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-6B	Rehabilitation Work Write-up and Cost Estimate signed by homeowner with line item costs for rehabilitation work and lead work
☐	☐		Copy of Risk Assessment, if applicable
☐	☐	HO-7	Request for Reconstruction and approval, if applicable
☐	☐	LBP-7	Elderly Waiver for Relocation

INDIVIDUAL FILE CHECKLIST

YES	NO	FORM	
☐	☐	HO-9	Request for Abatement of Lead-Based Paint Hazards
☐	☐	HO-9A	Request to Presume Presence of Lead-Based Paint
☐	☐	HO-10	Rehabilitation bid tabulation and copies of all bids
☐	☐	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
☐	☐	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
☐	☐	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