



## APPLICATION

- Verify application is complete and signed
- Verify all required documents have been received



## ELIGIBILITY REVIEW

- 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

- Determine total disaster assistance already provided
- Verify use of funds



## INSPECTION AND ENVIRONMENTAL REVIEW

- 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

- Determine applicant award amount
- Prepare documents for applicant signature
- Sign documents with applicant



## CONTRACTOR SELECTION

- 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

- 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

- 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