

Owner-Occupied Rehabilitation Monitoring Checklist

OOR grants undergo a desk review monitoring (i.e. – completed in GMS) after the closeout request has been submitted in GMS. Once the monitoring record has been created in the eGMS, the following items must be uploaded to the record within 30 days.

General Items

- Signed copy of Closeout Form 1: Grantee's Acknowledgements & Certifications
- Signed copy of updated Disclosure Report (Contract Development Form 1)
- Documentation for 2nd Public Hearing
 - Copy of the Newspaper Notice
 - Publisher's Affidavit
 - Public hearing minutes
 - Public hearing sign-in sheet

Procurement

- Signed copy of contract for grand administration services
- Signed copy of contract for engineering/architectural services
- Signed copies of contracts for contractors

Financial Management

- Copy of federal Financial Management forms
 - Federal Cash Control Register (Form 1)
 - Contract Obligations Control Register (Form 2)
 - Contractor Expenditure Ledger (Form 3)
 - Property Inventory Ledger (Form 4)
 - Local Match Ledger (Form 5)
- Copy of invoices or billing statements from all service providers
- Copy of deposits and expenditures of grant funds (e.g. – State Auditor's ACH receipt, bank statement showing receipts and disbursements)
- Copy of checks disbursing grant funds toward this project
- Copy of checks disbursing local funds toward this project

Radon

Did Radon Mitigation efforts need to be conducted for any properties?

- **No:** No further Radon compliance needs to take place.
- Yes:** Please complete a [Certification Of Completed Radon Mitigation](#) for each home receiving mitigation. A follow-up radon test will need to be conducted to ensure the property is below 4.0 pCi/L.
 - In the event that follow-up testing results in radon levels above 4.0 pCi/L, please contact Grant Services for further guidance.