

# 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	
Program Administrator:	
Applicant(s) Name:	
Project Address:	
County:	
Property Type:	
Year Home was Built:	

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
			<b>Copy of Waiting List</b> – Showing applicants place on the list	
			<ul style="list-style-type: none"> <li>✓ <b>Homeowner Application with supporting documents</b></li> <li>✓ Verification of current mortgage</li> <li>✓ Verification of current property taxes</li> <li>✓ Verification of citizenship/identity</li> </ul>	
			<u><b>Income</b> (Manual section 2.3.1.1.)</u> <ul style="list-style-type: none"> <li>✓ Third Party Income Verification</li> <li>✓ Zero Income Certification Form for adults claiming no income</li> <li>✓ File Worksheet – With household income calculated</li> </ul>	
			<u><b>Assets</b> (Manual section 2.3.1.1.)</u> <ul style="list-style-type: none"> <li>✓ Asset Verification for ALL household members</li> <li>✓ Savings- Verified current balance</li> <li>✓ Checking- Current value</li> <li>✓ All others- Verified cash value of asset</li> </ul>	
			<b>Asset Divestiture Form</b> (if not disclosed in application)	
			<u><b>Income Certification Form</b> (Manual section 3.2.1.2)</u> <ul style="list-style-type: none"> <li>✓ Anticipated gross household income calculation</li> <li>✓ Earned income for all household members 18 &amp; older</li> <li>✓ Unearned income of members under 18 (i.e. Social Security)</li> <li>✓ Household assets</li> <li>✓ Asset income (use the higher of actual vs. imputed)</li> <li>✓ Include Divested Asset(s) if disclosed in application or Asset Divestiture Form</li> </ul>	
			<u><b>Proof of Ownership</b> (Manual Section 2.3.2)</u> <ul style="list-style-type: none"> <li>✓ Deed or Title</li> <li>✓ If multiple homeowners and one is deceased, provide a copy of the death certificate</li> <li>✓ If homeowner's name has changed and does not match the Deed/Title, provide proof of name change</li> </ul>	
			<u><b>Proof of Principal Place of Residence</b> (Manual 3.2.2)</u> <ul style="list-style-type: none"> <li>✓ Copy of most recent Utility Bills</li> <li>✓ Self-Affidavit explaining variance in mailing and service address (if applicable)</li> </ul>	
			<u><b>Proof of Identity and Citizenship</b> (Manual 3.2.3)</u> <ul style="list-style-type: none"> <li>✓ Photo ID</li> <li>✓ Social Security Card or Resident Alien Verification</li> </ul>	
			<b>Alternative Property Value Form (Tribal)</b> (for projects on Tribal Land Only)	
			<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>Environmental Review - Project Abstract Form</b>	
			<b>Scope of work/Cost Estimate</b> <i>(Form can be specific to your agency)</i> <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>Airport Proximity/Hazards Map</b> <i>(Include measured distance of closest airport to project)</i>	
			<b>Floodplain Management</b> ✓ FEMA FirMette Flood Map	
			<b>Environmental Review – Field Contamination Checklist Form</b>	
			<b>EPA NEPAAssist Reports</b> <i>(Both the 1/2 and 1 mile radius reports)</i> <ul style="list-style-type: none"> <li>✓ <b>Report for a half mile (½) search radius for:</b>  <i>Air pollution, Water Dischargers, Toxic Release &amp; Brown Fields</i></li> <li>✓ <b>Report for a one mile (1) search radius for:</b>  <i>Hazardous Waste and Super Fund</i></li> <li>✓ Include the EPA ECHO Report for each EPA Facility</li> </ul>	
			<b>SHPO/THPO Historic Preservation</b> ✓ Inquiry and Response Letters	
			<b>Noise Attenuation Measures (calculations completed by MFA)</b> ✓ Scope of work to include all improvements to building envelope <i>(e.g. new windows, doors, roof, insulation etc.)</i>	
			<b>Lead Hazard Testing</b> <ul style="list-style-type: none"> <li>✓ <b>Risk Assessment &amp; LBP Inspection Reports</b> <i>(built 1978 or prior)</i></li> <li>✓ <b>Screening Worksheet</b></li> <li>✓ <b>Lead Hazard Evaluation Notice</b> <i>(Signed by Homeowner within 15 days of receiving report)</i></li> <li>✓ <b>Lead Based Paint Pamphlet</b> <i>(Signed by Homeowner)</i></li> <li>✓ If Lead is identified in areas that will be disturbed the scope of work must include abatement/mitigation</li> </ul>	
			<b>Radon Hazard Testing</b> <ul style="list-style-type: none"> <li>✓ Radon Inspection Report</li> <li>✓ Radon Hazard Evaluation Notice</li> <li>✓ Scope of work must include Radon mitigation <i>(if Radon levels are 4 pCi/L or higher)</i></li> </ul>	
			<b>Asbestos Hazard Testing</b> <ul style="list-style-type: none"> <li>✓ Asbestos Inspection Report</li> <li>✓ Asbestos Hazard Evaluation Notice</li> <li>✓ If Asbestos identified in areas that will be disturbed, the scope of work must include abatement</li> </ul>	
			<b>Title Search/ Proof of Clear Title /Letter from Tribal Governor</b>	
			<b>Signed Owners Right to Procure form (if applicable)</b> <i>(Only for homeowner procurement, otherwise 2 CFR 200 must be met)</i>	
			<b>Project Budget/Schedule K</b>	
MFA send			<b>Project Eligibility Approval Letter (Manual Section 3.2.6)</b>	MFA 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	Step 3: Procurement (Manual Section 3.3.3)	MFA Comments
		<b><u>Bid Solicitation Package</u></b> ✓ Advertisement/Notice of bidding opportunity: <ul style="list-style-type: none"> <li>○ Property address</li> <li>○ Pre-bid conference date</li> <li>○ Bidding acceptance period (including deadline to submit bid)</li> <li>○ Contractor requirements (e.g., licensed, insured, not debarred)</li> <li>○ Instructions for submitting bid</li> <li>○ Evaluation/selection criteria</li> <li>○ Funding Source</li> <li>○ Federal contract provisions (Appendix II to Part 200)</li> </ul>	
		✓ List of contractors solicited	
		✓ Scope of work	
		<b>Pre-bid conference</b> ✓ Sign in Sheet	
		<b>Updated Scope of work/ Cost estimate</b> <i>(if changes are made after Pre-bid-conference)</i>	
		<b><u>Bid Review and Contractor Selection</u></b> ✓ Completed Owner Contractor Selection form (if applicable)	
		✓ Completed Contractor Proposal Acceptance Notice	
		✓ <a href="https://sam.gov">SAM.gov</a> contractor "Exclusion" record	
		✓ Contractor Certification of Non-Debarment form (If no results from SAM.gov search)	
		<b>Pre-Construction conference with proposed project timeline</b> <i>(with contractor and homeowner)</i>	
		<b>Procurement of licensed and certified contractors in Lead, Radon and/or Asbestos Abatement</b> <i>(If home has tested positive and requires abatement of Lead, Radon and/or Asbestos)</i>	

Agency Verification (Please initial)	MFA Verification	MFA QC Verification	Step 4: Project Approval (Manual Section 3.4)	MFA Comments
<b>Part 1:</b>				
			<b><u>Re-verify expired eligibility information</u></b> (Manual 3.2.1) <i>(If more than six months have elapsed since the initial determination)</i> ✓ Third Party Income Verification	
			✓ Asset Verifications	
			✓ Asset Divestiture Form	
			✓ Executed Income Re-certification Form	
			✓ 95% After Rehab Value	
			<b>Signed Owners Contract Selection form</b> <i>(Only for homeowner procurement, otherwise 2 CFR 200 must be met)</i>	
			<b>Before Photos</b>	

			(Include inside & all 4 sides of outside of home)	
			Cost Reasonableness Certification Form	
MFA send			Project Acceptance Notice (PAN)	MFA Sent on:
<b>Part 2:</b>				
			Signed PAN by Subrecipient	
			IDIS Set Up Form ✓ Ensure applicable leverage funding is listed	
			Executed Rehab Three-Party Contract (required, regardless of procurement method)	
MFA send			Restrictive Covenant Agreement (RCA)/ Tribal Land Agreement (TLA)	MFA Sent on:
			After RCA or TLA is executed, send the <u>recorded</u> RCA/TLA to: Housing New Mexico ATTN: HOME Rehab Program Manager 7425 Jefferson St. NE, Abq NM 87109	MFA Received on:
<b>Awarded Contractor Information</b>				
Contractor Business Name:				
Contractor Point of Contact:				
Contractor Address:				
Contractor Phone:				

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	
		Lead Hazard Clearance Notice and report (if applicable) (signed by homeowner within 15 days of receiving report)	

Agency Verification (Please initial)	MFA Verification	Change Order # _____ (Manual Section 3.5.6)	MFA Comments
		Change Order Form (executed by all parties)	
		Backup documents/photos (when applicable)	
		Revised Se Up Form – If amount has changed from original	

Agency Verification (Please initial)	MFA Verification	Change Order # _____ (Manual Section 3.5.6)	MFA Comments
		Change Order Form (executed by all parties)	
		Backup documents (when applicable)	
		Revised Se Up Form - If amount has changed from original	

Agency Verification (Please initial)	MFA Verification	MFA QC Verification	Step 6. Completion and Final Reimbursement (Manual Section 3.6)	MFA Comments
			Final Site Inspection Form (noting no deficiencies exist)	
			Certificate of Final Inspection Form – signed by all parties (certifying compliance with 24 CFR 92.251(b))	
			Photos of completed project	
			Release of Lien Form(s) – Signed by Contractor	
			Permit Inventory Form	
			Recorded RCA/TLA Amendment (If there were change orders to final hard cost)	
			Final Draw request ✓ Invoice ✓ Contractors Payment Request Form (if applicable)	
			General Ledger (GL)	
			Reimbursement backup documentation	
			IDIS Completion form	
			Evidence of hazard reduction activities (pictures and invoices)	