

Funded housing development checklist

	Due diligence - items in green are internal	CPED staff reviewer	Staff person assigned	Developer completed	Status	Date	Notes
1	Phase 0 - Application			☐			
2	Program application or RFP response			☐			
3	Broker's price opinion (BPO) or Comparative market analysis (CMA) to establish after rehab or completed new construction estimated sales price			☐			
4	Documentation of financing dated within last 90 days			☐			
5	Proforma filled out in "Application Budget" column			☐			
6	Elevation/site/and floor plans – can be sketches			☐			
7	Evidence of Affirmative Action Plan approved by Minneapolis Department of Civil Rights or documentation it has been submitted for approval			☐			
8	Phase 1 - Contracting			☐			
9	Offer to purchase, if purchasing a City-owned property			☐			
10	Signed CPED land sale contract			☐			
11	Signed CPED funding agreement including title company information			☐			
12	Environmental review record (include SHPO and FEMA panel)			☐			
13	If HUD-funded ensure project is set up in IDIS after execution of contract.			☐			
14	Phase 2 - Pre-closing due diligence			☐			
15	Step 1: Pre-bidding			☐			
16	Right of Entry (required for inspections, surveys, testing, etc. of City-owned properties.)			☐			
17	Construction drawings and bidding specifications			☐			
18	Pre-construction intended methods Green Communities checklist			☐			
19	Home energy rating system (HERS)			☐			
20	Lot survey (NC only)			☐			
21	Soil report (NC only)			☐			
22	Visitability waiver (NC only) – if applicable			☐			
23	Civil Rights – Request for Civil Rights review form / Civil Rights: SUB SUBP goals 8 or more units and over \$175,000. Pre-bid required for new developers.			☐			
24	Bid advertisement – consistent with CPED single-family bidding requirements.			☐			
25	Prevailing wage certification form – If applicable			☐			
26	Construction management specialist (CMS) Notice to Proceed with bidding – CMS will notify the Developer, and all other applicable parties (PC, SPC, CR, and REC), via email, that all the documents have been received and the Developer can proceed to bidding.			☐			
27	Additional items required for rehab projects (pre-bidding)			☐			
28	Aabestos inspection report			☐			
29	Radon testing results (only applicable if installing of radon system is not in specs)			☐			
30	For projects constructed prior to 1978, provide the following:			☐			
31	Lead based paint inspection / lead paint risk assessment			☐			
32	Lead safe housing – requirement screening on exemption or limited exemption – HUD form			☐			
33	Lead abatement scope of work			☐			
34	Lead calculations			☐			
35	Lead certifications			☐			
36	Step 2: Post-bidding:			☐			
37	Bid attendance sheet			☐			

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38	Bid tally			☐			
39	Bids – General Contractor or Subcontractor per bid section			☐			
40	Additional bids required – Developer to seek three bids per bid section, and submit to CMS for review			☐			
41	Step 3: Post-bidding - contracting			☐			
42	General contractor's or developer's builders license			☐			
43	Executed general or subcontractor agreements with the Developer.			☐			
44	Sworn construction statement			☐			
45	Building permit: evidence of a full submission to Development Review as required for a building permit (upon approval provide copy of stamped plans to construction management specialist)			☐			
46	SAM.gov excluded party list system (EPLS) search for all vendors, suppliers, contractors, title company			☐			
47	State suspended/disbarred vendor search			☐			
48	Notification of lead hazard reduction (Minnesota Department of Health (MDH))			☐			
49	Civil Rights review – Developer to submit required documents to CR.			☐			
50	SPC requests signed Civil Rights review request form			☐			
51	Step 4: Pre-closing additional items			☐			
52	Title commitment			☐			
53	Proforma (contract exhibit) updated in column "closing budget"			☐			
54	Builder's risk insurance equaling 100% of the insurable value of the Minimum Improvements (construction costs).			☐			
55	Comprehensive general liability insurance along with an ISO Form B Additional Insured endorsement or Owner/Contractor Policy naming the City of Minneapolis as an additional insured. Limits against bodily injury and property damage are required at \$1,000,000 for each occurrence with an aggregate limit of \$1,000,000.			☐			
56	Worker's compensation insurance with statutory coverage. (If applicable)			☐			
57	Developer schedules closing with project coordinator (if property acquired from City) after the project coordinator, in consultation with construction management specialist, approves project to close.			☐			
58	Additional items for non-City owned properties			☐			
59	Initial property acquisition purchase agreement			☐			
60	HUD 1 settlement statement related to the initial property acquisition			☐			
61	Property deed / evidence of ownership			☐			
62	Additional items if using federal funds for non-City owned properties			☐			
63	Evidence property was vacant at time of acquisition a minimum of 90 days prior to acquisition			☐			
64	Voluntary acquisition form			☐			
65	Neighborhood notification letter			☐			
66	Confirmation that the property is located in an eligible area			☐			
67	Confirm environmental review record is complete (include SHPO and FEMA panel)			☐			
68	Phase 3 - Post-closing construction			☐			
69	Step 1: Disbursement			☐			
70	(All draws must be submitted, including those not funded by CPED)			☐			
71	AIA documents G702 and G703 – CMS reviews documents to make sure costs are accurate.			☐			
72	Change order – CMS to approve change orders prior to the change being implemented.			☐			
73	Disbursement request form, only for CPED funded draws (contract exhibit)			☐			

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74	Draw requisition form – included with all requests			☐			
75	AIA documents G702 and G703			☐			
76	Invoices – include all invoices already paid or to be paid or reimbursed. For paid invoices where the Developer is not requesting reimbursement, indicate funding source on Disbursement Requisition Form (Developer Equity/Cash, Construction Loan, Other Source).			☐			
77	Onsite project signage evidence			☐			
78	Completion of certified payroll reports during project – if applicable			☐			
79	Step 2: Construction completion			☐			
80	Certificate of occupancy, Truth in housing or code compliance as applicable			☐			
81	Post completion final Green Communities compliance report			☐			
82	Home energy rating system (HERS) / final energy audit			☐			
83	Final radon testing results			☐			
84	Construction manager performs site review and issues construction management final project completion			☐			
85	Additional completion items required for rehab projects			☐			
86	Asbestos manifest			☐			
87	Two year paint warranty			☐			
88	Mechanical certification of original equipment by a licensed professional			☐			
89	Sewer clean out certification of original equipment by a licensed professional			☐			
90	Roofing certification of existing roof by a licensed builder/remodeling contractor			☐			
91	Electrical certification of new and existing wiring, electric panel, receptacles by master electrician			☐			
92	Plumbing certification of new and existing waste lines and water supply lines by master plumber			☐			
93	Water test – test for lead in the water coming into the home, test to be completed by licensed professional			☐			
94	For projects constructed prior to 1978, provide the following:			☐			
95	Interim lead clearance			☐			
96	Lead clearance report post abatement			☐			
97	Lead record keeping checklist (Environmental Protection Agency (EPA))			☐			
98	Lead hazard reduction report (MDH)			☐			
99	Lead safe practices – CPED form			☐			
100	Phase 4 - Home buyer closing			☐			
101	Step 1: Homebuyer approval documents			☐			
102	Certification application and Tennessen warning			☐			
103	Federally funded projects: Project coordinator performs Buyer subsidy layering analysis			☐			
104	SAM.gov EPLS search for all remaining vendors, suppliers, contractors, title company in addition to real estate company, agents, lenders and homebuyers.			☐			
105	Homebuyer purchase agreement			☐			
106	Household income verification (typically 6 months bank statements and 2 months paystubs or verification of employment)			☐			
107	Income eligibility worksheet			☐			
108	Fannie Mae (FNMA) 1003 mortgage loan application			☐			
109	FNMA 1008 lender's underwriting transmittal			☐			
110	Documentation that primary financing is a fixed rate "A" or "prime" FHA, VA, FNMA, or Freddie Mac loan product as listed on the Uniform Residential Loan Application (Form 1003).			☐			

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111	Closing disclosure			☐			
112	Summary appraisal. Required: Use appraisers from approved CPED appraiser list			☐			
113	Pre-purchase counseling certificate for all the adults in the household			☐			
114	Homeowners insurance certificate adding the City of Minneapolis as an additional insured			☐			
115	Step 2: Closing documents			☐			
116	Homebuyer assistance note and mortgage (contract exhibit)			☐			
117	Homebuyer affidavit (contract exhibit)			☐			
118	Homebuyer household characteristic form (contract exhibit)			☐			
119	Ground lease (contract exhibit) — Note: Applies to land trust projects only			☐			
120	Closing instructions to developer and title company			☐			
121	CPED certificate of completion			☐			
122	Phase 5 - Post occupancy			☐			
123	ALTA closing statement (developer and homebuyer)			☐			
124	Final proforma with column "Final Budget" completed with supporting AIA documents G702 and 703, and invoices			☐			
125	Final draw requisition form			☐			
126	Final AIA G702 and G703			☐			
127	Final signed sworn construction statement			☐			
128	Final soft cost invoices			☐			