

# Home Repair Opportunity Program (HeRO)

## *Quick Guide to Package Order*

### Reservation Package:

- Application** (Form #400) *Copy*
  - Reservation Request** (Form #445) *Copy*
    - Reserve for project cost (both soft and hard costs) only
    - Your administration fee will be 10% of that project (*remember this is now deducted from your allotment*)
  - Work Write-Up/Cost Estimate** (Form #420) *Original*
  - Environmental Review:** (Form 415) *Copy*
    - Also Include:  SHPO Clearance Report
    - Copy of Flood Letter
    - (*Note: If the property is in Flood Zone "D", remember to include a letter from a city or county official stating without hesitancy that the property did not flood in 1993 or since.*)
  - Income Verification:**
    - VOE from Employer **or**,
    - Documentation Required for the Alternative Documentation Method: 30 days of YTD pay stubs, last year's W2 for that job, and verification of their starting date.
    - Calculation Worksheet
    - (*Note: Always verify child support. If none is received, have them sign the Certification of Zero Support for Child Form #423. If the Spouse or adult child does not work, have them sign the Cert. of Zero Income for Adult Form #422.)*)
  - Before Pictures** of the exterior of the home and the work to be performed.
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### Draw Request Package:

#### **For Partial Draw:**

- Draw Request** (Form #465) *Copy*
- Certificate of Completion and Final Inspection** (Form # 455) **For completed work** *original*
- Release of Liens** (Form #460) **For completed work** *original*
- After Pictures of the completed repairs**

#### **For Final Draw:**

- Draw Request** (Form #465) *Copy*
  - Agency Certification** (Form #470) *copy*
  - Certificate of Completion and Final Inspection** (Form # 455) *original*
  - Release of Liens** (Form #460) *original*
  - After Pictures of the completed repairs**
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### In House Package:

- Review the "In House" File Check Sheet (Form #475) carefully.
- Include a copy of the recorded LURA, Proof of Ownership and Insurance, Lead Testing, etc.

## How to Obtain a SHPO Letter-Section 106

The Section 106 Review is required for all HOME funded projects that may have an impact on historic properties. The SHPO office must be given an opportunity **consult and comment** on the effect of federal undertakings on historic properties and assist federal agencies in fulfilling their Section 106 responsibilities.

### Basic steps to complete your Section 106 Form:

1. Go to DNR's website: [www.dnr.mo.gov/shpo/sectionrev.htm](http://www.dnr.mo.gov/shpo/sectionrev.htm)
2. Click on "Section 106 Review" on the left
3. Click on "Section 106 Project Information Form for completion by applicant – normally a federal agency or its agent/consultant – initiating Section 106 process" at the bottom of the screen.  
*Direct Link: <http://www.dnr.mo.gov/forms/780-1027.pdf>*
4. Fill out the two page form, submit pictures of the house and proposed scope of work for the rehab.
5. Topo maps with the project location marked on it can be submitted.
5. Mail this packet to the address indicated on the form
6. SHPO will send back the clearance letter or, request additional information if needed.

Clearance letters should be received within 30 days given the information was submitted properly.

### SHPO Contacts:

\*Judith Deel (573-751-7862) and Rebecca Rose (573-751-7958) are the review and compliance contact persons at the SHPO office.



## Obtaining a FEMA Flood Letter:

**Mark Arnold**  
**Arnold Insurance**  
**314-280-3801**

*Arnold Insurance has agreed to obtain these letters for \$10 each. This is a soft cost that can be included in your project cost.*

*Should the FEMA letter state the flood zone is "D" or "Unmapped", remember to obtain a letter from a city or county official stating, without hesitancy, that the property did not flood in 1993 or since.*