

Home Repair and Rehab CHECKLIST

Updated 5-7-13 DJ

Applicant Name: _____

Date of Inquiry: _____

Address: _____

Once the applicant file is set up it resides in the fire safe cabinet in construction office. All documents are kept in file.

Action	Form (#1-14) used in each step	Staff Initial when complete
<p>Step 1: Preliminary application, part 1 review by Outreach Manager. Create physical file with checklist. <i>Homeowner seems to fit within our income guidelines? <input type="checkbox"/>Yes <input type="checkbox"/>No</i> <i>If yes, refer to Construction Manager who will schedule a site visit/project review. See Step 2 and 3</i></p>	<p>#1. Preliminary Application (part 1) #2. Home Visit Assessment Form and Home Repair & Rehab Checklist</p>	
<p>Step 2: Construction Manager will return call and schedule home visit/assessment within two weeks.</p>	<p>#3. Audit In form: Comprehensive Home Assessment</p>	
<p>Step 3: Construction Manager reviews potential project with construction team, including Executive Director. Estimated budget is determined. Project is reviewed for fit, and if approved, is moved into financial application (Step 5)</p>		
<p>Step 4: NRI Project Spreadsheet is updated with notes and budget. If project approved, file is transferred to Community Outreach Manager.</p>	<p>#4. NRI Project Excel Spreadsheet (on server)</p>	
<p>Step 5: Community Outreach Manager follows up with phone call and sends financial application, Part 2 to homeowner (along with cover letter). Homeowner mails application, part 2 back to BAHFH. Application is placed in file and transferred to Family Service Manager (FSM). Part 2 Application return date:</p>	<p>#5. Financial Application, part 2 #6. Cover letter</p>	
<p>Step 6: Family Services Manager (FSM) reviews/underwrites file (within 1 week). Potential loan is discussed with Finance Manager</p>	<p>#7. NRI Underwriting Excel Spreadsheet (Part 2 application) (NRI Spreadsheet)</p>	
<p>Step 7: Project is approved/not approved by Executive Director</p>	<p>#8. Denial Letter, if needed</p>	
<p>Step 8: FSM and/or Finance Manager creates "Homeowner Agreement" and "Draft Promissory Note". FSM contacts Homeowner to review and sign documents. FSM will also share Sweat Equity timesheet, Homeowner Guide and add homeowners to monthly reminder email until hours are complete.</p>	<p>#9. Homeowner Agreement #10. Draft Promissory Note #11. Sweat Equity Timesheet #12. Homeowner Guide</p>	
<p>Step 9: (If project estimate exceeds \$5,000) Notice of Right to Lien mailed to applicant by Finance Manager</p>	<p>#13. Notice of Right to Lien</p>	
<p>Step 10: FSM notifies construction that project is ready to go. Construction Manager takes "before" photos.</p>		
<p>Step 11: Final Promissory is created by FSM and mailed to homeowner for signature.</p>	<p>(NRI project spreadsheet)</p>	
<p>Step 12: Adjust loan according to total project costs. Finance Manager to create payment coupon booklet which is mailed to homeowner.</p>	<p>#15. Payment Coupon booklet</p>	
<p>Step 13: Construction Manager completes "audit out" form and takes "after" photo. Construction Manager gets homeowner signature for project completion</p>	<p>#14. Audit Out form (Project completion form, last pg. Homeowner Agreement)</p>	
<p>Step 14: Finalize grant reporting if applicable; by Construction Manager and Grants Manager.</p>	<p>(Excel Spreadsheet)</p>	