



### GHF HOPP Documentation Checklist

| <u>Document Name</u>                                     | <u>Description</u>  | <u>✓</u> |
|--|---|----------|
| 1. Sponsor Application                                   | Application (along with all required supporting documentation. See Sponsor Checklist) to participate in the GHF HOPP Program                      |          |
| 2. Beneficiary Information                               | Homeowner Application (along with all required supporting documentation) to prove Eligibility to participate in the GHF HOPP Program (See Manual) |          |
| 3. Homeowner Contract                                    | Contract between the Homeowner and Sponsoring Agency outlining the agreement between the two parties to provide repairs and accept repairs        |          |
| 4. Work Write Cost Estimate                              | Documentation outlining accepted repairs to be made and the estimated cost  |          |
| 5. Authorization to Release Information                  | Permission from Homeowner to share information between agencies involved  |          |
| 6. Request for Contractor Qualifications (if Applicable) | Form to collect information about contractors/subcontractors' qualification to bid on projects (only if a contractor is required)                 |          |
| 7. Contractor Qualifications (if applicable)             | Copies of Contractor licenses, insurances and qualification   |          |
| 8. Real Property Agreement                               | Notice of financing agreement and restrictions between GHF and homeowner. To be recorded by GHF.  |          |
| 9. Acceptance of List of Repairs                         | Document stating work to be done, signed by Sponsor, Contractor (if applicable), Homeowner, and GHF   |          |

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|--|--|-----------------|
| 10.Rehabilitation Contracts<br>(If Applicable)             | Contracts between agency, home owner, and contractor   |                 |
| 11.Responsibilities During Construction<br>(If applicable) | Document stating responsibilities of Sponsor (or Contractor if applicable), and Homeowner during repairs (this may be a part of Homeowner Agreement) |                 |
| 12.Change Order Form                                       | When necessary (changes to work agreement after agreement signed, etc.)  |                 |
| 13.Material Selection Sheet<br>(If Applicable)             | List of materials from contractor to be approved by homeowner and Sponsor agency   |                 |
| 14.Payment Request   | Sponsor payment request to GHF   |                 |
| 15.Owner Satisfaction and Acceptance                       | Certification from owner that work has been completed to their satisfaction  |                 |
| 16.Final Report  | Report of final homeowner benefits with final photos (duplicate reports from other funders may be provided to GHF)                                   |                 |