RESTORE Program
Project File Checklist

SHARS #: _____ LPA Name: _____ Date: _____

Project Address: _____ Participant Name: _____

Type of Emergency: _____ Project Cost: _____

Referral Date: _____ Assessment Date: _____ Repairs Began: _____ Repairs Completed: _____

SET UP		**COMMENTS**
Homeowner/Participant Application	☐	
Proof of Age (min. 60 yrs)	☐	
Household Size (number of persons)	☐	
Income Verification and Calculation (SSI, pay stubs, W2 Tax Form, etc.)	☐	
Verification of Ownership (deed, life use, etc.)	☐	
Verification of Current Homeowner's Insurance	☐	
Verification Current on all Property Taxes	☐	
Emergency Repair Determination	☐	
Award Letter from LPA to Participant	☐	
Scope of Work	☐	
Cost Estimate	☐	
Signed Homeowner/Participant Agreement with LPA	☐	
Pre-Construction Inspection	☐	
Environmental Certification	☐	
Before Photo of Front Elevation of Home	☐	
Before Photo of Repairs to be Completed	☐	
Project Setup Form	☐	
COMPLETION		
Contractor Bid Package/Proposals	☐	
Certificate of Contractor Insurance	☐	
Lead EPA Certification	☐	
Signed Homeowner/Participant and Contractor Agreement	☐	
Building Permits	☐	
Change Orders (if applicable)	☐	
Contractor Affidavit/Waiver of Liens	☐	
MWBE/SDVOB Outreach	☐	
MWBE Contractor Bid Solicitation Log	☐	
Affirmation of Income Payment (if applicable)	☐	
Verification of Construction Monitoring	☐	
Certificate of Final Inspection	☐	
Project Completion Form	☐	
After Photos of Front Elevation of Home	☐	
After Photos of Completed Repairs	☐	
Signed Property Maintenance Declaration	☐	Date Signed: _____ for_____ years
Copy of Recipient Sign-off of Completed Work	☐	
Note and Mortgage (if applicable)	☐	
Contractor Invoice(s)/Vouchers	☐	
Final Disbursement Documentation	☐	