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](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