

EXHIBIT 3A-2

HOMEBUYER ASSISTANCE CHECKLIST (WITH Rehabilitation)

Admin
Manual
Exhibit

SUBMIT WITH SET-UP REPORT:

- Homebuyer Set Up Form 3-K
- Site-specific Environmental Review Checklist (original signatures) 2M-1
- Cost Estimate(s) for Rehabilitation Work and signed Contract(s)
- Appraisal (Uniform Appraisal Report only)
-  Voluntary Acquisition Agreement (signed by Seller)* 6-A5
-  LBP Notification Documentation (pre-1978 construction) 2-T1
- For Single Family Noncompetitive Program, **identify source of match** 3-G

SUBMIT WITH PAYMENT REQUEST:

- Request for Payment Form (all parts) 3-D
-  including **Part 6 – Program Income / Recaptured Funds Certification**
- Project Progress Report (signed by Grantee) 3-J
- Contract Reporting Form (if paying any contractor) 3-I
- HUD Section 3 Summary Report Form (if paying any contractor) 3-H
- Summary of Project Expenditures (signed by Grantee) 3-F
-  Match Documentation** 3-G
-  Settlement Statement if requesting funds after closing; **must clearly identify HOME funds as “MDOC HOME funds”**

SUBMIT WITH COMPLETION REPORT:

-  **Must be submitted within 120 days of final draw**
- Homebuyer Completion Form 3-K
-  Settlement Statement, if funds were requested in advance of closing; **must clearly identify HOME funds as “MDOC HOME funds”**
- Recorded Deed Restriction Agreement (first and last pages only) 7-H
- Promissory Note
- Certification of homebuyer's participation in homebuyer counseling
- Final Income Verification 7-I

* Required for ALL homebuyer transactions; may be hand delivered or mailed with return receipt; MUST be signed and dated by seller(s) PRIOR TO CLOSING. Per HUD guidance this form may NOT be signed by the seller(s) at closing. The HOME Program recommends it be delivered shortly after appraisal is completed.

** If using MBOH loan as match, include copy of Reservation Letter or other evidence of MBOH loan.

RETAIN IN CLIENT FILES:

- All of the above Set-up and Completion documentation
- Program application
- Income verification with source documents
- Evidence of Initial Housing Inspection
- Copy of all bid specs and bids
- Evidence/Certificate of Final Inspection
- Copies of all Lien Releases

RETAIN IN HOME PROJECT FILES:

- Support documentation for project and administrative expenditures
- Match documentation..... 3-G
- Contractor debarment check(s)..... 4-B

IMPORTANT!!! As of April 22, 2010 the U.S. Environmental Protection Agency / U.S. Department of Housing and Urban Development joint Lead; Renovation, Repair, and Painting Program Rule will affect paid renovators who work in pre-1978 housing and child-occupied facilities, including: renovation contractors, maintenance workers in multi-family housing, painters, and other specialty trades. Under the rule, child-occupied facilities are defined as residential, public or commercial buildings where children under age six are present on a regular basis. **CONTRACTORS ARE REQUIRED TO HAVE A CERTIFIED RENOVATOR ON BOARD FOR EACH JOB taking place in a home or facility defined by the rule.**

See Chapter 1 for additional information on Establishing HOME Files

After all the projects have been completed, a Certification of Completion / Status of Funds Form and Closeout Certification must be sent to the Program Officer.

Copies of yearly audits for years in which HOME funds were received and disbursed must be submitted to the HOME Program.