

## 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)