

**HOMEKEY REQUEST FOR FUNDS (RFF) PRE-DISBURSEMENT REQUIREMENTS CHECKLIST**

The Multifamily Grants Management Branch will handle the disbursement of the Homekey award, as well as overseeing the monitoring of the Homekey project after your Standard Agreement is executed.

Execution of the Standard Agreement will allow us to release funds, however we cannot release funds until all pre-disbursement conditions have been met. To ensure a seamless timeline, while your Standard Agreement is in draft form and routing for signatures, we encourage you to utilize the checklist below to review, gather, and submit required pre-disbursement documents for our review as early as possible; the checklist itself is not a pre-disbursement document and is for reference purposes only.

Forms are available for download at <https://www.hcd.ca.gov/grants-and-funding/homekey/monitoring-forms-and-disbursement>. Please use this webpage to download all disbursement and reporting forms throughout the course of your contract, as these documents are frequently updated.

**Please note that we need at least 30 days to disburse funds. All required pre-disbursement items must be satisfied before funds can be disbursed.**

**For grantees with acquisition closing dates, if conditions 1-10 are not met, the Department will not issue funds, regardless of the closing date; you will need to plan your dates accordingly.**

<b>A. REQUIRED CONDITIONS OF DISBURSEMENT DOCUMENTS</b>	
1. <b>Exhibit E Pre-Disbursement Conditions:</b> If your Standard Agreement has any special pre-disbursement conditions those must be met before funds can be disbursed. These can be found in Exhibit E and are specific to each contract; the examples below are not exhaustive.	<input type="checkbox"/>
a. Supportive Services Plan (SSP) must be approved by HCD prior to disbursement. <i>(if applicable)</i>	<input type="checkbox"/>
b. Grantee must provide updated enforceable funding commitment. <i>(if applicable)</i>	<input type="checkbox"/>
c. Provide proof that all liens reflected on the Preliminary Title Report have been cured prior to disbursement. <i>(if applicable)</i>	<input type="checkbox"/>
d. Submit proof that environmental assessments recommended in the Phase I study, such as surveys for asbestos and lead-based paint, are complete. <i>(if applicable)</i>	<input type="checkbox"/>
e. Grantee must submit an Operating and Maintenance (O&M) plan. <i>(if applicable)</i>	<input type="checkbox"/>

<p>2. <b>Draft Regulatory Agreement:</b> A Draft Covenant or Regulatory Agreement (a template for interim housing projects is available on the <a href="#">Homekey website</a>). <b>HKT</b> - Please note that draft Regulatory Agreements are not a required pre-disbursement item for Tribal Grantees.</p>	<input type="checkbox"/>
<p>3. <b>Relocation Plan:</b> A Relocation Plan that has been reviewed and approved by HCD's Legal Division</p>	<input type="checkbox"/>
<p>4. <b>Certificates of Insurance:</b> Current Insurance Certificate, in accordance with the NOFA §800. It is encouraged to send the <a href="#">Homekey Insurance Checklist</a> directly to your insurance company.</p>	<input type="checkbox"/>
<p>5. <b>Statement of Assurances for State Prevailing Wages:</b> Signed <a href="#">Statement of Assurances for State Prevailing Wages</a>. In order to release funds for Rehabilitation or Construction, the Prevailing Wage form must include the General Contractor's signature. <b>HKT</b> - Tribal Wage Determination for Homekey Tribal Contracts</p>	<input type="checkbox"/>
<p>6. <b>Preliminary Title Report:</b> A Current Preliminary Title Report dated within 15 days of the first request for funds or Title Status Report for Homekey Tribal projects located on non-fee land.</p>	<input type="checkbox"/>
<p>7. <b>Request for Funds Form:</b> The final submission of the RFF <a href="#">form</a> must be dated on or after the date of the Standard Agreement execution, but you may submit unsigned drafts of this form in advance to receive technical assistance from MGM staff</p>	<input type="checkbox"/>
<b>B. FOR WIRE ACQUISITIONS ONLY</b>	
<p>8. <b>HCD Wire Transfer Request Form:</b> Please inform your assigned MGM Representative that you will be wiring funds for acquisition and let them know the Date of Escrow Close as soon as possible; as written in the request <a href="#">form</a>, if the exact closing date is unknown, please provide a best estimate. Please be aware that we need at least 30 days to disburse funds.</p>	<input type="checkbox"/>
<p>9. <b>Separate Request for Funds Form:</b> This request should only include funds awarded for acquisition.</p>	<input type="checkbox"/>
<p>10. <b>Wire Instructions:</b> Provided by your title company.</p>	<input type="checkbox"/>