Attachment 1: Checklist for Unit Files

Section I – Application for Unit Enrollment
- Application
- Photo Identification (Tenant, Homeowner, or Landlord)
- Household Eligibility Verification (i.e. Local Income Chart)
- Proof of Income Documentation (i.e. check stubs, copy of tax documentation, social security income)
  - What Definition of Income is Your Program Using?
- Confidentiality Releases for 3rd Party Reports (i.e. bank statements, tax documentation, DHHS benefits, social security letter)
  - Verification of the Income
- Lead Pamphlet Sign Off
- Case Notes (communication on production timeline - i.e. intake, risk assessment, procurement, clearance)
- Landlord/Owner Agreement or Disclosure for Vacant Units (if applicable)
  - Prioritizing families with children under six for no less than 3 years following completion of work.

Section II – Property Information
- Verified Deed (follow state or local requirement)
- Tax Receipts (follow state or local requirement)
- Insurance Declaration (follow state or local requirement)
- Tier-II Environmental Review Documentation
  - SHPO/Flood

Section III – Medical Information
- Documentation of recent blood level tests of children under 6 or consent for testing (i.e. -Health Department Verification).
- Affidavit Documentation on non-consent of testing children under 6 (if applies)-
  - Some Form of Age Identification Documentation

Section IV – Contracts
- Homeowner Participation Agreement
  - Sign Off on General Conditions

Owner Accepts Scope of Work
- Relocation Information/Agreement
- Relocation Analysis

Section V – Financial
- Change Orders
- Project Completion Documentation
- Invoices (Partial Payments and Final Payments)
- Match Documentation

Section VI – Lead/Healthy Homes
- Lead Inspection/Risk Assessment Report
  - Unit sketch
  - Dust Wipe Sample Lab Reports
  - Clearance Achievement or Failure Notice
- Health Homes Inspection/Assessment & Healthy Homes Clearance Report
- Any miscellaneous Lead Information
- On-going Maintenance Plan with sign off

Section VII – Project Information
- Scope of Work –
  - Lead Work specifications
  - Healthy Homes Work Specification
- In-House Cost Estimate
- Bidders List
- Request for Proposal
- All Original Bids
- Bid Opening Chart (if required for local procurement standards)
- Pre-Construction Meeting (if required for local program procurement standards)
- Contractor Evaluation Criteria
- Intent to Award
- Occupant Protection Plan
- Monitoring Work Site Documentation
- Abatement Project Notification (follow state or local requirement)
- Notice to Proceed
- Building Permit
- Contractor Licenses/Worker Certificates
- Job Completion photos

Unit Address:
Property Type:
Child(ren) Present:
AMI Income:

Key Dates of Completion
Intake: LI/RA: Contract: Clearance: Unit Production Total Days:
Basic information that grantees should maintain in the database:

- Date of Referral
- Date of initial application or intake
- Date of inspection/assessment (LEAD and HHS)
- Property address
- Age of property
- Multi-family or single-family property
- Owner Occupied or Rental Unit
- Local Income Verification Percentage (50% or 80%)
- Date Relocation Begins
- Date scope of work is completed (Lead and HHS)
- Date for release of bidding information (Lead and HHS)
- Date bids are due/received (Lead and HHS)
- Date the contractor was selected (Lead and HHS)
- Date work began (Lead and HHS)
- Date work is completed (Lead and HHS)
- Date unit achieves clearance
- Dates contractor monitoring was completed
- Cost of the unit
- Types of funding used to cover the costs
- Date of the final invoices are received
- Date of the contractors are paid in full
- Date that the family can return
- Dates of any follow up visits
- Number of children enrolled in program
- Number of units assisted with children or family members with asthma or other health hazards