

KANSAS HOUSING

HOME Only Application Checklist

Please submit the following items in addition to the Excel application by uploading all documents to Procorem by end of business on January 10, 2025. Please upload all documents in PDF format and label it by the item number, project name, section header, and subtitle (06-KansasApartments-Acquisition-Seller Donor Notice of Rights). Information for some items below may be collected in the Excel Application and does not require a separate document. As some sections of the Excel application may not apply to non-LIHTC proposals, please mark them as "NA".

Project Information

Development Name:

Ownership Entity:

Developer:

CHDO (or NA:)

- 01. Sources and uses budget identifying HOME/HTF eligible costs
- 02. Estimate of minimum number of HTF/HOME units
 - Percentage of HTF/HOME to eligible costs multiplied by total units
- 03. Market Study

Acquisition

- 04. Seller/Donor Notice of rights
- 05. Verification of site control
- 06. Copy of purchase option/contract
- 07. Financing – Commitment of Sources and Terms
 - Construction loan
 - Perm loan
 - Other Sources

Relocation (occupied properties)

- 08. Relocation Plan
 - Current occupancy record (identify occupied units)
 - Permanent relocation
 - Temporary relocation
- 09. Copies of URA notices to occupants (residents or commercial)
- 10. Estimate of relocation assistance costs (include in development budget)

Lead Based Paint (pre-1978 rehab)

- 11. Exemption, if applicable (no further documentation required)

- 12. LBP plan narrative
 - Risk Assessment and Mitigation Plan will be required

Environmental Review

- 13. Acknowledgement of No 'choice limiting actions' prior to completion of the Environmental Review
- 14. Identification of floodplains and wetlands to be impacted
- 15. Identification of nearby noise sources (railways, airports, highways/roadways)
- 16. Identification of above ground storage tanks – 1 mile radius
- 17. Identification of other potential environmental conditions

Construction/Rehabilitation

- 18. Construction plan/rehab scope of work
- 19. CNA, if rehab with 12+ units
- 20. Architect/contractor assessment for less than 12 units (not applicable, to rehabs with 12+ units)
- 21. Building code identified
 - IBC/RBC or other locally adopted
- 22. Section 504 compliance – identification of accessible units
 - Minimum 5% UFAS
- 23. Energy standard identified and process for verification
 - Minimum 2021 IECC

Labor and Debarment

- 24. Davis Bacon (if applicable)
 - 12 or more HOME units only
- 25. Section 3: New requirements at 24 CFR Part 75 (please visit www.kshousingcorp.org for more information)
 - Preliminary Section 3 Plan
 - Identify efforts to be taken to hire/train Section 3 (low income) workers
 - Section 3 Clause for contracts
 - Plan for tracking work hours
 - Please note: **all** work hours must be tracked

CHDO Set Aside Applications

- 26. Documentation of CHDO role and capacity
 - Documentation of threshold requirements for certification as CHDO
 - Documentation of experience and capacity to carry out the proposed activity
 - CHDO Role: Owner, Developer or Sole managing member/ general partner (24CFR 92.300)
 - Evidence of formal engagement of the low-income community in design, siting, development, and management (24 CFR 92.2)
 - If the proposed activity is in a community where the CHDO has not been active, document the process of local low-income engagement prior to the decision to submit an application for HOME funding