

EXHIBIT 3A-5

SINGLE-FAMILY RENTAL REHABILITATION CHECKLIST

**Admin
Manual
Exhibit**

SUBMIT WITH SET-UP REPORT:

- Rental Set Up and Completion Form 3-M
- Site-specific Environmental Review Checklist (original signatures) 2M-2
- Cost Estimate(s) and Bid Specs for Rehabilitation Work and signed Contract(s)
-  LBP Notification Documentation 2T-3
-  Affirmative Fair Housing Marketing Plan for the Project 5-L

SUBMIT WITH PAYMENT REQUEST:

- Request for Payment Form (all parts) 3-E
-  including **Part 7 – 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**
- Rental Set Up and Completion Form 3-M
- Recorded Deed Restriction Agreement (first and last pages only) 7-H
- An appraisal (Uniform Appraisal Report only)

RETAIN IN CLIENT FILES:

- Program application
- Income verification with source documents
- Signed and dated lease agreement between landlord and tenant - Required for ALL tenants
- HQS Inspection form 10-C
- LBP Notification documentation 2V-i
- Names of children under the age of 6 living in the unit

RETAIN IN HOME PROJECT FILES:

- Support documentation for project and administrative expenditures
- Match documentation 3-G
- Contractor debarment check(s) 4-B
- Lien releases from contractors

See the following page for requirements regarding Landlord Files

RETAIN IN LANDLORD FILES:

- Program application
- Signed contract agreement between Grantee and Landlord
- Affirmative Marketing Agreements signed by Grantee and Landlord (if Landlord has 4 or fewer units)
-  Affirmative Fair Housing Marketing Plan for the Project (if Landlord has 5 or more units) 5-L
- Housing Inspection Form 7-B
- Loan Documents
- Work write-up/cost estimate/bid specs
- Contractor insurance certificate
- Final Inspection form
- Lien releases from all contractors and suppliers
- Final Code Inspection form

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 during which HOME funds were received and disbursed must be submitted to the HOME Program.