

#### **Individual Unit Submission Packet**

Grantee:		
Property Address:		
PIN:		

- Maximum costs per individual PIN for all eligible uses cannot exceed \$40,000.
- Before submitting for reimbursement all properties must have been submitted via Jotform and received approval for Part 1 and Part 2 of the Pre-Approval process:

o SCP Pre-Approval Part 1: Initial Property Approval Form Round 1 Round 1.5

o SCP Pre-Approval Part 2: Pre-Approval Checklist Round 1 Round 1.5

#### Strong Communities Program – Grantee Quarterly Report Submission Cover Sheets – Individual Units



Round	Quarter:
Grantee:	
Property:	

## Reimbursement Request Checklist

• Is this a first (partial) or second (final) payment request\*?

if no further reimbursements will be requested for this property this is considered a second (final) payment request

First (partial) payment request

Second (final) payment request

• Has the rehabilitation or demolition project been completed on this property?

Yes No

- In addition to this checklist and cover sheets, please also provide the following, depending on the type of project undertaken on this property:
  - Signed Reimbursement Request Form (PDF or Excel, if able to sign electronic form)
  - Ownership Documentation (only if requesting reimbursement of acquisition expenses)
  - Scope of work narrative (if different from first request or pre-approval or to reflect multiple change orders)
  - Change order(s) if any
  - Contractor payment invoice and proof of payment organized by eligible expense category using cover sheet
  - Invoice or comparable documentation and proof of payment for all other eligible costs organized by eligible expense category using cover sheets
  - o Pictures of completed work (include both "during", for rehab, and, if completed "after" photos)
  - Certification of Compliance with applicable Environmental Requirements (IHDA-provided form required for second [final] payment requests)
  - Bid Tabulation Form (if not provided as part of Pre-Approval Process or with a first request)
- For rehabilitation projects, please also provide the following with second (final) payment requests:
  - o Lead risk assessment, conducted by a certified lead risk assessor.
  - Confirmation of final inspection
  - o Is the property ready for occupancy?

Yes

If yes, provide Certificate of Occupancy. If no, provide a narrative explanation.

No

### Strong Communities Program –Grantee Quarterly Report Submission Cover Sheets –Individual Units



Round	Quarter:
Grantee:	
Property:	

# **Acquisition Costs**

- Include an invoice and proof of payment for every cost that you are seeking reimbursement for
- All invoices, proofs of payment, and additional documents must be organized and labeled according to their Excel form label
- Acquisition costs can be reimbursed up to \$5,000 per property with submission of backup documentation



Rouna	Quarter:		
Grantee:	-	 	 _
Property:	_		

## **Rehabilitation Costs**

- Include an invoice and proof of payment for every cost that you are seeking reimbursement for
- All invoices, proofs of payment, and additional documents must be organized and labeled according to their Excel form label



Kouna	Quarter:
Grantee:	
Property:	

## **Demolition Costs**

- Include an invoice and proof of payment for every cost that you are seeking reimbursement for
- All invoices, proofs of payment, and additional documents must be organized and labeled according to their Excel form label



Kouna	Quarter:	
Grantee:		_
Property:		

# Tree, Shrub and Debris Removal Costs

- Include an invoice and proof of payment for every cost that you are seeking reimbursement for
- All invoices, proofs of payment, and additional documents must be organized and labeled according to their Excel form label
- Grass cutting expenses should be included under the Grass Cutting category



Rouna	Quarter:
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Property:	

## **Grass Cutting Costs**

- Include an invoice and proof of payment for every cost that you are seeking reimbursement for
- All invoices, proofs of payment, and additional documents must be organized and labeled according to their Excel form label
- Grass cutting expenses should not exceed 5% of your total grant amount

### Strong Communities Program –Grantee Quarterly Report Submission Cover Sheets –Individual Units



kouna	Quarter		
Grantee:			
Property:			

# Lot Treatment and Greening Costs

- Include an invoice and proof of payment for every cost that you are seeking reimbursement for
- All invoices, proofs of payment, and additional documents must be organized and labeled according to their Excel form label