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| **Development Information** |
| PHA Name |       |
| Development Name |       |
| Development Number |       |

For more information and access to forms and resources, visit the [POHP webpage](http://www.mnhousing.gov/sites/multifamily/pohp). Listed below is an overview of the phases after a POHP project has been selected for further processing. The table lists documents and applicable requirements.

1. Procurement of Architect/Engineer
2. Environmental Reports and Design Phase
3. Bidding and Contract Awards
4. End Loan Commitment / Rehabilitation – **NOTE: Starting rehabilitation work prior to construction loan closing with**

**Minnesota Housing is not advisable.**

1. Rehabilitation Complete/End Loan Closing

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| **1. Procurement of Architect/Engineer** |
| **Document** | **Requirements** |
| **Architect Contract** (if applicable) | Minnesota Housing accepts the AIA B Series Owner/Architect Agreement or Model Form of Agreement Between Owner and Design Professional (HUD Form 51915). The contract must be approved by a Minnesota Housing staff architect. Minnesota Housing *does not* accept design-build contracts.PHAs must include the [Jobs Reporting Provision language](http://www.mnhousing.gov/get/MHFA_1042027) in any contracts between the PHA and the architect. |
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| **SWIFT Vendor ID Number** | A SWIFT Vendor ID number is needed for processing construction draws.* If you **have** a SWIFT Vendor ID number, please call the Helpline at 651.201.8106 to verify that your information (address, bank routing number, and account number) is correct
* Contact your POHP loan processor, and provide your verified SWIFT Vendor ID number.
* If you **do not have** a SWIFT Vendor ID number, please complete and submit a [W-9 form](http://www.mnhousing.gov/get/MHFA_1019451) and an [EFT form](http://www.mnhousing.gov/get/MHFA_1019627).
* If you are unsure about your SWIFT Vendor ID number, please call the Helpline at 651.201.8106.
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| **2. Environmental Reports and Design Phase** |
| **Document** | **Requirements** |
| **Authority’s Enabling Resolution** | Enabling resolution and minutes from the government entity establishing the authority. |
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| **Environmental Reports: Asbestos-Containing Materials** | * An asbestos-containing materials survey is required for the entire property, or, at minimum, the areas to be rehabilitated.
* An abatement plan is required for hazardous materials to be abated during rehabilitation.
* An operations and maintenance (O&M) plan is required for all hazardous materials that will remain after rehabilitation.

Refer to the following guide: [Asbestos Inspection Survey](http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1362997131753&pagename=External%2FPage%2FEXTStandardLayout). If abatement is required, the PHA must procure an environmental services consultant to create the abatement scope of work and bid documents during this phase. |
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| **Environmental Reports:****Lead-based Paint** | * For buildings constructed prior to 1978, a visual assessment for deteriorated paint is required for the entire property.
* The lead hazard evaluation and lead hazard reduction methods used shall comply with all applicable regulations. When two or more standards govern the same condition, conformance to the most restrictive standard is required.
* If you have a lead-based paint inspection on file from a prior date, submit it to Minnesota Housing.
* If no lead-based paint inspection is available, lead-based paint testing is required for the rehabilitated areas and areas where deteriorated paint was discovered in the visual assessment.
* An abatement plan is required for hazardous materials to be abated during rehabilitation.
* An operations and maintenance (O&M) plan is required for all hazardous materials that will remain after rehabilitation.

Refer to the following webpage for information on lead-based paint: [Lead-based Paint](http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1362997133536&pagename=External%2FPage%2FEXTStandardLayout). If abatement is required, the PHA should procure an environmental services consultant to create the abatement scope of work and bid documents during this phase. |
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| **B3 (Buildings, Benchmarks and Beyond)**(or if B3 is waived, then Limited Scope) | Minnesota Housing staff will determine if B3 requirements are applicable to your project. More details regarding B3 requirements can be found here: <https://www.b3mn.org/guidelines/3-0/>.If the project is deemed “non-applicable” and receives a B3 waiver, Minnesota Housing’s [Limited Scope Sustainability](http://www.mnhousing.gov/get/MHFA_013774) form must be completed. |
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| **Document** | **Requirements** |
| **90% Bid/Construction Documents** | An electronic/pdf version of 90% bid/construction documents must be submitted. A Minnesota Housing staff architect with provide comments and outline requirements during the review process, and they must be incorporated in the 100% construction documents. PHAs must include the [Jobs Reporting Provision language](http://www.mnhousing.gov/get/MHFA_1017206) in bid documents.  |
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| **100% Bid/Construction Documents** | Approval is given by a Minnesota Housing staff architect when all plan review comments and requirements noted during the 90% review are incorporated in the 100% construction documents.A Minnesota Housing staff architect must also review and approve the scope of work for abatement of lead-based paint or asbestos that will be completed as part of the project. |
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| **3. Bidding and Contract Awards** |
| **Document** | **Requirements** |
| **Owners and Encumbrance Report (O&E Report)** | Report from a title company identifying the last recorded owner, legal descriptions, and open recorded liens and encumbrances of record. The report should be dated within **120 days** of loan closing. |
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| **Copy of Authority’s By-laws** | Copy of current bylaws including any and all amendments must be submitted. |
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| **Equal Opportunity Policy Statement** | Minnesota Housing is committed to equal housing and equal employment opportunity. Both the owner and the general contractor must separately submit an [Equal Employment Opportunity Policy Statement](http://www.mnhousing.gov/cs/groups/multifamily/documents/document/mhfa_002447.rtf) form.  |
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| **Architect's Opinion Letter**(unless waived) | If an architect is hired for the project, Minnesota Housing requires the architect to submit an opinion letter addressed to Minnesota Housing. The purpose of this letter is to certify that the architect is licensed to practice in the state of Minnesota and is prepared to perform architectural services under Minnesota Housing's terms. Minnesota Housing's form of [Architect’s Opinion Letter](http://www.mnhousing.gov/cs/groups/multifamily/documents/webasset/mhfa_008786.rtf) must be completed. |
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| **Document** | **Requirements** |
| **Construction Contract** | The PHA must supply either the AIA Construction Contract form, the HUD form of construction contract, or other form of contract. This must be a fixed price contract and must be approved by the Minnesota Housing staff architect. Minnesota Housing **does not** accept design-build contracts.PHAs must include the [Jobs Reporting Provision language](http://www.mnhousing.gov/get/MHFA_1017206) in any contracts between the PHA and the contractor and the contractor and any subcontractors. **At closing: The executed contract must be submitted to Minnesota Housing.** |
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| **Draft documents from other sources of financing**(if applicable) | Other sources of funding could include DEED Small Cities Development Program, insurance proceeds, other local grants or loans, weatherization program funds, energy rebates, Federal Home Loan Bank, etc. Draft documents will be reviewed for conflicting requirements that may need to be resolved prior to closing such as loan terms, rent and income requirements, use of loan proceeds, etc.**At closing: All signed documents must be delivered to Minnesota Housing.** |
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| **Updated Workbook, including Sources and Uses Worksheet** | An updated project Workbook including a Sources and Uses Worksheet must be completed and resubmitted after a bid is selected and all sources of funding and final project costs have been determined. |
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| **4. End Loan Commitment / Rehabilitation** |
| **Document** | **Requirements** |
| **Change Orders** | Change orders, architectural supplemental instructions (ASIs,) or any other change directive must be submitted to the Minnesota Housing staff architect for approval prior to the change order being accepted or signed by the applicable parties. |

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| **5. Rehabilitation Complete / End Loan Closing** |
| **Document** | **Requirements** |
| **Certificate(s) of Substantial Completion** | Submitted by the architect, a qualified rehabilitation specialist or other approved consultant. It must be on Form AIA G704 or equivalent. The completed punch list(s) must also be submitted. |
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| **100% Completion - written confirmation** | Written confirmation from the architect, qualified rehabilitation specialist or other approved consultant that all work, including punch list items, has been completed. |
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| **Document** | **Requirements** |
| **Environmental Documentation** (if applicable) | * Lead Clearance Reports
* Asbestos O&M Plans
* MPCA Closeout
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| **Final Sworn Construction Statement** | Completed AIA G703, Final General Contractor’s Pay Application, or other Minnesota Housing approved format.An itemized list of all individuals and companies who will provide improvements, materials, or labor toward the construction project. [Minnesota Housing’s form](http://www.mnhousing.gov/get/MHFA_010983) must be completed and signed by the general contractor. |
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| **Photos of Completed Work** | Digital photos showing a typical sampling of work completed. |
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| **Completed Jobs Reporting Spreadsheet(s)** | [Jobs Reporting](http://www.mnhousing.gov/download/MHFA_1017207) must be completed by the architect and/or engineer, environmental consultants, and contractors (including abatement contractors). |
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| **Architect’s Evidence of Insurance** (if applicable) | Refer to [Minnesota Housing’s insurance requirements](http://www.mnhousing.gov/get/MHFA_005964). |
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| **Owner's Evidence of Property and Liability Insurance** | Refer to [Minnesota Housing’s insurance requirements](http://www.mnhousing.gov/get/MHFA_005964). |
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| **Authority’s Certified By-laws** | Certified bylaws and any and all amendments must be submitted. The certification must be dated within **90 days** of loan closing, and they must be signed by the secretary of the authority. [Minnesota Housing's certification template form](http://www.mnhousing.gov/cs/groups/public/documents/document/mhfa_002432.rtf) must be used. Contact your Minnesota Housing closer for more details. |
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| **Authority’s Borrowing Resolution** | A copy of the resolution adopted by the authority’s governing board authorizing the PHA to borrow funds from Minnesota Housing must be submitted. The resolution must be dated within **90 days** of loan closing. [Minnesota Housing’s form](http://www.mnhousing.gov/cs/groups/externalwebsite/documents/document/mhfa_1019626.rtf) must be used. Contact your Minnesota Housing closer for more details.**At closing: The original signed resolution (or a certified copy) must be delivered prior to or at closing.** |
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