

# APPENDICES

## TABLE OF CONTENTS

---

1. Request for Prior Authorization
2. Environmental Review Process
3. Project Budget
4. Section 3 Business and Employment Plan and Notice
5. Minority-Owned and Female-Owned Business Notice
6. Non-Discrimination Policy
7. Section 504 Requirements
8. Residential Anti-displacement and Relocation Assistance Plan and Certification
9. Fair Housing Certification
10. Procurement and Contracting Process
11. User Agreements
12. Industry Agreements
13. Project Management Plan
14. Staffing and Operations Plan
15. Blight Identification and Removal or Remediation Plan
16. Program Income Plan
17. Housing Program Design
18. Façade Renovations Program Design
19. Microenterprise Program Design
20. CDBG Agreement Sample
21. Record of Employees Hired and Referred
22. Project Sign Requirements
23. Model Filing System
24. Rehab File Checklist
25. Annual Activity and Beneficiary Report and Section 3 Summary Report

26. Annual Contract and Subcontract Activity Report
27. Certification of Signatures and Address
28. Budget Revision Worksheet
29. Construction Contract Documents
30. Notice of Award Sample
31. Notice to Proceed with Construction Sample
32. Preliminary Acquisition Notice Sample and HUD Brochure *When a Public Agency Acquires your Property*
33. Request for Wavier of Appraisals
34. Invitation to Accompany an Appraiser Sample
35. Review Appraisal Report Sample
36. Statement of the Basis for the Determination of Just Compensation
37. Written Offer to Purchase Sample
38. Statement of Settlement Costs
39. Notice of Intent Not to Acquire Sample
40. Request for Donation of Land Parcel or Easement and Waiver of Right to an Appraisal
41. Donation and Waiver Statement
42. Waiver of Just Compensation
43. Acquisition File Checklists
44. Utility Fee Schedule
45. Labor Standards Checklist
46. Certified Payroll Report and Certification of Subcontractors on Site

47. Log of Payroll Reports
48. Log for Reviewing Employees on Payrolls
49. Authorization of Payroll Deductions
50. Record of Employee Interview
51. Bidder Compliance Statement Certification Regarding EEO
52. Equal Opportunity Checklist
53. Register of Assigned Employees
54. Monthly CDBG Register of Contractors, Subcontractors, and Suppliers
55. DHCD Housing Quality Standards, DHCD HQS Inspection Checklist and Certifications
56. *What You need to Know About Housing Rehabilitation* Brochure
57. Acknowledgement of Receipt of ECOA Notices and Disclosures
58. HUD Household Income Report
59. Substantial Reconstruction Worksheet
60. Ability-to-Pay and Loan Repayment Worksheets
61. Federal Construction Contract Language for Housing Rehab Contracts
62. Deed-of-Trust Sample
63. Deed-of-Trust Note Sample
64. Notice of Right to Cancel
65. Truth in Lending Disclosure Statement Sample
66. Housing Rehabilitation Contractor's Qualification Statement
67. Lead-Based Paint Requirements, Sample Forms and *Renovate Right* Brochure

68. Asbestos and Asbestos Abatement
69. Energy Efficiency “Green Building”
70. Contractor’s Disclosure Report
71. Income Certification for Job Benefit
72. Downtown Business Loan Fund Process Sample
73. Final Financial Report
74. Final Evaluation Reports
75. Program Income Report
76. Leverage Report
77. Annual Inactive Program Income Report