back-up) for HOME units
- Rent Schedule w/ HOME units
- Final Sources & Uses Budget