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
   a. _______ Site Specific Checklist
   b. _______ Date completed
   c. _______ Review/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)