

## DEVELOPER FILE CHECKLIST

Developer	
Property Address(es)	
Date of Application for Property/Funding	

Create one Developer Checklist/File to reflect development entity and submitted development proposal. Required forms can be accessed by clicking on the links in this checklist or by viewing the Inspiring Communities webpage at <http://stpaul.gov/inspiringcommunities>.

**D = Items completed by Developer.**

### **CORRESPONDENCE** – (FOLDER TAB 1)

- ☐ Checklist

### **DEVELOPMENT PROPOSAL ITEMS FOR HRA REVIEW AND UNDERWRITING** – (FOLDER TAB 2)

- ☐ Check one of the below application methods:
  - HRA General Application for Assistance, or
  - RFP response [Title of RFP]: \_\_\_\_\_

### **DEVELOPMENT AGREEMENT** – (FOLDER TAB 3)

- ☐ Development Agreement
- ☐ Three signature pages signed by developer (D)
- ☐ Attorney Letter of Opinion or Organization Board Authorization (D)
- ☐ Approval by HRA Credit Committee, date: \_\_\_\_\_
- ☐ HRA Board Resolution
- ☐ Approval by HRA Board, date: \_\_\_\_\_
- ☐ Contract Compliance Form notification to HREEO, date: \_\_\_\_\_
- ☐ Proof of Insurance [Builder's Risk, General Liability, Workman's Compensation – according to Development Agreement Section 8.1] (D)
- ☐ Certificate of Good Standing of development entity (D)
- ☐ Name of developer's title company (D): \_\_\_\_\_
- ☐ Name of developer's representative(D): \_\_\_\_\_

### **CLOSING DOCUMENTS** – (FOLDER TAB 4)

- ☐ One note and mortgage for each property
- ☐ Disbursement Agreement
- ☐ Quit Claim Deed
- ☐ Limited Warranty Deed [signed by developer and held on file at HRA]
- ☐ Title Commitment/Title Insurance
- ☐ HUD-1 Settlement Statement

## CONSTRUCTION FILE CHECKLIST

Developer	
Property Address(es)	
Date of Application for Property/Funding	

Create individual Construction Checklist/File for each property associated with the development proposal. Required forms can be accessed by clicking on the links in this checklist or by viewing the Inspiring Communities webpage at <http://stpaul.gov/inspiringcommunities>.

**D = Items completed by Developer.**

### **CORRESPONDENCE** – (FOLDER TAB 1)

- ☐ Checklist

### **SCOPE AND CONTRACTOR DOCUMENTS** – (FOLDER TAB 2) *Items submitted to HRA before for closing*

- ☐ Enterprise Green Communities Prebuild Submission (D)
- ☐ Pre-construction: Energy Efficiency Plan/HERS score (D)
- ☐ Pre-construction: Radon test [rehab properties only]
- ☐ [HUD Lead Safe Housing Requirements Screening Worksheet](#) (D)
- ☐ Asbestos and lead risk analysis [rehab properties constructed before 1978]
- ☐ Scope of work and drawings [rehab] (D)
- ☐ Site plans, building plans and specifications [new construction] (D)
- ☐ Survey [new construction] (D)
- ☐ Initial Rehab Standard Certification Form [[NSP1 MHFA](#) or [NSP3 MHFA](#) only] (D)
- ☐ State of Minnesota General Construction License (D)
- ☐ [Section 3 Action Plan and Core Workforce List](#) (D)
- ☐ System for Award Verification review of General Contractor [[sam.gov](#)] (D)
- ☐ Bid tabulation reflecting bids received and awarded or a cost study (D)
- ☐ Evidence of local hiring outreach [in compliance with RFP application] (D)
- ☐ [Sworn Construction Statement](#) (D)

### **FIRST DISBURSEMENT** – (FOLDER TAB 3) *Items submitted to HRA for closing*

- ☐ Building permits (D)
- ☐ Soft cost receipts (D)
- ☐ Wire Instructions (D)
- ☐ PED payment request
- ☐ HREEO approval of project start (Section 3, Affirmative Action, and VOP) (D)
  - Email [[contractcompliance@ci.stpaul.mn.us](mailto:contractcompliance@ci.stpaul.mn.us)] the following documents to HREEOs for review:
    - [Identification of Prime and Sub Contractor](#)
    - [Monthly Employment Utilization Form](#)
  - HREEOs approved on: \_\_\_\_\_

## **SECOND DISBURSMENT (CONSTRUCTION DRAWS)** – (FOLDER TAB 4)

- ☐ Documentation of payment requests and change orders (D)
- ☐ Lien waivers from general contractor and subcontractors (D)
- ☐ Soft cost receipts (D)
- ☐ Enterprise Green Communities Prebuild Approval notification(D)
- ☐ HREEO approval of project [Section 3, Affirmative Action, and VOP] (D)
  - Email [[contractcompliance@ci.stpaul.mn.us](mailto:contractcompliance@ci.stpaul.mn.us)] the following Documents to HREEOs for Review:
    - VOP compliance reporting at: <https://stpaul.diversitycompliance.com/>
    - Subs, suppliers and payments reported in B2Gnow
    - [Identification of Prime and Sub Contractor](#)
    - [Monthly Employment Utilization Form](#)
    - Section 3 quarterly reports (where applicable)
  - HREEOs approved on: \_\_\_\_\_

## **CONSTRUCTION CLOSEOUT**– (FOLDER TAB 5)

- ☐ Lead-based paint hazard clearance testing [if renovation of home built prior to 1978] (D)
- ☐ Radon mitigation verification submittal (D)
- ☐ Post-construction: Home Energy Rating System (HERS) Report (D)
- ☐ Energy Star Certification (D)
- ☐ Asbestos Disposal Manifest (D)
- ☐ Final Waste Management Report (D)
- ☐ [Certificate of Final Completion](#) (D)
- ☐ Permit closeout/code compliance (D)
- ☐ Enterprise Green Communities Postbuild submission (D)
- ☐ Certificate of Occupancy or Certificate of Code Compliance (D)

## **THIRD DISBURSEMENT (FINAL DRAW)** – (FOLDER TAB 6)

- ☐ Final project budget/cost summary [method to determine value gap] (D)
- ☐ Documentation of payment requests and change orders (D)
- ☐ Final lien waivers from general contractor and subcontractors (D)
- ☐ Soft cost receipts (D)
- ☐ Final Rehab Standards Certification Form [[NSP1 MHFA](#) or [NSP3 MHFA](#) only] (D)
- ☐ HREEO approval of project completion [Section 3, Affirmative Action, and VOP](D)
  - Email [[contractcompliance@ci.stpaul.mn.us](mailto:contractcompliance@ci.stpaul.mn.us)] the following Documents to HREEOs for Review:
    - VOP Compliance Reporting at: <https://stpaul.diversitycompliance.com/>
    - Subs, suppliers and payments reported in B2Gnow
    - [Identification of Prime and Sub Contractor](#)

- [Monthly Employment Utilization Form](#)
  - Section 3 quarterly reports (where applicable)
- HREOs approved on: \_\_\_\_\_

## HOMEBUYER FILE CHECKLIST

Developer	
Property Address(es)	
Date of Application for Property/Funding	

Create individual Homebuyer Checklist/File for each homebuyer transaction associated with the development proposal. Required forms can be accessed by clicking on the links in this checklist or by viewing the Inspiring Communities webpage at <http://stpaul.gov/inspiringcommunities>.

**D = Items completed by Developer.**

- ☐ Funding used (circle one)      CDBG   CHIF   LHIA   HRA   FHLB
- ☐ Max AMI for end-buyer (circle one)      50      60      80      115      120

### **MARKETING AND BUYER ELIGIBILITY** – (FOLDER TAB 1)

#### **Property Marketing**

- ☐ Evidence of affirmative marketing outreach [in compliance with RFP application] (D)
  - ☐ MLS
  - ☐ Description of marketing efforts
  - ☐ Evidence of outreach to [ such as Homeownership Education Agencies, District Councils, CDCs]
- ☐ Method for determining sales price (D)
- ☐ Purchase Agreement - both accepted and rejected purchase agreements are to be retained [NSP sales must be contingent on buyer qualifying for the assistance – [Purchase Agreement Addendum](#)] (D)

#### **Buyer Eligibility Forms**

- ☐ [HRA Data Privacy Notice and Tennessean Warning](#) (D)
- ☐ [HUD Demographic Affidavit](#) (D)
- ☐ Land lease agreement [land trust houses] (D)
- ☐ [Income Calculation Worksheet and backup documentation](#) [in compliance with HUD Part 5] (D)
- ☐ HomeStretch certificate [from NSP-approved agency] (D)
- ☐ Lender's appraisal (D)
- ☐ Lender/Owner's title insurance policy (if purchased) or attorney's title opinion (D)
- ☐ [Authorization to Release Information](#) (D)
- ☐ Documented method to determine affordability gap
- ☐ HRA Loan Commitment Letter

### **CLOSING DOCUMENTS** – (FOLDER TAB 2)

- ☐ Final executed 1st lender's application [1003]
- ☐ Truth in lending - 1st mortgage
- ☐ Copy of deed
- ☐ Settlement statement or closing document [HUD-1]

- ☐ [MHFA CHIF Household Demographic/Project Information](#) [if MHFA Impact Fund in project]
- ☐ [City of Saint Paul CDBG IDIS Update Report](#) [if CDBG assisted project]
- ☐ Homeowner's insurance policy listing HRA of Saint Paul as additional insured
- ☐ Errors and omissions agreement
- ☐ W-9
- ☐ Homestead Affidavit
- ☐ Executed mortgage and note
- ☐ Request for notice of foreclosure
- ☐ Satisfaction of Mortgage
- ☐ Enterprise Green Communities Certification Approval (D)

## TENANT FILE CHECKLIST

Developer			
Property Address(es)		Unit #	
Date of Application for Property/Funding			

Create individual Tenant Checklist/File for each unit associated with the development proposal. Required forms can be accessed by clicking on the links in this checklist or by viewing the Inspiring Communities webpage at <http://stpaul.gov/inspiringcommunities>.

**D = Items completed by Developer.**

### **FUNDING AND AFFORDABILITY RESTRICTIONS**

#### ***Project Funding (check which restrictions apply)***

- ☐ NSP ≤ 50% AMI, Low HOME Rent less the utility allowance
- ☐ NSP > 50% but ≤ 120% AMI, fair market rent less the utility allowance
- ☐ CDBG ≤ 80% AMI, 60% Tax Credit Rent less the utility allowance
- ☐ Other \_\_\_\_\_
  
- ☐ Affordability period start date: \_\_\_\_\_
- ☐ Affordability period end date: \_\_\_\_\_

### **ELIGIBLE LEASE RATE AND PROPERTY INFORMATION**

- ☐ Number of bedrooms: \_\_\_\_\_
- ☐ Square footage of rental unit: \_\_\_\_\_
- ☐ After rehab appraisal (include in 1st tenant file only)
- ☐ Evidence of affirmative marketing outreach (in compliance with RFP application)
- ☐ Method for determining lease rate (see rental manual)
- ☐ Allowable base rent: \_\_\_\_\_
- ☐ (Less) PHA utility allowance: \_\_\_\_\_
- ☐ Allowable lease rate: \_\_\_\_\_

### **TENANT INFORMATION**

- ☐ Tenant:
  - ☐ Last Name: \_\_\_\_\_
  - ☐ First Name: \_\_\_\_\_
  - ☐ Middle Initial: \_\_\_\_\_
- ☐ Lease Dates: \_\_\_\_\_ to \_\_\_\_\_
- ☐ [Household Questionnaire](#)
- ☐ [Income Calculation Worksheet and backup documentation](#) (in compliance with HUD Part 5)
- ☐ [HUD Demographic Affidavit](#)
- ☐ Fully executed lease
- ☐ Retain copies of rejected tenant applications for each round of tenants