

## **Process Checklist for HOME Program Projects**

Name of Project \_\_\_\_\_ Project Number \_\_\_\_\_

### **Underwriting Phase**

- \_\_\_ Receipt of Application
- \_\_\_ HUD Layering Review
- \_\_\_ Compliance with HOME 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
  - 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 applicable)
  - 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/ 3<sup>rd</sup> party back-up) for HOME units
- Rent Schedule w/ HOME units
- Final Sources & Uses Budget