

EXHIBIT 3A-7

MULTI-FAMILY RENTAL NEW CONSTRUCTION CHECKLIST

Admin
Manual
Exhibit

SUBMIT WITH SET-UP REPORT:

- Rental Set Up and Completion Form 3-M
- Bid specs for construction work and signed contract(s)

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 contractor) 3-I
- HUD Section 3 Summary Report Form (if paying contractor) 3-H
- Summary of Project Expenditures (signed by Grantee) 3-F
-  Match Documentation 3-G

SUBMIT BEFORE LEASE-UP

-  Affirmative Fair Housing Marketing Plan for the Project 5-L

SUBMIT WITH COMPLETION REPORT:

-  **Must be submitted within 120 days of final draw**
- Rental Set Up and Completion Form (ensure 90% of tenants are at or below 60% AMI at time of project completion) 3-M
- An appraisal (Uniform Appraisal Report Only)
- Recorded Deed Restriction Agreement (first and last pages only) 7-H

RETAIN IN CLIENT FILES:

- Program application
- Income verification with source documents
- Signed and dated lease agreement between landlord and tenant
- HQS Inspection Form 10-C

RETAIN IN HOME PROJECT FILES:

- All of the above documentation
- Copy(ies) of contractor debarment check(s) 4-B
- Documentation supporting project and administrative expenditures
- Architect's Accessibility and Property Standards Certification 4-E
- Copy of final inspection (Certificate of Occupancy) 10-C
- Copies of all lien releases from contractors
- Documentation related to Davis Bacon requirements (if >12 HOME units)

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.