**Housing Rehabilitation**

FINAL REVIEW

**CLIENT LAST NAME:**

1. **Funds used:**

**Funding Source 1:**  **Funding Source 3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funding Source 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Funding Source 4:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Total project cost review (including match):**

**Funding Source Contract amount Fees Total**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

***TOTAL FUNDS USED*** \_\_\_\_\_\_\_\_\_\_\_\_

* Client listed under correct Tracking Logs on Sharepoint or HSG site
* Total funds match total amount on Sources and Uses
* If HOME, CDBG, HPG - Asset calculation information and worksheet in file
* Does cost trigger $25,000 lead abatement regulation? Yes No

1. **Household Income**: **Household size**: **%CMI**:

**Types of Income Documentation on file**:

During a review of the file, all income documentation was reviewed for the following:

* All necessary income documentation is present
* All necessary income documentation is current
* Income documentation has been reviewed and matches the Income Calculation
* AHP or HPG income is within 120 days of contract signature
* CDBG income is within 12 months of contract signature
* HOME income is within 6 months of contract signature
* CDBG income calc has a second signature

**AHP Project Documentation Complete** ⬜ **N/A** ⬜

Project Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Lender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Member matched the lender listed on the Tracking Log
* Member is qualified under this AHP Subsidy
* If Associated Bank – Final documents sent to Lisa B (checklist completed)

Check that the following documents are present and have been reviewed for completion, accuracy, correct spelling and necessary signatures:

* Special Needs Form ⬜ N/A
* Sources and Uses
* Checks issued by Lender
* Scope of Work
* Work/Loan Agreement
  + Signed by homeowner(s) and Couleecap staff (top and bottom)
  + Final project costs correctly listed
* Beneficiary Questionnaire
  + Matches Income Calculation
* Payment Request Forms
* Post Purchase Counseling Certificate ⬜ N/A
* Financial Literacy Certificate ⬜ N/A
* ACCESS Report
* USDA Map ⬜ N/A

**HOME Project Documentation** **Complete** ⬜ **N/A** ⬜

Check that the following documents are present and have been reviewed for completion, accuracy, correct spelling and necessary signatures:

⬜ Lead Presumption Notice ⬜ N/A

⬜ Setup Report

⬜ Revised Setup Report ⬜ N/A

⬜ Statement of Estimated Home Value post-rehabilitation

* Value is less than 95% HUD limit

⬜ Completion Report

⬜ Purchase Quotes noted on file divider for HOME funds

⬜ Upload Loan Documents to Client Folder on Share Drive

⬜ Mortgage, Mortgage Note, Notice of Understanding, Truth in Lending Disclosure, &Terms and Conditions

**CDBG Project Documentation Complete** ⬜ **N/A** ⬜

Check that the following documents are present and have been reviewed for completion, accuracy, correct spelling and necessary signatures:

⬜ Lead Presumption Notice ⬜ N/A

⬜ Equity Worksheet

⬜ Obligation Journal

⬜ Copy of closeout letter

⬜ Copy of Checks from La Crosse County to Contractor

⬜ Signed bid specs and cost estimate by homeowner

**HPG Project Documentation Complete** ⬜ **N/A** ⬜

Check that the following documents are present and have been reviewed for completion, accuracy, correct spelling and necessary signatures:

⬜ Debarment Sheet for Applicant

⬜ Ineligibility Certification form for contractor (AD-1048 form)

⬜ Income 50%CMI or less

⬜ SHPO Form

⬜ USDA Rural Map

⬜ Purchase Quotes noted on file divider for HPG funds

⬜ 3rd Party Inspection form completed by hired inspector

* State approval statement from County Zoning – Septic Systems ONLY
* Safe Water Tests – Wells ONLY
  + After well drilled
  + After pump installed
* Copy of permit to drill the well

⬜ Upload Loan Documents to Client Folder on Share Drive

⬜ Mortgage, Mortgage Note, Notice of Understanding, Truth in Lending Disclosure, &Terms and Conditions

**Checklist**

Check that the following documents are present and have been reviewed for completion, accuracy, correct spelling and necessary signatures:

⬜ Rehabilitation Contract(s)

⬜ Payment Request(s)

⬜ Change order(s) present and signed, if applicable

⬜ Environmental Web Searches

* Includes Historic Desk Review, if applicable

⬜ Contractor Payment Summary

⬜ Final Inspection Form and Photos

⬜ Initial Inspection Photos

⬜ Smoke Detector Form

⬜ Waiver of Lien (one for each payment request)

⬜ Mortgage

⬜ Legal description included

⬜ Mortgage Note

⬜ Truth In Lending Statement

⬜ Lead Clearance Test

* N/A

⬜ Child Support Document

⬜ Contractor Tracking Sheet from homeowner, signed and dated

⬜ Signed Bid Opening Form

⬜ Debarment Sheet for Contractor (CDBG, HOME, HPG)

The project file has been reviewed and is complete. All information is accurate to the best of my knowledge:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff signature Date**