

Mobile and Manufactured Home Replacement Project File Checklist Instructions for File Maintenance and First File Review

Project File Checklist will be used to organize responses for First File Review at initial setup and at the completion of the project. This checklist must also be used by the LPA to organize project files. All First File Review documentation for Set Up and Completion must be submitted to the LPA's designated WorkCenter in Procorem. Invitations for Procorem are issued at the time of contract execution. LPA may add any number of collaborators to the Procorem process by sending the name and email address of the collaborator to the Program Manager.

Program Manager reviews materials and outlines any deficiencies for corrections to the LPA by email. Once the review is satisfactory, PM stamps the checklist "Reviewed" and passes to the Program Director, who reviews and stamps "Approved" if so approved. All efforts will be made to allow an LPA to set up their first project timely. However, if the Program Director deems the materials to be excessively deficient, OCR may hold set up of the first project until the deficiencies can be corrected.

First File Set Up Review - Please include separately as one PDF to Procorem

1. Participant application:
 - Basic information to determine household eligibility
 - Basic information to determine unit eligibility
 - Dated applicant signature
 - Date stamped by organization for project selection documentation
2. Household size (may be part of the client application)
3. Income verification (conducted within 12 months of Set Up):
 - Dated calculation required (could be part of application)
 - Back up documents to demonstrate calculation
4. Proof unit free of liens –LPA must not demolish a unit that is collateral for a financial obligation
5. Verification of Ownership – This can be tricky with very old mobile homes. Work with program manager before disqualifying a participant that has hardship proving ownership of unit.
6. Verification of current Homeowner Insurance – This is not required for serving the unit.
7. Verification of current taxes (or documentation from municipality of payment plan in place)
8. Preconstruction inspection-can be HQS, rehabilitation specialist notes and drawings, other documented proof of inspection, not just photos.
9. Award letter from LPA to participant (could be email or contained as part of homeowner agreement)
10. Homeowner Agreement with participant. AT MINIMUM MUST CONTAIN:
 - Agreed upon scope of work & cost
 - Contractor selection process
 - General completion deadline
 - Permits required
 - The LPA has the right to inspect work at any time
 - The LPA may terminate the award and cancel the contract should the work be inconsistent with the program rules outlined
 - The LPA may share information about the participant and the project with NYS HCR for monitoring purposes
 - Release for photos of unit
 - Allow sharing of these photos for presentations and press (can be N/A, project can move forward without participant consent to share outside HCR)
 - Dispute resolution policy

- Property owner will cooperate with the LPA requirement to monitor the ongoing maintenance of the property to the ten-year term

11. Project Set Up form with environmental certification
12. Before Photos of front elevation and interior
13. Written scope of work
14. Internal cost estimate

First File Completion Review - Please include separately as one PDF to Procorem

1. Contractor bid package and proposals for Contractor Bid List
2. Certificate of contractor insurance for chosen contractor
3. Lead EPA Certification
4. Construction contract between participant and contractor(s), signed and dated
5. Copy of building permits and notice to proceed-
6. Change orders (if applicable)
7. Copy of contractor waiver of liens (may be part of final inspection)
8. Record of construction monitoring
9. Certificate of final inspection – Certificate of Occupancy
10. Project Completion form and copies of any revised Project Set Up forms
11. After photos of home
12. Signed note and mortgage and proof of filing
13. Participants sign off on completed work (may be certificate of final inspection)
14. Invoices – contractor and LPA invoices as required for disbursement
15. Evidence of contractor disbursement – payment to contractor