

# CDBG FUNDED HOMEOWNER REHAB PROJECT CHECKLIST

**Address:** \_\_\_\_\_

**Homeowner Name(s):** \_\_\_\_\_

## **FINANCIAL / HOMEOWNER INFORMATION**

- Loan Application Form                      Date: \_\_\_\_\_
- Applicant Meets Program Guidelines – (location, terms, income/asset limits, etc.)
- Household Income Verification 80% AMI using Part 5 (Section 8) method
  - \_\_\_ Number in household
  - \_\_\_ Date of HUD CDBG income limit used: \_\_\_\_\_
  - \_\_\_ Maximum income allowed: \_\_\_\_\_
  - \_\_\_ Applicant total income: \_\_\_\_\_
  - \_\_\_ Pay stubs for last three months (full year if applicant doesn't have stable income)
  - \_\_\_ Tax Forms for past two (2) years
  - \_\_\_ Social Security income (if applicable)
  - \_\_\_ Other Income: \_\_\_\_\_
  - \_\_\_ Third party/employer verification
  - \_\_\_ Asset Calculation Included
  - \_\_\_ Calculation less than 180 days old reviewed by: \_\_\_\_\_
  - \_\_\_ On \_\_\_\_\_
- Conditional Approval Letter                      Date: \_\_\_\_\_
- Credit Report
- Proof of Ownership (deed verification, title work, etc.)
- Proof of homeowner's insurance coverage, with flood insurance as applicable
- Mortgage/Note (Amount, Terms) \_\_\_\_\_ Recorded on: \_\_\_\_\_  
(ensure copy in file)
- Original signed Owner and Contractor Agreement
- Staff hours documented on timesheets
- Collateral File Serviced by: \_\_\_\_\_

*A copy of this checklist and all documentation must be present in each project file.*

## **CONSTRUCTION / CONTRACTOR INFORMATION**

- Lead Based Paint Notice form provided to Property Owner
- Environmental Review Request Form
- Environmental Flood Map
- Historic Review Completed \_\_\_\_\_; Submitted to SHPO on \_\_\_\_\_; Approval from SHPO on \_\_\_\_\_ (no funds committed until SHPO approved letter received)
- Copy of completed Environmental Review Record with HEROs number
- IDIS Form completed & submitted to Grants Management
- HUD Lead Safe Housing Requirements Screening Worksheet
- Lead Paint Risk Assessment completed (require for homes built before 1978)
- Lead-Based Paint Disclosure – homeowner acknowledgement of receipt, as applicable
- Renovation Recordkeeping Checklist received on \_\_\_\_\_
- Original Inspection Report and pictures
- Clear bid specifications completed
- Scope of Work signed by homeowner
- Vendor Outreach Program Goals, Section 3 requirements included
- AA / EEO, as applicable (MBE / WBE)
- Two-Bid Policy (minimum of two responsible contractor bids received)
- Lowest responsible bid accepted. Name of Contractor: \_\_\_\_\_
- Check Federal System for Award Verification review of General Contractor and all subcontractors [www.sam.gov]
- State of Minnesota General Construction License checked
- Lead Certified Eligible Contractor
- Sworn Construction Statement
- Certificate of Insurance (Builders Risk and Liability Insurance from General Contractor)
- Notice to Proceed - dated
- Inspections with pictures done prior to contractor payment with lien waivers submitted with every draw request
- Final close-out inspection, lien waivers, and formal notice to Contractor and Owner
- Lead Clearance Inspection completed
- Procedure for Change Orders followed
- Procedure for Disputes followed
- Documentation of City of Saint Paul permits, as applicable
- Documentation of City of Saint Paul inspections, as applicable

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