

HOME PROCESSES TUTORIAL

Project Set-up & Pay Requests

FOR GRANTEES & ADMINISTRATORS

URBAN & RURAL

HOME Start-Up & Environmental Review

Documentation needed directly after THDA has awarded HOME funds to Grantee

- Fully Executed Working Agreement between Grantee and THDA
- State of TN Supplier Direct Deposit Authorization Form (SDDA)
- Remittance Advice Form
- W-9
- ERR Completed and Release of Funds

<https://thda.org/business-partners/home-program-forms>

Project SET-UP

- Prior to set-up the Grantee must have received a THDA Approved Work Write Up and Notice to Proceed
- This documentation must be submitted to your HOME Specialist PRIOR to the first draw
 - Signed and Initialed FM-3 – amount should include all soft costs, recording fees, LBP and hard costs
 - HO-22 and Tax Assessment of comparable property or documentation for basis of estimate
 - Signed Rehab Contract
 - HO-6B Initialed by the Homeowner & signed by the Contractor and Rehab Coordinator
 - LBP-4 (Required)
 - LBP Risk Assessment or Inspection (if applicable)

Interim Draw Request

- FM-4 with 2 authorized signatures
- Invoices to support soft costs, LBP fees (if applicable)
- FM-5 certifying 60% project completion
- THDA Approved Change orders (if applicable)
- THDA Approved Progress Review
- LBP Inspection Report or Risk Assessment (if applicable)

FINAL Draw Request

- FM-4 with two authorized signatures
- Invoices to support soft costs, LBP fees (if applicable)
- FM-7 Certificate of Final Inspection Form
- Certificate of Code Compliance issued by local community
- FM-8 Project Completion Report
- Recorded Deed of Trust securing HOME investment
- LBP Clearance Report (if applicable)
- Proof of Homeowner Insurance