



**United States Department of Agriculture
Rural Development**

April 15, 2004
Colorado AN No. 1926(1924-A)

**SUBJECT: Final Inspection and 100% Completion
of Self-Help Houses**

To: USDA/Rural Development Staff
Single Family Housing Program
Colorado

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to give guidance to agency personnel and self-help sponsors on the final inspection and 100% completion of self-help houses.

COMPARISON WITH PERVIOUS AN:

This replaces Colorado AN 1873(1944-I), which has now expired.

IMPLEMENTATION RESPONSIBILITIES:

One of the most critical steps in completion of a self-help house is the final inspection to determine if the home is completed prior to conversion to a permanent loan. The local office personnel and self-help sponsor will need to coordinate closely with the homeowners to insure that the homes are 100% complete. The following guidelines are to be followed in order to facilitate this process:

EXPIRATION DATE:
April 30, 2005

FILING INSTRUCTIONS:
Following 1924-A

655 Parfet Street Room E-100 • Lakewood, CO 80215 • 720-544-2920 • 720-544-2970 FAX
Colorado Relay (800)659-3656
www.rurdev.usda.gov/co/index.html

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Step 1: Completion of punch list inspection

The self-help sponsor and homeowners complete a punch list inspection 5-10 days prior to scheduling a final inspection with USDA/Rural Development. The homeowners are advised to complete any punch list items in accordance with the Family Labor Agreement within these 5-10 days.

Step 2: Sponsor and homeowners follow up

The self-help sponsor and the homeowner will follow up with each other during these 5-10 days to ensure completion of all items. If all items have been completed, the self-help sponsor will contact USDA/Rural Development to schedule and coordinate the borrower's final inspection appointment.

Step 3: USDA/Rural Development, homeowner, sponsor and city/county inspector (if applicable) completion of final inspection

USDA/Rural Development completes the final inspection on RD Form 1924-12, "Inspection Report" noting the dwelling is 100% complete, or any items to be corrected. In attendance is the homeowner, sponsor and city/county inspector (if applicable). If only a few minor items remain to be completed, and the city/county inspector gives a verbal ok for occupancy, then Rural Development will advise the sponsor that MOVE-IN is approved.

MOVE-IN.

Step 4: Sponsor and homeowner follow-up to the 1924-12, "Inspection Report"

Generally, the city or county will mail a certificate of occupancy to the Homeowner. The self-help sponsor and homeowner will follow-up to ensure completion of any items noted in Step 3 above and will forward written verification of this to Rural Development.

Step 5: RD Form 1924-12, "Inspection Report" signed by homeowner and construction loan rolled to permanent.

The homeowner signs RD Form 1924-12, final inspection report, when they come into the USDA/Rural Development office to convert the construction loan to a permanent loan.

NOTE: Steps 1 through 3 should all be completed within 5-10 days prior to Rural Development giving approval for homeowner move-in.

GIGI DENNIS
State Director