

PROGRAM AND INDIVIDUAL FILE CHECKLISTS

PROGRAM FILES

YES	NO	FORM	
			Grantee Contract
			Special Conditions contained in Attachment A
			Written Hiring Policy or Personnel Policies for the community or non-profit
			Documentation of efforts to inform community and/or minorities of vacancies
			Copies of advertisements for employment, applications and individuals hired
			Environmental Review Record
		HO-1	Homeowner Rehabilitation Policies Policy and Procedures with the resolution of adoption
		EO-2	Copy of Minority/Female Business Directory
			Copy(ies) of advertisements and/or notifications of public meeting
			Documentation that a public meeting was held
			Documentation that priority system is being followed
			Documentation of project being publicly bid (bid advertisements, notifications and letters)
			Documentation of efforts to contact minority/female business's
		EO-4	Contractor/subcontractor Activity Report
		EO-5	Section 3 Questionnaire
		EO-6	Policy of Non-Discrimination posted so visible to the public
			Documentation of complaints and resolution
			Copies of written correspondence

INDIVIDUAL FILE CHECKLIST

YES	NO	FORM	
		EO-8	Receipt of Fair Housing Pamphlet
		HO-4	Ineligible for Assistance, if applicable
		HO-5	Approval for Rehabilitation Assistance
			Site Specific Checklist, if applicable
			Proof of Property Ownership
		LBP-1	Receipt of Lead Paint Pamphlet by Family
		LBP-2	Homeowner Receipt of Risk Assessment, if applicable
		HO-6A	Rehabilitation Work Write Up
		HO-6B	Rehabilitation Cost Estimate signed by homeowner with line item costs for rehabilitation work and lead work
			Copy of Risk Assessment, if applicable
		LBP-7	Elderly Waiver for Relocation

INDIVIDUAL FILE CHECKLIST

YES	NO	FORM	
		HO-10	Rehabilitation bid tabulation and copies of all bids
			Debarred/Suspended Contractor/Subcontractor Search Printout from SAMS
		HO-11	Contract for Rehabilitation
		HO-12	Contract Addendum for Reduction of Lead Paint Hazards
		FM-3	Project Set-up Form
		HO-13	Contractor's Certification of Eligibility to Participate
			Contractor's Proof of Liability Insurance
		HO-14	Right of Rescission
		HO-15	Notice to Proceed
		HO-16	Change Order(s)
		HO-17	Inspection or Punchlist Report – Initial, Progress and Final Inspections
		HO-18	Punch List Letter
		LBP-4	Status of Compliance with Lead-Based Paint Regulations
		LBP-5	Homeowner Receipt of Clearance Report, if applicable
			Copy of Clearance Report, if applicable
		LBP-6	Statement of Completion and Clearance
			Recorded Notice of Completion
		FM-7	Certification of Completion and Final Inspection Acceptance
		HO-19	Final Invoice, Release of liens, and Warranty
		HO-20	Receipt of Final Payment
		HO-21	Contractor's Non-Kickback Certification
		FM-8	HUD Project completion report - Homeowner Rehabilitation
		HO-22	Calculation of After Rehabilitation Property Value
			Copies of contractor payments (cancelled checks/both sides)
			Grant Note
			Recorded Deed of Trust
			Documentation that special conditions in Attachment A are being met
			Documentation of follow-up visit s
			Written complaints and resolution, correspondence
			Copies of all written correspondence