***File Review – At Contract***

**Funding Sources:**  **AHP**  **CDBG**  **HOME**  **HPG**  **OTHER**      **\_**

**Client Last Name:**

**Household Income: $**      **Household Size:**       **%CMI:**      %

**Types of Income Documentation on File:**

**Please confirm the following are in the file:**

**Application**

**Proof of homeownership with full legal description**

**Proof of homeowners insurance**

**Income calculation and documentation**

**Child Support Document (with signature(s))**

**Terms and Conditions (with signatures(s))**

**Informational Handouts Receipt Form**

**Contractor Debarment Sheet (HOME, HPG, CDBG)**

**Not using this funding**

**AHP – Affordable Housing Program**

**Project Number**:       Project **Name**:        Rural  Sp. Needs

During a review of the file, the listed project matches the name and number listed on all forms.

Client listed under correct Tracking Log on SharePoint.

**Contract Amount: $**      **Member Lender**:

**Developer Fee: $**      Member matches the lender listed on the tracking log

**Underwriting Fee: $**      Member is qualified under this AHP Subsidy

**TOTAL: $**      **If Associated Bank – Documents sent to Lisa B**   Yes  No  NA

**INCOME:**

Is the income within 120 days of the contract signature date?  YES  NO

Is the income calc worksheet complete (with hire date, as needed)?  YES  NO

Income proof/documentation is present  YES  NO

**NECESSARY DOCUMENTATION:**

RD Map  YES  NO  NA

Special Needs documentation (income stated SSDI or letter from doctor)  YES  NO  NA

Beneficiary Form  YES  NO

Does the Beneficiary Questionnaire income match the income calc?  YES  NO

Work/Loan Agreement with top portion complete and signed  YES  NO

Tracking log is updated with contractor name and amount, match dollars, rural status, special needs status, income level.

YES  NO

**Not using this funding**

**HPG**

Contract Amount: $

50% CMI or less  YES  NO

**INCOME:**

Is the income documentation within 120 days of the contract signature date?  YES  NO

Income workbook has a second signature from reviewer  YES  NO

Income and Asset form with supporting documentation are present  YES  NO

**NECESSARY DOCUMENTATION:**

HPG SHPO Form YES  NO ERR documents  YES  NO

Notice of Understanding  YES  NO Environmental Desk Review email  YES  NO  NA

Debarment for Homeowner  YES  NO Copy of Well Drilling Permit  YES  NO  NA

**CONTRACTOR NEEDED DOCUMENTS**:

Debarment sheet  YES  NO AD-1048 signed by contractor  YES  NO

Contractor proof of insurance is current  YES  NO and with Worker’s Comp  YES  NO

If no, has signed Worker Comp waiver  YES  NO

**Not using this funding**

**HOME Funds**

Contract Amount: $      After Rehab Value < HUD Limit  YES  NO

Pre-1978 home:  YES  NO Does NOT trigger $25,000 lead abatement regulation  YES  NO  NA

**INCOME:**

Is the income documentation within 6 months of the contract signature date  YES  NO

Income workbook has a second signature from reviewer  YES  NO

Income and Asset Form with supporting documentation are present  YES  NO

**NECESSARY DOCUMENTATION:**

ERR documents  YES  NO Environmental Desk Review email  YES  NO  NA

Notice of Understanding   YES  NO Title Report  YES  NO

HOME Set up Report  YES  NO Waiver Request  YES  NO  NA

$40,000 (Rehab Only)

$50,000 (HB + Rehab)

**CONTRACTOR NEEDED DOCUMENTS:**

Debarment sheet  YES  NO

Contractor proof of insurance is current  YES  NO and with Worker’s Comp  YES  NO

If no, has signed Worker Comp waiver  YES  NO

**CDBG –Community Development Block Grant**

**Not using this funding**

In RLF Community?  YES  NO If yes, which one: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contacted?  YES  NO

Contract Amount: $      Equity is less than 120%  YES  NO  NA

Pre-1978 home:  YES  NO Does NOT trigger $25,000 lead abatement regulation  YES  NO  NA

**INCOME:**

Is the income documentation within 12 months of the contract signature date  YES  NO

Income workbook has a second signature from reviewer  YES  NO

Income and Asset Form and supporting documentation are present  YES  NO

**NECESSARY DOCUMENTATION:**

ERR documents  YES  NO Environmental Desk Review email  YES  NO  NA

Notice of Understanding  YES  NO Title Report  YES  NO

Signed Bid Spec & Cost Estimate  YES  NO Waiver Request (over $50,000)  YES  NO  NA

**CONTRACTOR NEEDED DOCUMENTS:**

Debarment sheet  YES  NO

Contractor proof of insurance is current  YES  NO and with Worker’s Comp  YES  NO

If no, has signed Worker Comp waiver  YES  NO

**ADDITIONAL REVIEW ITEMS FOR CDBG, HOME, AND HPG:**

Has an HQS been done?  YES  NO  NA

HQS has page 2 completed?  YES  NO  NA

HQS Form boxes checked appropriately?  YES  NO  NA

Has a Lead Risk Assessment been done?  YES  NO  NA

Has an Asbestos Test been done?  YES  NO  NA

Bid Opening form signed?  YES  NO  NA

Contractor Tracking Sheet from Homeowner?  YES  NO  NA

Has the Mortgage been signed and filed?  YES  NO  NA

Received Insurance proof that La Crosse County and/or Couleecap has been added to policy?  YES  NO  NA

**If new contractor, received W9 form:**  YES  NO  NA

**NOTICE TO PROCEED CAN BE SENT?  YES  NO**

**If no, why:**      

**DATE NOTICE TO PROCEED WAS SENT:**

**Following review of this file, I have confirmed the eligibility of this client and household for**

**services rendered through the Couleecap Housing Rehabilitation Department.**

**All documentation required by the funding sources applicable for this file are present and current.**

Reviewer Name: Sara Berger Date of Review: