Hook-Up Case File Checklist

**Grantee: Grant Number:**

**Prepared by: Prepared Date:**

**Project Name:**

**Owner / Investor Name:**

**Property Address:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Infrastructure Hook-Up Information** | | | | |
| 1. | Is there documentation for assistance and confirmed eligibility in the file? | Yes | No |  |
| 2. | Is the household an:  Owner Occupant  Owner Investor / Rental Occupant | | |  |
| 3. | Is the:  a.) Owner Occupant  b.) Owner Investor  c.) Tenant {per 24 CFR Part 570.483 (b) (3)} | LMI  Non-LMI  N/A  LMI  Non-LMI  N/A  LMI  Non-LMI  N/A | | |
| 4. | Indicate type of financial assistance to the owner?  CDBG-I Grant | Service / Tap Total: | | |
| 5. | **Site Visit Observations** | | | |
| 1. Is there proof the Hook-up was completed to the satisfaction of the Grantee’s Permitting and Inspections governing body? | Yes | No |  |
| 1. Is there evidence of Hook-up or connection (I.e. water meters and/or evidence of line to the residence)? | Yes | No |  |
| 6. | If the unit is a rental, is there documentation the owner has pledged to keep the rent affordable for one year after the hook-up?  (24 CFR Part 570.483(b)(3)) | Yes | No |  |
| **Notes:** | | | | |

**\**List or attach supporting documentation or notate items reviewed to support work performed where deemed necessary for all questions listed above***

**Grantee Representative: Date:**

**CDBG-I Grants Representative: Date:**

**CDBG-I Supervisor: Date:**