KHC Single Family Homebuyer Development Funding Checklist

RE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name (print)

|  |  |  |  |
| --- | --- | --- | --- |
| Checkmark with solid fill | **N/A** | **Required Documents** **This is not an all-inclusive document; other documents may be required per regulations and guidance.** | **Date Completed & Comments** |
|  |  | Developer identifies income qualified homebuyer/client and site |  |
|  |  | For HOME funded only:  |  |
|  |  | * Request THPO via hcadev@kyhousing.org inbox
* Complete and submit ERR via HEROS
 |  |
|  |  | Complete most recent KHC Single Family Homebuyer Development Set-Up/PCR Packet (**downloaded from** [**HCA Partner Agency Portal**](https://kyhmis.zendesk.com/hc/en-us)) |  |
|  |  | Provide all required supporting documentation specified on the Set-Up Checklist tab of the packet. (Project area map, proof of site control, copy of legal property description, etc.) |  |
|  |  | Submit setup packet, required documents, and brief description of activity via email to hcadev@kyhousing.org |  |
|  |  | Receive release of funds email from KHC project specialist with the following:  |  |
|  |  | * KHC issued project-specific activity number
 |  |
|  |  | * Final approved KHC Single-Family Homebuyer Development Set-Up/PCR Packet
 |  |
|  |  | * Executed site-specific developer written agreement for HOME-funded projects
 |  |
|  |  | Initial Draw can be requested, and construction begins |  |
|  |  | Request inspections via KHCinspectionRequests@kyhousing.org during the following stages:  |  |
|  |  | * Footing (after excavation of footings and before footing concrete is poured)
 |  |
|  |  | * Interim (any time between completion of wall insulation and hanging of drywall)
 |  |
|  |  | * Completion (100% complete including landscaping and site work but before move-in)
 |  |
|  |  | Submit legal documents via hcadev inbox, upon approval, developer is clear to close using KHC-issued mortgage, note, and deed restriction templates |  |
|  |  | Closing completed and unit ready for move in |  |
|  |  | Project Completion Report (PCR) and final draw due to KHC (within 90 days of closing) using Program Funding Draw System |  |