

Process Checklist for HOME Program Projects (Revised 02/15)

Name of Project _____ Project Number _____

Underwriting Phase

- Receipt of Application
- HUD Layering Review
- Neighborhood & Site Standards review (*applies to new construction only*)
- Lead Paint compliance review
- Project is designed to meet HOME rehab/new construction standards
- Entire project will meet State Building Code
- Independent Cost Estimate
- Proper 3rd party construction oversight
- Assessment of developer capacity and fiscal soundness
- Assessment of market demand
- Compliance with HOME minimum and maximum subsidy per unit, minimum # HOME units, HOME affordability period (*cost allocation worksheet*)
- Developer/applicant debarment check, search result on file
- Evaluation of owner/developer profit

Site Information

- Site Control (e.g. Deed, Option, P&S)
- Appraisal (to support acquisition price)
- Documentation of existing tenant income (*for occupied units*)

Uniform Relocation Act:

- Written Relocation Plan and Budget
- URA Tracking Spreadsheet (including existing tenants and incomes, dates and types of notices sent, pre-rehab rents & utility allowances, proposed post-rehab rents & utilities).
- Section 104(d): One-for-One Replacement review
- Required URA notices, with evidence of receipt:
 - Voluntary Acquisition Letter (between seller & buyer, before acquisition)
 - General Information Notice
 - Notice of Non-Displacement or Displacement
 - Notice of Temporary Relocation –or- Notice of Eligibility of Relo Benefits

Environmental Review:

- Environmental Site Checklist (in VHCB application)
- Environmental Review (CatEx or EA) – complete Environmental Review Record w/ copy of published notice and release of funds letter from HUD
- 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
- Plans and Specs
- Project Timetable

Closing Phase

- Fully Executed HOME Grant/Loan 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 Contract with HOME Attachment to Contract
 - Section 3 Clause Attachment to Contract (*only required for contracts over \$100,000*)
 - Contractor's Certification re: Debarment
 - Contractor debarment/eligibility check **before** contract execution:
 - Check State Debarment website: <http://bgs.vermont.gov/purchasing/debarment> (VHCB does this.)
 - Copy of VT Sec. of State corporation search: <http://www.sec.state.vt.us/seek/corpbrow.htm> (closing requirement)
 - Copy of SAM search: <https://www.sam.gov/> (closing requirement)
 - 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 (*only for contracts over \$100,000*)
 - Davis Bacon Compliance (*required if there are 12 or more HOME units*)
 - Pre-Construction Meeting
 - Weekly Payroll sheets
 - Random interview
 - Wage Poster
- Change Orders
- Lien Waivers
- Architect's certification with each disbursement request
- Construction inspection report (by VHCB or VHCB agent) with each disbursement request
- Certificate of Occupancy (*required before final HOME disbursement*)
- 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
- Initial occupancy applicable HOME Income and Rent Limit Charts
- Rent Schedule w/ HOME units
- # of accessible units: ____, # Energy Star units: ____
- Final Sources & Uses Budget
- Confirm that the MBE/WBE form contains information on Subcontractors.
- Final URA report
- Section 3 report – HUD form 60002
- Digital photos of completed project