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| **Administrator:** | **Contract/RSP Number:** |
| **Homeowner Name(s):** | |
| **Project Address:** | |
| **Building Contractor or MHU Vendor Name:** | |
| **Building Contractor or MHU Vendor Address:** | |
| **Pre-Construction Conference Location:** | **Conference Date:** |

**Homeowner(s) Certification:**

Homeowner(s) hereby certifies that he/she:

* Attended the above-referenced Pre-Construction Conference conducted by Administrator;
* Has been advised regarding his/her rights, responsibilities, obligations, and procedures for participating in the federally funded HOME Investment Partnerships Program (HOME) and agrees to comply with all applicable local, state, and federal rules, regulations, and procedures;
* Acknowledges that the form of assistance being provided to him/her is:

Reconstruction: Conditional grant with -year affordability period;

Reconstruction: Deferred, forgivable loan with      -year affordability period;

Reconstruction: Repayable loan with      -year affordability period and       year term;

Replacement with MHU: Conditional grant with      -year affordability period;

Replacement with MHU: Deferred, forgivable loan with      -year affordability period;

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Signature of Homeowner Date Signature of Homeowner Date

**Building Contractor/MHU Vendor Certification:**

Building Contractor/MHU Vendor hereby certifies that he/she:

* Attended the above-referenced Pre-Construction Conference conducted by Administrator;
* Has been advised regarding his/her rights, responsibilities, obligations, and procedures for participating in the federally funded HOME Investment Partnerships Program (HOME) and agrees to comply with all applicable local, state, and federal rules, regulations, and procedures;
* Is not debarred from participating in state-funded or federally-funded projects;
* Will ensure all work performed on the assisted property meets or exceeds applicable local, state, and federal codes, standards, and specifications;
* Will provide a home construction warranty or MHU manufacturer’s warranty (as applicable) covering all workmanship, installation, materials, major structural components, and habitability of the structure for a period of twelve (12) months from the date of Homeowner occupancy;

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Signature of Building Contractor/MHU Vendor Date

**Administrator Certification:**

Administrator hereby certifies that he/she:

* Conducted the above-referenced Pre-Construction Conference attended by Homeowner(s) and Building Contractor/MHU Vendor and discussed the following topics:
  + - Rights, responsibilities, obligations, and procedures for all parties participating in the federally funded HOME Investment Partnerships Program (HOME);
    - Type of construction being provided to Homeowner: Rehabilitation, Reconstruction, or Replacement with an MHU;
    - Form of HOME Program assistance being provided to Homeowner;
    - Timely responses required: all parties must respond timely to Administrator’s inquiries and/or requests, provide true and correct information, and return all required support documentation within the stated time period;
    - Homeowner’s selections of construction and materials must be documented and signed/dated by all parties;
    - Homeowner must provide access to assisted property to Administrator’s representatives, including but not limited to employees building contractors, consultants, inspectors, and construction workers;
    - Homeowner is responsible for providing all required utilities (electricity, water, sewer, garbage) throughout the construction/MHU installation period;
    - Homeowner is responsible for ensuring the security of his/her personal property, household goods, and/or personal items remaining on site during the construction period;
    - Plans and specifications must be reviewed, approved and signed/dated by all parties;
    - Time frame for completion of construction;
    - Budget limitations which may affect construction and procedures for handling change orders;
    - Accessibility features: Reconstruction must, at a minimum, comply with Texas Government Code 2306.514 accessibility requirements; Rehabilitation must include accessibility features requested by Homeowner; MHUs are not required to meet 2306.514, but accessibility features for MHUs are eligible HOME costs;
    - Building contractor must provide documentation verifying he/she is covered by general liability insurance;
    - Demolition and construction may not begin until authorized by Texas Department of Housing and Community Affairs (TDHCA);
    - Inspections must be conducted by a qualified inspector;
    - Building contractor may submit request for payment only after costs have been incurred and work satisfactorily completed;
* Will ensure all work performed on the assisted property meets or exceeds applicable local, state, and federal codes, standards, and specifications;

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Signature of Administrator Date

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| *Reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency.* | | |
|  | **Texas Department of Housing and Community Affairs**  Street Address: 221 East 11th Street, Austin, TX 78701 Mailing Address: PO Box 13941, Austin, TX 78711  Main Number: 512-475-3800 Toll Free: 1-800-525-0657 Email: info@tdhca.texas.gov Web: www.tdhca.texas.gov |  |