

Exhibit 10-D

REHAB PROPERTY SPECIFIC CHECKLIST

This list is a guide to identify major items to be completed, but does not include a full list of tasks that are needed to be completed in order to secure funds.

Prior to Project Request Form

Property Location: _____

1. _____ Eligibility of Unit determined
 - a. _____ Previous projects are 50% complete
 - b. _____ Previous projects over 50% complete are no more than 30 days over the implementation schedule
2. _____ Eligibility of beneficiary determined
3. _____ Voluntary Participation form executed
4. _____ Uniform Relocation Act – General Information Notice provided to beneficiary
5. _____ Environmental Statutory Checklist _____ Date completed
 - a. _____ Site Specific Checklist _____ Reviewed/Approved
6. _____ DRAFT Project Request draft form (unsigned, approximate budget amount – to reserve funds)

Project Request Approval Process

7. _____ Documentation of inspection establishing necessary health and safety work items
 - a. _____ this an include ADA accessible improvement
 - b. _____ scope of work is defined
 - i. Use of Funds: _____ Purchase _____ Demolition _____ Rehab
8. _____ General budget, includes _____ includes 10% project contingency _____ Admin doesn't exceed 10% _____ Other _____
9. _____ Listing of details for planned rehabilitation work (detailed rehab budget)
10. _____ Implementation Schedule included
11. _____ Activities include temporary relocation costs
 - a. _____ URA temporary relocation documents completed
12. _____ Project Request Form (signed, final budget amount)
13. _____ Contract Executed

Rehab Activity Items

14. _____ Documentation of housing counseling course being completed by eligible beneficiary
15. _____ Voluntary acknowledgment of construction work to be completed
16. _____ Abstract Filed
17. _____ Procurement of contractor
18. _____ Certificate of Occupancy completed
19. _____ Inspection post-construction completed
 - a. _____ documentation provided to Commerce
 - b. _____ documentation provided to beneficiary
20. _____ Appraisal or Broker's Price Opinion (BPO) completed (within 60 days after rehab)