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| <h2>1</h2> | <h3>APPLICATION</h3> <p>Applicant Role</p> <ul style="list-style-type: none"> • Make appointment • Complete application • Provide required documents | <p>ReBuild NC will</p> <ul style="list-style-type: none"> • Verify application is complete and signed • Verify all required documents have been received  |
| <h2>2</h2> | <h3>ELIGIBILITY REVIEW</h3> <p>Applicant Role</p> <ul style="list-style-type: none"> • Provide any additional documents (if needed) | <p>ReBuild NC will</p> <ul style="list-style-type: none"> • Verify primary and lawful residence • Verify occupancy and storm damage • Verify home not in foreclosure • Verify property taxes are current • Verify household income  |
| <h2>3</h2> | <h3>DUPLICATION CHECK</h3> <p>Applicant Role</p> <ul style="list-style-type: none"> • Notify ReBuild NC of disaster assistance already provided | <p>ReBuild NC will</p> <ul style="list-style-type: none"> • Determine total disaster assistance already provided • Verify use of funds  |
| <h2>4</h2> | <h3>INSPECTION AND ENVIRONMENTAL REVIEW</h3> <p>Applicant Role</p> <ul style="list-style-type: none"> • Have adult member of household home during inspection • Sign forms once inspection is completed | <p>ReBuild NC will</p> <ul style="list-style-type: none"> • 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  |
| <h2>5</h2> | <h3>GRANT DETERMINATION</h3> <p>Applicant Role</p> <ul style="list-style-type: none"> • Make appointment to review grant award • Sign documents to finalize grant offer | <p>ReBuild NC will</p> <ul style="list-style-type: none"> • Determine applicant award amount • Prepare documents for applicant signature • Sign documents with applicant  |
| <h2>6</h2> | <h3>CONTRACTOR SELECTION</h3> <p>Applicant Role</p> <ul style="list-style-type: none"> • Schedule walk-through for contractor if needed • Make appointment to sign contract agreement | <p>ReBuild NC will</p> <ul style="list-style-type: none"> • Bid scope of work • Finalize construction agreement with contractor and homeowner • Request any missing documents from homeowner • Ensure homeowner has temporary housing (if applicable)  |
| <h2>7</h2> | <h3>CONSTRUCTION</h3> <p>Applicant Role</p> <ul style="list-style-type: none"> • Verify work is completed • Have final walk-through with contractor and ReBuild NC staff • Sign Final Construction Documents • Secure flood insurance (if required) | <p>ReBuild NC will</p> <ul style="list-style-type: none"> • 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  |
| <h2>8</h2> | <h3>COMPLETION</h3> <p>Applicant Role</p> <ul style="list-style-type: none"> • 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) | <p>ReBuild NC will</p> <ul style="list-style-type: none"> • 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  |