

MEMORANDUM

HOME Investment Partnerships Program (HOME) Policy Guidance

This policy remains effective until it is amended, superseded, or rescinded.

MEMO: 22-04

Date: June 29, 2022

Nebraska Department of Economic Development, 245 Fallbrook, Suite 002, Lincoln, NE 68521, opportunity.nebraska.gov

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

SUBJECT: Completion Inspections Policy and Procedure

This policy memorandum describes the policies and procedures of the HOME Investment Partnerships Program (HOME) regarding the completion inspections required as part of the program. In the event of any conflict between this policy memorandum and any other relevant guidance published by the Nebraska Department of Economic Development, this document controls. In the event of any conflict between this policy memorandum and the following, the following control: relevant guidance published by the US Department of Housing and Urban Development, federal statutes, or federal regulations.

Applicable Regulation

§ 92.504 Participating jurisdiction responsibilities; written agreements; on-site inspection.

(a) Responsibilities. The participating jurisdiction is responsible for managing the day-to-day operations of its HOME program, ensuring that HOME funds are used in accordance with all program requirements and written agreements, and taking appropriate action when performance problems arise. The use of State recipients, subrecipients, or contractors does not relieve the participating jurisdiction of this responsibility. The performance and compliance of each contractor, State recipient, and subrecipient must be reviewed at least annually. The participating jurisdiction must have and follow written policies, procedures, and systems, including a system for assessing risk of activities and projects and a system for monitoring entities consistent with this section, to ensure that the requirements of this part are met.

(d) On-site inspections and financial oversight.

(1) Inspections. The participating jurisdiction must inspect each project at project completion and during the period of affordability to determine that the project meets the property standards of § 92.251.

(i) Completion inspections. Before completing the project in the disbursement and information system established by HUD, the participating jurisdiction must perform an on-site inspection of HOME-assisted housing to determine that all contracted work has been completed and that the project complies with the property standards of § 92.251.

Policy and Procedure

Per the requirements of 24 C.F.R. §92.504 the State of Nebraska, as the Participating Jurisdiction must perform an on-site completion inspection prior to signifying project completion in the disbursement and information system established by HUD. Once the construction or rehabilitation of the HOME funded housing unit is complete, the Department's recipient of HOME Program funds must notify the Department and request a completion inspection. Within 30 days of the Department's receipt of the request for final inspection the Department will schedule an inspection date of the HOME funded unit. Requests for a final inspection must be timely emailed to the HOME Housing Specialist along with their applicable Program Representative.