
**Indiana Housing and Community Development Authority
CDBG, HOME, & HTF Program Manual: 4th Edition**

List of Exhibits by Chapter

Chapter 1: Policy Requirements

1. Sample Donated Banked Match Leverage Form
2. Sample Lease Agreement
3. Citizen Participation Requirements – Sample Legal Notice
4. CDBG – D Duplication of Benefits Affidavit (OOR)
5. CDBG- D Duplication of Benefits Affidavit (Multi-family)

Chapter 2: Environmental Review Exhibits

1. Environmental Review Process- Complete Manual
2. Environmental Review Forms
3. Environmental Review Sample Notices
4. Environmental Review Resources List

Chapter 3: Funds Management Exhibits

1. Administration Funds Draw Policy
2. Policy for Drawing Funds for Developer Fees
3. Folder- CDBG Funds Management Forms & Instructions
4. Folder- CDBG-D Funds Management Forms & Instructions
5. Folder- HOME Funds Management Forms & Instructions

Chapter 4: Conflict of Interest Exhibits

1. Conflict of Interest Disclosure Statement

Chapter 5: Procurement Exhibits

1. Informal Price Quotation Form
2. Formal Price Quotation Form
3. Contractor Eligibility Process
4. SAM Quick Guide to Exclusions
5. SAM FAQ
6. Notice of Contract Execution
7. Bid Proposal Form
8. CDBG Disclosure Form
9. OMB Circular A-102
10. Procurement Policy and Procedures- Sample for NFP/CHDO
11. MBE/WBE/ Section 3 Contract List – Blank
12. Bid Tabulation Sheet
13. IHEDA Contractor Debarment List

Chapter 6: Section 3 Exhibits

1. HUD Form 60002
2. Section 3 Required Contract Language
3. Section 3 Brochure
4. Section 3 Certification Forms

Chapter 7: Labor Standards (Davis Bacon Requirements) Exhibits

Required Contract Language

1. Federal Labor Standards Provisions (HUD Form 4010)
 2. Federal Contract Provisions
 3. Section 3 Contract Language
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1. Notice of Labor Standards Officer
 2. Request for Wage Decision
 3. Wage Decision Update Verification
 4. Contractor and Subcontractor Eligibility Process
 5. Notice of Pre-Construction Conference
 6. Pre- Construction Guide
 7. Notice of Start of Construction
 8. Monthly Payroll Report Summary
 9. Department of Labor Form WH-347 Instructions
 10. Department of Labor Form WH-347 – Certified Payroll Report
 11. Wage and Fringe Benefit Calculation Tool
 12. Additional Classifications Request Form
 13. Employee Interview Instructions
 14. Employee Interview (Form HUD-11)
 15. Project Wage Rate Sheet
 16. General Contractor Certification
 17. Sub-Contractor Certification
 18. Notification of Completion/Final Inspection
 19. Final Wage Compliance Report
 20. Contractor’s Guide to Labor Standards

Chapter 8: Lead Based Paint Exhibits

1. Definitions
2. Sample Disclosure Format for Target Housing Rentals and Leases
Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards
3. Summary Inspection Notice Format
4. Summary Notice of Lead-Based Paint Risk Assessment
5. Lead Paint Safety Field Guide
6. Protect Your Family from Lead in Your Home brochure
7. Renovate Right brochure
8. Runs Better Unleaded poster

Chapter 9: Construction Standards and Physical Inspections Exhibits

1. IHEDA Rehabilitation Standards
2. Physical Inspection Affidavit
3. Physical Inspection Compliance Guide
4. OOR Priority List
5. Affidavit II
6. Electrical Sheet
7. Energy Efficiency List
8. Inspection Certificate Form
9. Development Features
10. HTF Rehabilitation Standards
11. Appendix A – HTF UPCS
12. Uniform Conditions Checklist

Chapter 10: Accessibility Requirements

1. Accessibility Logo

Chapter 11: URA & Section 104(d) Requirement Exhibits

1. Acquisition/Relocation Summary Form
2. General Information Notice - Residential Tenant That Will Not Be Displaced
3. General Information Notice - Residential Tenant to Be Displaced
4. Notice - Non-Displacement to Residential Tenant
5. Notice - Eligibility for Relocation Assistance (90 Day Homeowner)
6. Notice - Eligibility for Relocation Assistance (Residential Tenant)
7. Notice - Eligibility for Section 104(d) Relocation Assistance (Section 8 Assistance Available)
8. Notice - Eligibility for Section 104 (d) Relocation Assistance (Section 8 Assistance Not Available)
9. Notice - Voluntary Acquisition Disclosure to Seller
10. HUD Form 40061 - Selection of Most Representative Comparable Replacement Dwelling
11. Residential Relocation Management Report
12. Record of Advisory Assistance and Other Contacts
13. Claim for Moving and Related Expenses
14. Claim for Replacement Housing Payment for 180-Day Homeowner
15. Claim for Rental Assistance or Down payment Assistance
16. Claim for Rental or Purchase Assistance - Under Section 104(d)
17. Guide form Notice to Prospective Tenant
18. HUD Booklet 1041-CPD When a Public Agency Acquires Your Property
19. HUD Booklet 1042-CPD Relocation Assistance to Tenants Displaced from their Homes
20. HUD Booklet 1044-CPD Relocation Assistance to Displaced Homeowner Occupants
21. HUD Booklet 1043-CPD Relocation Assistance to Displaced Businesses, Nonprofit Organizations, & Farms
22. Sample Relocation Plan for Permanent Displacement
23. Sample Relocation Plan for Temporary Displacement
24. Residential Relocation Management Report
25. Business Relocation

Chapter 12: Fair Housing and Civil Rights Exhibits

1. Equal Opportunity Work Law
2. Equal Opportunity Housing Poster
3. Sample Fair Housing Ordinance
4. Affirmative Fair Housing Marketing Plan (HUD Form # HUD-935.2A: Revision 2011)

5. HUD and Department of Justice (DOJ) Joint Statement "Reasonable Accommodations Under the Fair Housing Act"
6. Fair Housing Brochure
7. Fair Housing for HOME Participants
8. Fair Housing Activities (CDBG & CDBG –D)
9. You May be a Victim of.... Brochure
10. Fair Housing Checklist (CDBG & CDBG-D)

Chapter 14: Income Verification Exhibits

**Selections from HUD Handbook 4350.3 Chapter 5
Technical Guide for Determining Income and Allowances.**

1. Annuity Verification
2. Asset Verification
3. Bank Verification
4. Child (or Spousal) Support Verification
5. Crime Free Addendum
6. Criminal Background Check Authorization
7. Disposal of Assets Certification
8. Employment Verification
- 9a. Lease Addendum for Units Participating in Section 42
- 9b. Lease Addendum for Units Participating in HOME
- 9c. Lease Addendum Receipt of Required Pamphlets
- 9d. Lease Addendum for Units Participating in CDBG & NSP
10. Lease Renewal Addendum
11. Live-in Care Attendant Certification
12. Live-in Care Attendant Verification
13. Management Telephone Clarification
14. Marital Separation Status Certification
15. Non-Employed Status Certification
16. PHA Income Verification
17. Release of Information Authorization
18. Rental Housing Application
19. Self- Employment Certification
20. Student Status Verification
21. RHTC Tenant Income Verification
22. Income Certification Questionnaire
23. Self – Certification
24. Unborn Child Certification
25. Under \$5, 000 Asset Certification
26. Zero Income Certification & Basic Needs Questionnaire
27. 100% Recertification Exemption Tenant
28. Property Ownership Change Form
29. Property Management Change Form
30. Staff Unit Request Form
31. Extended Use Policy Request Form
32. Extended Use Policy Household and Rent Update Form
33. Student Status Self Certification for RHTC
34. Student Status Self Certification for HOME
35. Race and Ethnicity
36. HOME, CDBG, NSP Tenant Income Certification
37. CDBG , NSP Recertification Form

38. Paystub Income Calculation Worksheet
39. Employment Verification Income Calculation Worksheet
40. Checklist for Desktop Reviews – Tax Credit
41. Checklist for Desktop Reviews – HOME – CDBG- NSP
42. Lease Addendum Unit Transfer
43. Lease Addendum – Rent Decrease Due to Utility Allowance Increase
44. HOME Rent Update Forms
45. OOR & HOMEowner Income Certification

Chapter 15: Modification Procedures Exhibits

1. Modification Checklist

NO EXHIBITS

Chapter 16: Program Monitoring and Record Retention Exhibits

1. Sample IHEDA Monitoring Handbook
2. Homebuyer Annual Certification of Compliance Forms (FOLDER)