

AmpliFund Custom Forms Guidelines (QCT Affordable Housing Program)

Metropolitan and Primary

Special Conditions Form – Grantee Information (QCT AHP)

The information uploaded on this form will be provided to the Department of Economic Development (DED) to be used in updating mailing lists necessary for distributing QCT AHP information. The form also includes additional entries to input other individuals who are to receive copies of all correspondence.

Special Conditions Form – Grantee Income Verification and Beneficiary Selection

Subrecipients are required to complete the custom form regarding income limits for each appropriate project. Per Treasury guidance on eligible use of SLFRF ARPA funds, QCT AHP projects that follow certain HUD housing programs' income verification procedures and income limits are presumed eligible. Other methods of income verification and income limit determination are subject to approval from DED. Subrecipient must describe how the selected method is reasonable and how it will be consistently applied. If Subrecipients' guidelines are not adequate, the Program Manager may require a resubmission of the form.

While Subrecipients may incur expenses prior to approval of the form, the form must be approved prior to the Subrecipients' first reimbursement Payment Request.

Special Conditions Form – Grantee Rental Guidelines (QCT AHP)

If conducting a rental project, Subrecipients are required to complete the custom form for each project regarding rent limits and utility allowances. Per Treasury guidance on eligible use of SLFRF ARPA funds, QCT AHP projects that follow certain HUD housing programs' rent limits and utility allowances are presumed eligible. Other methods of income verification and income limit determination are subject to approval from DED. Subrecipient must describe how the selected method is reasonable and how it will be consistently applied. If Subrecipients' guidelines are not adequate, the Program Manager may require a resubmission of the form.

While Subrecipients may incur expenses prior to approval of the form, the form must be approved prior to the Subrecipients' first reimbursement Payment Request.