**APPLICATION**

**Applicant Role**
- Make appointment
- Complete application
- Provide required documents

**ReBuild NC will**
- Verify application is complete and signed
- Verify all required documents have been received

**ELIGIBILITY REVIEW**

**Applicant Role**
- Provide any additional documents (if needed)

**ReBuild NC will**
- Verify primary and lawful residence
- Verify occupancy and storm damage
- Verify home not in foreclosure
- Verify property taxes are current
- Verify household income

**DUPLICATION CHECK**

**Applicant Role**
- Notify ReBuild NC of disaster assistance already provided

**ReBuild NC will**
- Determine total disaster assistance already provided
- Verify use of funds

**INSPECTION AND ENVIRONMENTAL REVIEW**

**Applicant Role**
- Have adult member of household home during inspection
- Sign forms once inspection is completed

**ReBuild NC will**
- Coordinate with applicant to inspect damaged home
- Verify completed repairs and remaining damage
- Complete environmental review
- Complete lead-based paint and asbestos inspections
- Develop scope of work and cost estimate

**GRANT DETERMINATION**

**Applicant Role**
- Make appointment to review grant award
- Sign documents to finalize grant offer

**ReBuild NC will**
- Determine applicant award amount
- Prepare documents for applicant signature
- Sign documents with applicant

**CONTRACTOR SELECTION**

**Applicant Role**
- Schedule walk-through for contractor if needed
- Make appointment to sign contract agreement

**ReBuild NC will**
- Bid scope of work
- Finalize construction agreement with contractor and homeowner
- Request any missing documents from homeowner
- Ensure homeowner has temporary housing (if applicable)

**CONSTRUCTION**

**Applicant Role**
- Verify work is completed
- Have final walk-through with contractor and ReBuild NC staff
- Sign Final Construction Documents
- Secure flood insurance (if required)

**ReBuild NC will**
- Oversee construction work
- Inspect progress
- Verify change orders
- Ensure home meets HUD standards
- Verify construction is complete
- Receive final billing and lien releases from contractor
- Schedule and attend final walk-through with homeowner

**COMPLETION**

**Applicant Role**
- Provide final verification of ownership and occupancy at project closeout
- Provide updated duplication of benefits information (if necessary)
- Provide proof of flood insurance for period of one year beyond project completion (if required)
- Sign amended grant agreement (if required)

**ReBuild NC will**
- Document ownership and occupancy at closeout
- Conduct final duplication of benefits review
- Verify flood insurance (if required)
- Reconcile and document total project costs
- Notify lienholder of project completion