



### MI-HOPE 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-HOPE 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

**Description of Work Performed:**

- |   |  |
|---|--|
| <input type="checkbox"/> Roof   | <input type="checkbox"/> Functioning and up to date exterior security lighting                 |
| <input type="checkbox"/> Storm Doors/Exterior Doors   | <input type="checkbox"/> Appliance upgrades to energy star rating, i.e., stove, refrigerator   |
| <input type="checkbox"/> Windows  | <input type="checkbox"/> Electrical upgrades or replacement – wiring of home (partial or full) |
| <input type="checkbox"/> Insulation   |  |
| <input type="checkbox"/> Modification for modernization/efficiency purposes or replacement of heating (furnaces or boilers)/cooling (full home only)/ventilation systems and water heater upgrades including on demand retrofitting |  |

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**

- |  |  |
|--|--|
| <input type="checkbox"/> After picture   | <input type="checkbox"/> Final energy bill/savings calculation |
| <input type="checkbox"/> Invoice(s) submitted/Final billing and Approval Form provided | <input type="checkbox"/> Surveys-Owner/Occupant                |

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