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