

LHRD Grant- File Protocol

Section I- Application

- Application
- Photo ID
- Confidentiality Release
- Frequently Visiting Child Certification (if applicable)
- Proof of Income Documentation
 - Tenant Income Certification
 - Tenant Income Questionnaire
 - Zero Income Certification (if applicable)
 - Supportive documents- pay stubs, tax information, social security, bank statements, etc.
 - Confidentiality Releases for 3rd Party report- if necessary
- Grievance Policy Sign-off
- Case Notes- timeline of each major process

Section II- House Information

- Verified Deed
- Tax Receipts Current
- Homeowners Insurance current
- Tier II Environmental Record Review and Section 106 Concurrence letter

Section III- Medical

- Consent for Release of Information
- Some form of age identification
- Copies of Medical Cards
- Consent for Blood Testing and referral
- Blood Test Results (if applicable)

Section IV- Contracts

- Participation Agreement
- Lien (rental only)
- Construction contract
- Relocation Waiver- if waived
- HUD 40030- if relocated
- Notice of Re-Occupancy

Section V- Financial

- Change Orders- if applicable
- Partial Payments- if applicable
- Relocation Cost Analysis- if applicable
- Project Completion Sign-off
- Project Completion & Authorization for Payment
- Project Invoices
- Matching funds documentation

Section VI- Correspondence & Family Information

- Demographic information
- Post Survey
- Owner & Contractor Correspondence
 - Appointment Notification
 - Acceptance Letter
 - Denial Letter (if applicable)
 - Closeout Letter
- On-going Maintenance Plan (rental)

Section VII- LEAD

- EPA Lead Pamphlet & Renovate Right- documented receipt by the occupant
- Notice of Evaluation (for the occupant)
- Lead Inspection/Risk Assessment reports
- Lead Hazard Control Plan/Scope of Work
- Healthy Homes Inspection report
- Homeowner receipt of LIRA & Clearance reports- documented receipt by the occupant
- Clearance Examination Report
- Notice of Lead Hazard Reduction (for the occupant)
- Worksite setup verification
- Other lead information
- Occupant Protection Plan
- I-Lead Certificate

Section VIII- Project Information

- Before & After photos of the unit
- Cost Estimate
- Bidders List Letter
- Request for Proposal
- Original Bids
- Pre-Construction Meeting- if necessary
- Intent to Award
- Building Permit- if necessary
- Contractor Insurance Verification
- Waste Disposal Receipt
- Abatement Contractor License
- Abatement Contractor worker certificates
- Lead Abatement Supervisors License
- Abatement Project Notification- ISDH