

# Homeowner Rehab Project Checklists

This document outlines step-by-step procedures for the Program Administering Entity. Please retain this form in the project file for auditing purposes.

## File Organization & Checklist Placement

A 6-part file is ideal for maintaining proper documentation. This checklist should be placed in the first section on the left when opening the file, with intake documents filed underneath. Each subsequent section should follow in order.

## Uploading & Verification Process

This checklist must be uploaded with supporting documentation to Housing New Mexico Secure File Transfer system for any section that specifies "MFA Verification". Each verified section should be uploaded as a packet at each stage of the review process. This checklist must be attached as the cover with followed by all documents in the order listed and sent through Secure File Transfer. Incomplete sections will not be accepted.

## Review & Compliance

Housing New Mexico Program Management will be in contact the Program Administering Entity after review. Some sections require multiple staff members to review. Any set up, revision or completion is handled by a separate MFA department which may extend processing time.

## Important Reminders

Files are reviewed for regulatory compliance—we appreciate your patience during processing. Please refer to the MFA HOME Rehab Manual for initial questions. If after reviewing the manual questions remain, please reach out to the Program Manager.

- ✓ **Please note that any item preceded by a check mark represents a document that MUST be included in submission.**

## Agency and Project Information

<b>Program Administrator:</b>	
<b>Project/Customer Name:</b>	
<b>Project Address:</b>	
<b>County:</b>	
<b>Property Type:</b> Ex. Mobile Home, Single Family	
<b>Year Home was Built:</b>	

Agency Verification (Please initial)	Affirmative Marketing (Manual Sections 3.1.1 and 4.6.1) *No submission required, but will be monitored at annual review*
	<p>The subrecipient is responsible for marketing this program in all awarded counties/territories at least annually and must maintain a log for annual monitoring review. This should include:</p> <ul style="list-style-type: none"> <li>✓ The source of advertising,</li> <li>✓ The frequency advertised, and</li> <li>✓ A sample of the advertisement</li> </ul>

Agency Verification (Please initial)	Step 1: Intake (Manual Section 3.1) *No submission required, but will be monitored at annual review*
	Application
	County Assessor's Property Value
	Add application to waitlist
	Pre-screen eligibility from Application packet information
	Communication Log

Agency Verification (Please initial)	MFA Verification	MFA QC Verification	Step 2: Eligibility and Approval Request (Manual Section 3.2)	MFA Comments
			<p><b>Executed Homeowner Application with supporting documents</b></p> <ul style="list-style-type: none"> <li>✓ Verification of current mortgage</li> <li>✓ Verification of current taxes</li> <li>✓ Verification of citizenship/identity</li> </ul>	
			<p><b>Third Party Income Verification</b> (Manual section 2.3.1.1.)</p> <ul style="list-style-type: none"> <li>✓ Include Zero Income Certification Form for adults claiming no income (if applicable)</li> </ul>	
			<p><b>Asset Verification</b> (Manual section 2.3.1.1.)</p> <ul style="list-style-type: none"> <li>✓ Savings- Verified current balance</li> </ul>	

			<ul style="list-style-type: none"> <li>✓ Checking- Current value</li> <li>✓ All others- Verified cash value of asset</li> </ul>	
			<b>Income Certification Form</b> <ul style="list-style-type: none"> <li>✓ Anticipated gross household income calculation</li> <li>✓ Include earned income for all household members 18 &amp; older and unearned income of members under 18</li> <li>✓ List household Assets &amp; include Asset Income</li> <li>✓ Include Divested Asset(s) if disclosed in application</li> </ul>	
			<b>Proof of Ownership</b> (Manual Section 2.3.2)	
			<b>Proof of Principal Place of Residence</b> <ul style="list-style-type: none"> <li>✓ Copy of most recent Utility Bills</li> </ul>	
			<b>Proof of Identity and Citizenship</b> (Manual 3.2.3) <ul style="list-style-type: none"> <li>✓ Photo ID</li> <li>✓ Social Security Card or Resident Alien Verification</li> </ul>	
			<b>95% After Rehab Form</b> (use current Homeownership Value Limits)	
			<b>Completed MFA Site Inspection Form</b>	
			<b>Environmental Review - Tier II Site-Specific Form</b> (section 2.6.3)	
			<b>Scope of work/Cost Estimate</b> (The form can be specific to your agency) <ul style="list-style-type: none"> <li>○ Include LBP/Radon/Asbestos hazard reduction (if applicable)</li> <li>○ <b>Mobile Homes</b> - Teardown and replacement of mobile homes must include documentation for all site preparation, foundation/permanent tie-down, grading, utility hookups (to existing or new service), skirting, and any additional costs not covered in the purchase and delivery of the unit</li> </ul>	
			<b>Environmental Review - Project Abstract Form</b>	
			<b>Environmental Review – Field Contamination Checklist Form</b>	
			<b>Airport Proximity/Hazards Map</b> (Include measured distance of closest airport to project)	
			<b>Floodplain Management</b> <ul style="list-style-type: none"> <li>✓ FEMA FirMette Flood Map</li> <li>✓ Federal Flood Standard Support Tool/Freeboard Value Approach Report</li> </ul>	
			<b>EPA NEPAassist Reports</b> (Both the 1/2 mile and 1 mile radius reports) <a href="https://nepassisttool.epa.gov/nepassist/nepamap.aspx">https://nepassisttool.epa.gov/nepassist/nepamap.aspx</a>	
			<b>SHPO/THPO Historic Preservation</b> <ul style="list-style-type: none"> <li>✓ Inquiry and Response Letters</li> </ul>	
			<b>Noise Attenuation Measures</b> <ul style="list-style-type: none"> <li>✓ Scope of work to include all improvements to building envelope</li> </ul> *NOTE: Decibel measurement is <u>not</u> required if at least one attenuation measure is in scope of work (e.g. new windows, exterior doors roof etc.)	
			<b>Lead Hazard Testing</b> <ul style="list-style-type: none"> <li>✓ <b>Lead Risk Assessment &amp; LBP Inspection Reports</b> (for homes built 1978 or prior)</li> <li>✓ <b>Screening Worksheet</b></li> <li>✓ <b>Lead Hazard Evaluation Notice</b> (Signed by Homeowner within 15 days of receiving report)</li> <li>✓ <b>Lead Based Paint Pamphlet</b> (Signed by Homeowner)</li> <li>✓ If Lead is identified in areas that will be disturbed the scope of work must include abatement</li> </ul>	
			<b>Radon Hazard Testing</b> <ul style="list-style-type: none"> <li>✓ Radon Inspection Report</li> <li>✓ Radon Hazard Evaluation Notice (Signed by Homeowner within 15 days of receiving report)</li> </ul>	

			✓ Scope of work must include Radon mitigation (if Radon levels are 4 pCi/L or higher)	
			<b>Asbestos Hazard Testing</b> ✓ Asbestos Inspection Report ✓ Asbestos Hazard Evaluation Notice (Signed by Homeowner within 15 days of receiving report) ✓ If Asbestos is identified in areas that will be disturbed the scope of work must include abatement	
			<b>Title Search/ Proof of Clear Title /Letter from Tribal Governor</b>	
			<b>Signed Owners Right to Procure form</b> (Only applicable for owner procurement, otherwise 2 CFR 200 must be met)	
			<b>Project Budget/Schedule K</b>	
<b>MFA send</b>			<b>Project Eligibility Approval Letter (Manual Section 3.2.6)</b>	Sent on:

All Subrecipients are required to have an established policy in place which clearly defines their adopted procurement method (Section 3.3 program manual). The agency will be monitored to ensure compliance with their elected procurement method (homeowner procurement or 2 CFR 200). All applicable documentation must be kept on file for annual monitoring.

Agency Verification (Please Initial)	MFA Verification	<b>Step 3: Procurement</b> (Manual Section 3.3.3)	MFA Comments
		<b>Updated Scope of work/ Cost estimate</b> (if changes were made from Step 2)	
		<b>Pre-bid conference</b> ✓ Sign in Sheet	
		<b>Bid Package</b> ✓ Notice of bidding opportunity: <ul style="list-style-type: none"> <li>Property address</li> <li>Pre-bid conference date</li> <li>Bidding acceptance period</li> <li>Contractor minimum qualifications</li> <li>Instructions for submitting bid</li> <li>Evaluation criteria</li> <li>Procurement code 13-1-28 through 13-1-199 NMSA 1978</li> </ul> ✓ List of contractors solicited ✓ Scope of work	
		<b>Bid Review</b> ✓ Review all reasonable bids ✓ Completed Owner Contractor Selection (if applicable)	
		<b>Pre-Construction conference with proposed project timeline</b>	
		<b>Procurement of licensed and certified contractors in Lead, Radon and/or Asbestos Abatement</b> (If home has tested positive and requires abatement of Lead, Radon and/or Asbestos)	

Agency Verification (Please Initial)	MFA Verification	MFA QC Verification	<b>Step 4: Project Approval</b> (Manual Section 3.4)	MFA Comments
<b>Part 1:</b>				
			<b>Reverify expired eligibility information (Manual 3.2.1)</b> (If more than six months have elapsed since the initial determination) <ul style="list-style-type: none"> <li>Third Party Income Verification</li> <li>Asset Verifications</li> </ul>	

			✓ Asset Divestiture Form ✓ Executed Income Re-certification Form ✓ 95% After Rehab Value	
			<b>Signed Owners Contract Selection form</b> (only applicable if homeowner procurement applies, if not 2 CFR 200 must be met)	
			<b>Before Photos</b> (Include inside & all 4 sides of outside of home)	
			<b>Cost Reasonableness Certification Form</b>	
MFA send			<b>Project Acceptance Notice (PAN)</b>	Sent on:
<b>Part 2:</b>				
			<b>Signed PAN by Subrecipient</b>	
			<b>IDIS Set Up Form</b> ✓ Ensure applicable leverage funding is listed	
			<b>Executed Rehab Three-Party Contract</b> (required, regardless of procurement method)	
MFA send			<b>Restrictive Covenant Agreement (RCA)/ Tribal Land Agreement (TLA)</b>	Sent on:
			<b>After RCA or TLA is executed, send the <u>recorded</u> RCA/TLA to:</b> Housing New Mexico ATTN: HOME Rehab Program Manager 7425 Jefferson St. NE, Abq NM 87109	Received on:
<b>Awarded Contractor Information</b>				
<b>Contractor Business Name:</b>				
<b>Contractor Point of Contact:</b>				
<b>Contractor Address:</b>				
<b>Contractor Phone:</b>				

Agency Verification (Please Initial)	MFA Verification	Step 5: Construction & Request for Reimbursement (Manual Section 3.5)	MFA Comments
		Invoice	
		Contractors Payment Request Form	
		Inspection Report	
		Updated photos	
		Draw request	
		GL	
		Reimbursement backup documentation	

Agency Verification (Please Initial)	MFA Verification	Change Orders (Manual Section 3.5.6.) *If applicable*	MFA Comments
		Change Order form	
		Backup documentation (when applicable)	
		Revised Set Up form if amount has changed	

Agency Verification (Please initial)	MFA Verification	MFA QC Verification	Step 6. Completion and Final Reimbursement (Manual Section 3.6)	MFA Comments
			<b>Certificate of Final Inspection Form</b> (certifying compliance with 24 CFR 92.251(b))	
			<b>Photos of completed project</b>	
			<b>Release of Lien Form(s)</b>	
			<b>Recorded RCA/TLA Amendment</b> (If there were change orders to final hard cost)	
			<b>Final Draw request</b>	
			<b>GL</b>	
			<b>Reimbursement backup documentation</b>	
			<b>IDIS Completion form</b>	
			<b>Evidence of hazard reduction activities</b> (pictures and invoices)	
			<b>Lead Hazard Clearance Notice and report</b> (signed by homeowner within 15 days of receiving report)	