

RESTORE 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. First file review set up occurs as part of the set-up process for the first project of the contract. The completion review process should be submitted as soon as possible after the completion of the first project.

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 or electronic certification
2. Verification of primary residence (driver's license, birth certificate, passport, utility bill etc.)
3. Proof of Age
4. Household size (may be part of the client application)
5. Proof of income eligibility (conducted within 12 months of Set Up):
 - Dated calculation required (could be part of application)
 - Back up documents to demonstrate calculation
 - Proxy document review and approval if using proxy method
6. Verification of homeownership
7. Verification of current Homeowner Insurance
8. Verification of current taxes (or documentation from municipality of payment plan in place)
9. Emergency Repair Determination – justification for repairs
10. Award letter from LPA to participant (could be email or contained as part of homeowner agreement)
11. Written scope of work
12. Internal cost estimate
13. 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 three-year term
14. Preconstruction inspection-can be HQS, rehabilitation specialist notes and drawings, other documented proof of inspection, not photos.
 15. Photographs of front elevation
 16. Photos of items in scope
 17. Project Set Up form with environmental review

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

1. Contractor bid package, proposals, and bid tab; Contractor Bid List System bid from contractor
2. Certificate of contractor insurance for chosen contractor
3. EPA lead certification – This must be provided, or the LPA should state WHY this is not required. Either “House built post 1978” with proof or “Repairs will not disturb painted surfaces”.
4. Construction contract between participant and contractor(s), signed and dated
5. Copy of building permits- Permits or proof permit is not required is mandatory. If the LPA elects to hold the contractor responsible for procuring permits, a permit (photo is fine) or proof from the contractor, in ANY capacity, that they did not need one. It can be a screenshot of town regs, a letter from the town, or an email or text from the contractor saying no permit was required. If the LPA retains responsibility for permitting, there must be a permit or proof one is not required.
6. Notice to Proceed – May be included in construction contract, may be email.
7. Change orders (if applicable)
8. Copy of contractor waiver of liens (may be part of final inspection)
9. M/WBE Contractor Bid Solicitation Log (LPA may elect to use this as bid tabulation document)
10. Affirmation of Income Payment Form and proof of email submission if applicable
11. Record of construction monitoring
12. Certificate of final inspection – may be C of O or another document sign off by participant, contractor, and inspector
13. Project Completion form and copies of any revised Project Set Up forms
14. After photos of home and after photos of completed repairs
15. Signed PMD and proof of filing
16. Participants sign off on completed work (may be certificate of final inspection)
17. Invoices – contractor and LPA invoices as required for disbursement
18. Evidence of contractor disbursement – payment to contractor