**C6**

**TxCDBG Housing Rehabilitation Case File Local Checklist**

Grant Recipient:  TxCDBG Contract No:

Homeowner: Rehab Contractor:

Address:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ORDER OF ITEMS IN PROJECT CASE FILE | **Y** | **N** | **N/A** | **DOCUMENT SOURCE** |
|  | Program Application |  |  |  | 🞏 Homeowner’s Application for Assistance Date: |
|  | Determination of Primary Residence |  |  |  | * Signed statement   🞏 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Proof of Ownership Documentation |  |  |  | * Warranty Deed & Tax Info. * Fee Simple Title * 99 Year Leasehold * Life Estate   🞏 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Was the home built before 1978? |  |  |  |  |
|  | Was the homeowner notified about the dangers of lead-based paint? |  |  |  | * Certificate of Inspection for Lead-Based Paint |
|  | If home was built before 1978, and the activity will be rehabilitation – complete the Lead Base Paint Requirements portion of checklist |  |  |  |  |
|  | Real Estate Tax-Receipts |  |  |  | Date paid: (optional) |
|  | Approval of Rehabilitation Assistance Notice |  |  |  | Council/Commissioners’ Court Minutes |
|  | Appraisals (optional)  Before $\_\_\_\_\_\_\_\_\_\_\_\_ After $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | * Tax assessment * Appraisal |
|  | Income and Asset Verification Summary Sheet (must be within 6 months of assistance)  Income $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Family Size \_\_\_\_\_ Max Income $\_\_\_\_\_\_\_ |  |  |  | 🞏 Written 3rd Party Verification  🞏 SSI Letters   * Documented, Verbal 3rd Party Verifications * IRS Forms * Other: |
|  | Homeowners Insurance |  |  |  | * Flood Insurance, if applicable |
|  | Lien Agreement / Promissory Note (if applicable)  Date Signed: |  |  |  | * Deferred-Forgivable Loan * Loan   🞏 Grant |
|  | Mortgage Lien Agreement  Date Signed: |  |  |  | * Included in Lien Agreement * Separate Agreement |
|  | Before & After Photographs |  |  |  | * Before * After * Exterior Only |
|  | Environmental Site –Specific Statutory Checklist |  |  |  | * No Environmental Concerns * Enviro. Concerns (detail on back) |
|  | Initial Inspection |  |  |  | * Initial Inspection Form * Section 8 HQS Form * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Work write-up/cost estimate  Estimate Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | * At Least One Bid is Within 15% of Estimate * Write-up is Detailed Enough For Bids * Work Related to Section 8/Local Code Violations included in Write-up |
|  | Bid Documents  Number of Bids: |  |  |  | * Only One Bid Received * Two Bids Received * Three or More Bids Received |
|  | Low Bidder & Amount |  |  |  | $ |
|  | Bid Tabulations |  |  |  |  |
|  | Bids Received |  |  |  |  |
|  | Minutes awarding contract |  |  |  |  |
|  | Certification of Contractor Eligibility Form |  |  |  |  |
|  | TRCC Registration |  |  |  |  |
|  | Rehabilitation Contract (Homeowner & Contractor) |  |  |  | Date Contract Signed: |
|  | Notice to Proceed/Pre-Construction Conference Report |  |  |  | Date of Conference: |
|  | Contractor Non Kickback Certification |  |  |  | 🞏 (Optional) |
|  | Payment Request Contractor Invoices |  |  |  | * Checks to contractor * Invoices |
|  | Change Order no. 1 /TxCDBG Approval |  |  |  |  |
|  | Change Order no. 2 /TxCDBG Approval |  |  |  |  |
|  | Progress Inspection Reports |  |  |  | * Written reports * Photographs (during construction) |
|  | Final Inspection |  |  |  |  |
|  | Punch list |  |  |  | * Punch List Items Corrected * Monitoring Done Prior to Correction |
|  | Evidence that punch list items corrected |  |  |  |  |
|  | Waiver of Liens from contractors, Certification of Completion |  |  |  | Date Signed: |
|  | Warranty with Expiration Date |  |  |  | * Included in Construction Contract * Separate Document |
|  | Receipt of Final Payment form |  |  |  | Date Signed: |
|  | Follow-up Visit |  |  |  |  |

LEAD BASED PAINT REQUIREMENTS-REHABILIATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Testing for lead-based paint |  |  |  |  |
|  | Was lead-based paint detected? |  |  |  |  |
|  | If yes, description of actions taken |  |  |  |  |
|  |  |  |  |  |  |