

MI Neighborhood Project Specific Checklist for Subrecipients

Assisted Property Address: _____ Date App Received: _____

Verification Of Property Within Agency's Area/Zip Code _____

Boundaries Date Applicant Selection Date: _____

Applicant Selection Criteria Utilized: _____

Homeowner/Tenant(s) Names: _____

Contact Information: Phone/Email Address(es) _____

- Clear ID Verification Complete and SIGNED copy of MI Neighborhood application
- SIGNED and DATED copy of Household Income Self-Certification Form
- Procurement/Cost Reasonableness/Formal Bids Obtained (2 or 3 if necessary)
- Before pictures, including one that shows entire front of house with address numbers
- Copy of insurance certifications and license for contractor and subcontractors (if applicable)
- Volunteer labor approved by MSHDA (if applicable)
- Proof of current homeowner insurance
- Proof that property taxes are up to date or property is current in a repayment plan
- Inspections/Lead/Asbestos evaluations and actions undertaken
- Activity Scope determined/Specs/Work orders approved by all parties

Contract Fully Executed Date: _____

Name of Contractor/Subcontractor: _____ / _____

- Total Contract Amount \$ _____
- Notice To Proceed Issued Date: _____
- Change Orders/Revisions to Contract - Note if >10% MSHDA Pre-Approval Required
Description: _____
- Approval and Request for Contractor Payment(s) Signed and Dated by all Parties
- Reimbursement from MSHDA requested for work performed and approved

Upon Completion of Work

- After picture
- Invoice(s) submitted/Final billing and Approval Form provided
- Final energy bill/savings calculation
- Surveys-Owner/Occupant



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