

CDBG HOUSING PROGRAMS
PARTICIPANT FILE CHECKLIST

Grantee and Contract Number: _____
Property Owner: _____
Rehab Address: _____
Loan Number: _____ Total Project Cost: _____ Emergency: _____
Total Project Cost: _____
Project is: Owner-Occupied _____ Renter-Occupied _____ Homebuyer _____

BASIC REQUIREMENTS:

Completed Rehabilitation Application Form _____
Dated _____
Marital property statement _____
Age of structure (if over 50, historic preservation) _____
US Citizen or Qualified Alien _____
Release of Information signed by all over 18 _____
Conflict of Interest _____
Title Verification _____
Homeowner Insurance during project _____
Dates _____
Proof property taxes are paid/current (except emergencies) _____
LMI Status/Income: _____
Signed and Dated income certification _____
Income Limits by County _____

PROJECT DOCUMENTS:

Documentation of emergency on file (list type)
_____HQS:

Inspections dates: _____
Initial _____
Interim _____
Final inspection checklist _____
Asbestos results: _____positive _____negative
If positive, confirmation that contractor is Asbestos Certified? _____
Project after May 24- Radon assessment/statement _____
If positive for radon, was radon mitigation completed _____

Specifications for the work to be done and signed by HO	_____
Adequate Smoke Detectors	_____
Cost estimate of repairs by inspector	_____
Was relocation involved? (Attach Relocation Monitoring Form)	_____
Local unit of government added to HO insurance	_____
Individual Obligations Journal completed to date	_____
Documentation of match or other funds brought into the project	_____
Timely Completion Report or Close out Letter	_____
Projects over \$50,000 have approval	_____
Lead – based paint brochure to occupant	_____

LEAD PAINT:

Lead Risk Assessment_____	Assumption_____	Unit Exempt_____
If lead safe project, does the contractor have certification	_____	
If lead abatement project, dos the contractor have certification	_____	
Clearance notice	_____	
Clearance notice sent to homeowner	_____	

MORTGAGE PAPERWORK:

Recorded Mortgage:	
Date Signed_____	Date Recorded _____ Mortgage Amount_____
Revised Mortgage:	
Date Signed_____	Date Recorded _____ Mortgage Amount_____
Promissory Note	_____
Right of Rescission Date	_____
Truth-In-Lending Statement	_____
Terms and Conditions	_____

REHABILITATION PROJECTS:

Bids for work:	_____

Documentation of attempt to solicit 3 bids	_____
Denial letters sent to non-selected contractors	_____
If program admin sends out for H.O.- acceptance of bid by homeowner	_____

Debarment Check	Owner Name_____	Company Name_____
Debarment Check	Owner Name_____	Company Name_____
Debarment Check	Owner Name_____	Company Name_____
Debarment Check	Owner Name_____	Company Name_____

Contractor Insurance Dates: _____

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Signed Contract(s) between owner and contractor (must include lead-based paint restrictions and one-year guarantee of work)

Contractor:_____ Amount:_____ Date:_____

Contractor:_____ Amount:_____ Date:_____

Contractor:_____ Amount:_____ Date:_____

Contractor:_____ Amount:_____ Date:_____

Payment Requests for Project- Each must be signed by all:

Change Orders have authorization: _____

Lein Waivers _____

ENVIRONMENTAL REVIEW:

Completed Statutory Checklist _____

Initial Project Review Form: _____

Historic Preservation if home older than 50: _____

Attachments:

Floodplain _____

Manmade hazards _____

Noise _____

Endangered Species _____

Farmland Protection _____

Thermal and Explosive Hazards _____

FINANCIAL NOTES:

Current FMV: _____

Current Mortgages/Liens _____

Current Equity _____

Rehab Costs	_____
Estimated After Rehab	_____
Estimated After-Rehab 120%	_____
After rehab equity available	_____

HOMEBUYER PROJECTS: __Y/N__

Homebuyer loan calculation form	_____
Proof of first mortgage financing amount	_____
Affordable calculation sheet (if applicable)	_____
Proof of home buyer counseling	_____

RENTAL REHAB PROJECTS: ____Y/N____

Landlord agreement to rent to LMI	_____
Verification of LMI tenants	_____
Rent/Utilities less than or equal to FMR	_____
For projects over 4 units did project maintain BABA documentation.	_____
For projects over 7 units were Labor Standards followed?	_____

Notes: