

Vermont Housing and Conservation Board Project Flow

1. **Application for funds** – One application per building, separate tenant information sheet per occupied unit, consent to participate, photos taken of unit(s)
2. **VHCB Review** – Board review if project is part of an acquisition with other VHCB funding. Staff review if unit(s) already owned or project request is less than \$150,000.00.
3. **XRF, Dust, and Soil sampling** – VHCB arranges for XRF and related testing.
4. **Project design** – VHCB conducts risk assessment and project designer develops preliminary specifications with owner.
5. **Final Specification** – Final specification and cost estimate are provided to owner for bidding on a unit price basis.
6. **Competitive Bids** – Contractors from the approved list are notified of pre-bid site visit. Specifications for project are given to contractors interested in bidding.
7. **Tenant Notification** – Tenants are notified of their relocation rights and a relocation plan is developed
8. **Contract awarded** – Contract is awarded and project starting date is determined
9. **Tenant Relocation** – Tenants are notified of starting date and requirements for packing and relocation.
10. **Hazard Reduction** – Hazard reduction, abatement or interim control work takes place.
11. **Change Orders** – Change orders reviewed and approved by VHCB staff as necessary.
12. **Visual Inspection** – A visual inspection is performed to assess completion of work and unit cleanliness
13. **Priming and Painting** – After visual inspection, priming and painting of the work area completed.
14. **Subcontractors** – Subcontractor work such as carpeting performed.
15. **Clearance** – Final cleaning of unit, dust sampling takes place, unit safe if levels are below HUD levels for floors, window sills, and window wells.
16. Tenants Return
17. Payment to Contractor is authorized
18. Project is complete