

EXHIBIT 3-A.3

HOMEOWNER REHABILITATION CHECKLIST

Admin
Manual
Exhibit

SUBMIT PRIOR TO SET-UP REPORT:



(To determine activity eligibility before the rehab agreement is executed with the homeowner and rehab work begins)

- Pre-rehabilitation inspection write-up performed by qualified person, such as an architect or engineer, that:
 - identifies all code deficiencies for the entire house,
 - identifies age of house, and
 - specifies whether or not the house is located in a floodplain
- Owner-Occupied Housing Rehabilitation Standards; Part 1: Pre-Rehab Code Inspection Certification 7-K
- Cost estimate(s) for rehabilitation work that:
 - addresses code issues identified in pre-inspection, and
 - incorporates Owner-Occupied Housing Rehabilitation Standards 7-C
- Appraisal: the After-Rehab Value must be established before any work is performed; the appraisal must incorporate the proposed rehab
- Household Income Level (0 to 30%, 30+ to 50%, 50+ to 60%, 60+ to 80%)
- Additional Requirements for Manufactured Housing:
 - evidence the manufactured housing unit qualifies as real property
 - evidence the manufactured housing unit is located on land that is owned by the manufactured housing unit owner or on land for which the manufactured housing owner has a lease for a period at least equal to the applicable period of affordability

NOTE: All manufactured housing assisted with HOME funds must meet the property standards at 24 CFR 92.251(a)(4), which states that the construction of all manufactured housing must meet the Manufactured Home Construction and Safety Standards, which pre-empt state and local codes covering the same aspects of performance for such housing. The pre- and post-rehab inspection must be performed by a Certified Mobile Home Inspector; go to <http://housing.mt.gov/content/FAR/docs/2009mobilehomeinspectorlist.pdf> for a list of certified inspectors.

SUBMIT WITH SET-UP REPORT:



- Homeowner Rehab Set Up Report3-L
- Site-specific Environmental Review Checklist (original signatures).....2M-2
- Cost estimate(s) for rehabilitation work and signed contract(s)
- LBP Notification Documentation (pre-1978 construction)..... 2T-3
- Signed Rehab Contract
- 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



SUBMIT WITH COMPLETION REPORT:

Must be submitted within 120 days of final draw

- Post-rehabilitation inspection report by qualified person, such as an architect or engineer, that certifies all code deficiencies were corrected (reference HOME Program Newsletter, Volume 09, Issue 2, July 22, 2009)
- Homeowner Rehab Completion Form.....3-L
- Recorded Deed Restriction Agreement 7-H
(or similar)

RETAIN IN CLIENT FILES:

- All of the above Pre-Set-up, 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 of Final Inspection
- Copies of all Lien Releases

RETAIN IN HOME PROJECT FILES:

- Support documentation for project and administrative expenditures
- Match documentation.....3-G
- Copy of contractor debarment check..... 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. **FIRMS PERFORMING RENOVATION (REHAB) WORK MUST BE CERTIFIED. A CERTIFIED RENOVATOR MUST BE PHYSICALLY PRESENT AT EACH WORK SITE WHEN WARNING SIGNS ARE POSTED, WORK AREA CONTAINMENT IS BEING ESTABLISHED, AND WORK AREA CLEANING IS PERFORMED. A CERTIFIED RENOVATOR MUST BE AVAILABLE BY PHONE AT ALL TIMES RENOVATION IS BEING CONDUCTED. LEAD SAFE PRACTICES MUST BE FOLLOWED. HUD'S SPECIFIC REQUIREMENTS UNDER THE LEAD SAFE HOUSING RULE (LSHR) MUST ALSO BE FOLLOWED.**

See Chapter 1 for additional information on Establishing HOME Files

For competitive grants, 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. For noncompetitive grants, a Certification of Completion / Status of Funds Form and Closeout Certification must be sent when the Qualified Entity no longer participates in the noncompetitive program or upon request of the Program Officer.

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