

# MISSOURI HOUSING DEVELOPMENT COMMISSION

Form 445

## HOME Repair Program Reservation Request

HeRO Rural



DREAM



**Send Package to:** Missouri Housing Development Commission, 3435 Broadway, Kansas City, MO 64111

**Mark Appropriate Box:**

- Original Submission or,  Change Order Request  
*(Attach copy of signed, amended Work Write-up/Change Order)*  
 Extension Request  
 Cancellation

**To Support This Request, We are Enclosing a Copy of Each of the Following:**

- Copy of Application (*Form #400*)
- Original Work Write-Up/Cost Estimate (*Form #420*)
- “Before” Pictures
- All documentation used to calculate income (*VOEs, Pay Stubs & W2’s, Social Security Letters, Child Support Documentation, Forms #422 or #423, etc.*)
- Original Environmental Review (*Form #415*) *Include a copy of the SHPO Letter & FEMA Flood Letter*

**Part A: Housing Provider Information**

Agency Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Total Estimated Project Cost: \$ \_\_\_\_\_

**Total HOME funds requested from MHDC  
as reflected on the Work Write-Up:**

*(Include hard & soft costs only.*

*Do not include admin.)* \$ \_\_\_\_\_

Other Contributions If applicable : \$ \_\_\_\_\_

*From:* \_\_\_\_\_

Home’s Current Value: \$ \_\_\_\_\_

Est. of After Rehab. Value: \$ \_\_\_\_\_

**Part B: Homeowner(s) Information**

Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Household #: \_\_\_\_\_ Annual Gross Income: \$ \_\_\_\_\_

**Part C: MHDC Only** *\*\*Once approved, this signed request will be returned to you then the project may commence.*

MHDC Reservation #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Part D: Change Order Request** *\*\*Include Change Order if Applicable*

Please change the following:

# HeRO Program Calculation Worksheet

**Form#424**

	Owner Monthly Income	Co-Owner Monthly Income	Total Monthly Income	
Gross Pay				
Overtime				
Part-time Employment				
Commissions				
Bonuses				
Dividends				
Interest				
Royalties				
Pensions				
VA Compenation				
Net Rental Income				
Alimony				
Child Support				
Public Assistance				
Sick Pay				
Social Security Benefits				
Unemployment Comp.				
Income Received-Trusts				
Income-Business Activity				
Investment Income				
Total Projected Monthly Gross Income:				
<b>TOTAL PROJECTED ANNUAL HOUSEHOLD INCOME:</b>			X 12	\$

Maximum income limit for \_\_\_\_\_ county for a household of \_\_\_\_\_ = \$ \_\_\_\_\_

**Short explanation of how income was calculated:**



# MISSOURI HOUSING DEVELOPMENT COMMISSION

## HOME Repair Program

### Environmental Report

### INSTRUCTIONS

This checklist is to be completed by the Sub-grantee and submitted in lieu of the HUD Form 4128 along with initial application for funding.

MHDC encourages the use of maps and photographs to help show locations and conditions of items noted in the checklist. Feel free to mark up the maps as necessary and use more than one map if it keeps the information more legible.

Different types of maps could be useful in describing the environmental factors that must be investigated, such as: location map showing major features and facilities in the vicinity, USGS topographic map, zoning map, and/or land use map. Many of the conditions observed can and should be recorded directly on a site plan. Distances to major features and facilities (e.g., schools, parks, police stations and fire stations) and a description of the surrounding area are examples. An aerial photo showing the site and community would be helpful.

**Location:** Owner: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_

**Field Inspection on:** Date: \_\_\_\_\_ By: \_\_\_\_\_

### ENVIRONMENTAL COMPLIANCE FACTORS

#### Noise Analysis:

- **NOTE: Show location on map of all the following elements:**

1. Is the site within 1000 feet of a major street/road/highway/freeway?  Yes  No  
*(Show the location of all stop signs, stop lights, industrial parks, etc. on map)*

***If yes, must complete the following:***

Distance to Nearest Lane: \_\_\_\_\_  
Distance to Farthest Lane: \_\_\_\_\_  
Speed Limit: \_\_\_\_\_

2. Is the site within 3000 feet of a railroad?  Yes  No

***If yes, must complete the following:***

Exact Distance to railroad tracks: \_\_\_\_\_  
Name of railroad that owns the tracks: \_\_\_\_\_  
What is the nearest Railroad crossing #? \_\_\_\_\_  
What is the nearest Mile Post Marker? \_\_\_\_\_

Is the house located between the horn warning sections located near the crossing?  Yes  No

3. Is the site within 15 miles of a military or civil airfield?  Yes  No  
***If yes, how far?*** \_\_\_\_\_

**Man-Made Hazards:**

- 1. Is the property within 3,000 ft. of the end of a runway at a civil airport?  Yes  No
- 2. Is the property within 2 ½ miles from the end of a runway at a military airfield? *If yes, get prior approval from MHDC!*  Yes  No
- 3. Is the property near (within 1000 feet) a dump or landfill site?  Yes  No
- 4. Is the property adjacent/across from an industry that disposes of or handles hazardous wastes or chemicals?  Yes  No
- 5. Is the property adjacent/across from any underground storage tanks?  Yes  No  
*\*If yes, get prior approval from MHDC.*

**Floodplains:**

- **Please attach copy of FEMA flood letter.**
- 1. Is the site in a floodplain?  Yes  No  
*(Note: If the property is located within Flood Zone A, the home will not be ineligible for the program.)*

**HISTORIC DATA:**

- **Please attach copy of SHPO clearance report.**

**Prepared by:** \_\_\_\_\_

Signature

\_\_\_\_\_ Date

\_\_\_\_\_  
Typed Name & Title

**For:** \_\_\_\_\_

Agency Name

***MHDC Use Only - Do not write below this line***

A Noise Analysis Report \_\_\_\_\_ (was/was not) required.

*If yes, see attached findings report.*

*If not, note:*

Project Amount – Hard Costs only: \$ \_\_\_\_\_ Percentage of Value: \_\_\_\_\_ %

This project was determined to be \_\_\_\_\_ (major/minor) repair.

I have reviewed the information provided above, and the supporting exhibits. I certify that, to the best of my knowledge, the property is in compliance with the following regulations:

- 1) The property is compliant with 36 CFR Part 800
- 2) The property is not located in a Special Flood Hazard Area (24 CFR 55)
- 3) The property does not lie within an Airport Runway Clear Zone (24 CFR 51D)
- 4) The property is 24 CFR 51B
- 5) The property is compliant with 24 CFR 58.5 (l) (2).

\_\_\_\_\_  
MHDC Certifying Staff Member

\_\_\_\_\_ Date

Comments: