HOME HOMEBUYER & REHABILITATION HANDBOOK

TABLE OF CONTENTS

Miscellaneous
- Agenda
- Division of Housing & Community Development Phone List
- Housing & Homeless Programs Overview
- Community Development Programs

HOME Program Requirements I
- Background I-1
- Uniform Administrative Requirements I-2
- Community Housing Development Organizations (CHDO) I-7
- Procurement Procedures I-7
- Conflict of Interest I-7
- Prohibited Activities I-11
- Attachments
  - Per Unit Subsidy Limits I-12
  - Purchase Price/After Rehabilitation Value Limits I-13

Other Federal Requirements II
- Introduction II-1
- Fair Housing II-1
- Handicapped Accessibility II-4
- Equal Opportunity II-8
- Labor Standards II-11
- Acquisition of Real Property and Relocation II-13
- Attachments 1-10 ..... II-17

Environmental Review Responsibilities III
- Introduction III-1
- The Importance of Environmental Review III-2
- Environmental Review Program Implementation Responsibilities III-2
- Attachments 1-10 ..... III-11

General Administrative Requirements IV
- Background IV-1
- Eligible Administrative and Planning Costs IV-1
- Program Income and CHDO proceeds IV-3

Financial Management V
- Introduction V-1
- Activity Set Up V-1
- Request for Payment V-1
- Waiver Request V-2
- Completion Report V-2
- Completion Report Instructions V-2
- Attachments
  - Activity Set-up Report V-12
  - Request for Payment V-13
  - Homeowner/Homebuyer Completion Report V-14
  - Rental Rehab Completion Report V-18
  - Waiver Request V-23
  - County Codes V-24

Matching Funds VI
- Background VI-1
- Match Credit VI-1
- Eligible Sources of Match VI-2
- Potential Funding Sources VI-3
- Attachments
  - Match Sweat Equity Certification VI-7
  - Match Certification Counseling & Supportive Services VI-8
  - Eligible HOME Project Report Form VI-9

Property Standards VII
Background VII-1
Property Standards VII-1
Lead-based Paint VII-1
Asbestos VII-1
Mobile Home Units/Manufactured Housing VII-2
Attachment: HQS Inspection VII-3

Lead and Asbestos VIII
Asbestos VIII-1
Lead Based Paint VIII-2
Process VIII-2
Other Issues VIII-5
Attachments 1-4
Single Family Lead Hazard Presumption Notice VIII-7
Summary of Lead-Based Paint Requirements by Activity VIII-9
"Protect Your Family from Lead in Your Home" VIII-10

Income Guidelines and Limits IX
Background IX-1
Income-Related Program Requirements IX-1
General Requirements IX-1
Annual Income as Defined 24 CFR Part 5 ..... IX-2
Calculating Adjusted Income IX-3
Attachments 1-5 ..... IX-5
HOME Household Income Limits IX-13

Single-Family Program Guidelines X
Introduction X-1
Compliance X-1
Eligible Applicants X-1
Eligible Property and Property Standards X-2
Eligible Activities X-4
Forms of Assistance X-5
Eligible Costs X-5
Long-Term Affordability X-6
Subsidy Layering X-7
Administration/Recordkeeping X-8
Housing Procedures Manual X-12

HOME Rental Rehabilitation Program Guidelines XI
Introduction XI-1
Compliance
Eligible Costs XI-1
Property Type and Location XI-2
Long-Term Affordability XI-3
The Applicant/Beneficiary XI-5
Determining & Verifying Income XI-5
Monitoring & Inspections XI-7
Attachments
HOME Rent Limits XI-8
Lease Provisions XI-20