

# IPR COMPLETION REPORT SUBMISSION REQUIREMENTS

Client's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Subrecipient's Name: \_\_\_\_\_ Contract #: \_\_\_\_\_ -PR-

**The final drawdown request\* must be submitted prior to or along  
with the Completion Report Submission**

## SUBMIT TO DHCD THE FOLLOWING DOCUMENTS

ALL DOCUMENTS MUST BE SIGNED AND DATED BY THE APPROPRIATE INDIVIDUALS

Check all boxes that apply to the project:

- |                          |                         |                          |                          |
|--------------------------|-------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | House built before 1978 | <input type="checkbox"/> | No potable water indoors |
| <input type="checkbox"/> | Substantial             | <input type="checkbox"/> | Lacking a bathroom       |
| <input type="checkbox"/> | Rehab                   | <input type="checkbox"/> | Failed/Failing System    |

- Project Completion Report – HUD form 40096 (w/DHCD Modifications)
- Register of Contractors, Subcontractors and Suppliers (*must have SS or IRS numbers, street address, and ownership details*)
- IPR Financial Summary Report
- Home Maintenance Education Program Invoices (*if applicable*)
- Temporary Relocation Invoices (*if applicable*)
- Direct Legal Costs Invoices (*if applicable*)
- Asbestos Test Results Invoices (*if applicable*)

\*Invoices are to be uploaded with the remittance. The other documents are to be uploaded into "Reports and Communications." If you don't draw down all of the funds set-up, you are going to also have to revise the project budget in CAMS so it reflects actual costs.

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Comments: