

VRP 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 Director reviews materials and outlines any deficiencies for corrections to the LPA by email. Once the review is satisfactory, Director stamps the checklist "Approved" if so approved. All efforts will be made to allow an LPA to set up their first project in a timely manner. 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. Property Owner Application and Signed Responsible Owner Attestation

- Basic information to determine household eligibility
- Basic information to determine property eligibility
- Dated applicant signature
- Responsible Owner Attestation must be included with minimum criteria included:
 - Current on mortgage payments (and any loans secured by the property)
 - Current on all property taxes
 - Current on all utility payments
 - Current comprehensive property insurance (If not possible then waiver should be done)
 - Not in bankruptcy
 - No outstanding federal, state, or local liens on the property
 - No history of fair housing violations
 - Not under current investigation by: Dept of Health, EPA, HUD, state agency or local government for law or regulation violation
- Note that the attestation statements can be embedded in another document or documents. However, wherever included, the document must be signed by the property owner.

2. Verification of Responsible Owner Status

- a. Documentation that the LPA determined applicant to be a responsible owner**
- b. Proof of Current Comprehensive Property Insurance**
- c. Proof Current on All Property Taxes**
- d. Proof Current on all Mortgage Payments**
 - If there is no mortgage on the property this must also be documented in the file and an attestation signed by the property owner confirming that there is no mortgage.
- e. Additional Documentation Required by LPA**

- If the LPA requires additional documentation to be submitted to confirm responsible owner status that documentation must be included in the project file.
- f. **Documentation of any LPA exceptions made to the responsible owner requirements**
- See Section III E. Eligible Property Owners of the VRP program manual for details on how to document responsible owner exceptions
3. **Verification of Property Ownership**
- Documentation of property ownership such as a deed should be provided.
 - Note that if the property is owned by an LLC or business entity, all owners must be disclosed and documented within the Project File.
4. **Application Prioritization Documentation**
- Documentation that the LPA's prioritization policies and procedures were applied to the project (e.g., a scoring sheet)
5. **Initial Inspection Report and Documentation of Vacancy**
- Inspection report must be provided
 - Must document that units are vacant and uninhabitable or unmarketable
 - Note that this inspection and the "Pre-Construction Inspection" may be the same document.
6. **Documentation of Application Approval or Denial Decision**
- It should be clearly documented in the project file why an application was approved or denied.
 - The Application Decision Form Template on the VRP website is a good option for how to document this.
7. **Award Letter from LPA to Participant**
- This must be included
8. **Internal Scope of Work Prepared by LPA**
- Must include LPA's own internal scope of work document(s)
9. **Internal LPA Cost Estimate**
- Must include LPA's own internal cost estimate document(s)
10. **Signed Property Owner Participant Agreement with LPA**
- Must include property owner agreement with LPA
 - If the agreement won't be signed until after the bidding process, then a draft of the full unsigned agreement should be provided
11. **Pre-Construction Inspection**
- Must provide documentation of a pre-construction inspection

- This must be more than photos of current conditions
- Note that this could be included in LPA's initial inspection

12. Before Photos of Repairs to be Completed

- Include before photos of all the repairs that are to be completed within the scope of work

13. Environmental Site Certification Document

- Must include the Housing Trust Fund Corporation's site-specific environmental certification checklist
- The checklist must be fully completed and signed
- The checklist must be signed by someone with contract execution authority at the LPA
- Must include all required supporting environmental checklist documentation
 - Including the flood plain map and SHPO documentation

14. Lead Risk Assessment (if applicable)

- Must be included if the unit was constructed prior to 1980
 - Must cover all units to be assisted and areas of egress
 - Must be completed by a EPA certified professional
 - Must include EPA certifications

15. Signed and Notarized Declaration of Interest

- If not signed prior to bid process then must be submitted with second half (completion) file review.

16. Contractor Agreement Template

- An unsigned version should be submitted.

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

17. Signed Property Owner (Participant) Agreement with LPA (required if signed version not submitted for set up review)

18. Signed and Notarized Declaration of Interest (required if signed version not submitted for set up review)

19. Contractor Bid Documents

- At a minimum, two (2) bids or proposals must be obtained and reviewed for all rehabilitation or professional service activities to establish the reasonableness of project costs. If two bids are not received, the LPA must follow OCR guidelines on establishing reasonableness of project costs.
- All submitted bids must be included in the project file. Include verification of no collusion/conflict of interest.

20. Certificate of Contractor Insurance

- Proof of insurance must include general liability coverage in a minimum amount of one million dollars and workers' compensation coverage.

21. **Lead EPA Certification**

- Must include contractors Lead EPA Certification.
 - Both firm and individual certification is required for contractors doing lead work.

22. **Signed Participant and Contractor Agreement**

- Must be signed and dated

23. **Building Permits or Proof No Permit Needed**

- Permits or proof permits are 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 that one is not required.

24. **Notice to Proceed**

- May be included in construction contract. This must be written notice from the LPA to the contractor.

25. **Change Orders (if applicable)**

26. **Contractor Waiver of Liens**

- Can be included as part of final inspection
- Verifies contractor has received all payments.

27. **Log of Contractor Solicitations and Bids Received (Including MWBE Firms)**

- The Contractor Solicitation Log on the VRP website should be used for this. The Project Bid type should be selected
- This should include a log of solicitations made by the LPA including firms that did not reply. This should also include details of all bids received back.
- MWBE firms must be included on this log as MWBE firms are required to be solicited to bid for each individual project.
- The internal cost estimate should be included as a line on the log as documentation of cost reasonableness.

28. **Affirmation of Income Payment (If applicable)**

- Must include if MWBE firms/contractor were utilized.
- Must also include copy of email submission if applicable

29. **Record of Construction Monitoring**

- The LPA retains the right to inspect work in progress at any point and visits must be documented in LPA project files. If texts, calls, or emails are done as a form of construction monitoring those should also be included in the project file.

30. **Certificate of Final Inspection**

- Must be signed off by LPA, Participant and Contractor

31. **After Photos of Completed Repairs**

32. **Lead Clearance documentation**

33. **Copy of Recipient Sign-off of Completed Work**

- Can be included as part of the final Inspection

34. **Contractor Invoice(s)/Vouchers**

35. **Proof of Reimbursement to Property Owner (if applicable)**

36. **Declaration Filing Receipt**

- The LPA will hold the signed and notarized Declaration during the construction process and will file the Declaration after the final inspection.

37. **Final Payment Documentation**

- Documentation that all contractor invoices were paid