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| PANDEMIC RELIEF HOUSING PROGRAM | DOCUMENT SUBMISSION CHECKLIST |
| PROJECT TYPE | **HOMEBUYER ASSISTANCE** | AGREEMENT NUMBER | Click or tap here to enter text. |
| **PART I | INTERIM REPORT** | Section | Page | Not Applicable |
| 1. **Procurement standards**

Must comply with 2 C.F.R. §§ 200.311 through 200.327 regarding title, use, and disposition of property, supplies, and equipment, including standards of conduct to ensure full and open competition. Refer to §2.04 of subaward agreement. |  |  |[ ]
| 1. **Program income**

Policy for allocation, accounting, and monitoring of program income. Refer to §2.05 of subaward agreement. |  |  |[ ]
| 1. **Affordability restrictions**

*If applicable*, documentation of liens, deed restrictions, restrictive covenants, and/or other legal instruments, filed and currently existing on all project sites. Refer to §3.03 of the subaward agreement. |  |  |[ ]
| 1. **Performance procedures; monitoring**

Provide reports to DED and maintain records documenting compliance with the agreement, and all applicable Federal, State, and local laws and regulations. Establish internal controls, including oversight and monitoring process and procedures in accordance with 2 C.F.R. § 200.303. Refer to §4.01 of the subaward agreement. |  |  |[ ]
| 1. **Internal financial controls**

Implementation of sound management practices, robust financial management with a system of internal controls and effective monitoring to avoid a duplication of Federal funds. Refer to §2.06 of subaward agreement. |  |  |[ ]
| 1. **Proof of insurance**

Provide insurance coverage for real property acquired or improved with Federal funds. Must ensure coverage is provided by property owner and contains equivalent coverage to owners’ other properties. Insurance also required for contractors and/or developers. Refer to §3.05 of subaward agreement. |  |  |[ ]
| 1. **Fair Housing**

Policy to ensure compliance with federal and state Fair Housing regulations, including name and contact information of the Fair Housing representative and documentation of plan of actions to affirmatively further fair housing. Refer to §4.06 of the subaward agreement. |  |  |[ ]
| **PART II | PROJECT GUIDELINES** | Section | Page | Not Applicable |
| 1. **Per-unit subsidy**

Specify the amount of Federal funds that will be used per housing unit developed by this project. This amount must not exceed the limits defined in Neb. Rev. St. § 81-1228 of the Rural Workforce Housing Investment Act. |  |  |[ ]
| 1. **Types and terms of project assistance**

Detail the scope of the project including, but not limited to, types of homebuyer projects, terms of program participation, limits on financial cost per household, and geographical region where program will occur. |  |  |[ ]
| 1. **Radon mitigation**

Describe procedure for homeowner education of radon risks and provision of education materials. At a minimum, a radon test kit must be provided to the homeowner. For more information, refer to <http://dhhs.ne.gov/Pages/Radon.aspx>. |  |  |[ ]
| 1. **Affordability period**

*[If applicable]* Identify plan to maintain a 20-year affordability period for occupants with income at or below 185% of the Federal Poverty Guidelines. Describe policy for remediation and recoupment of funds in excess of federal award. Refer to §3.03 and §5.04 of subaward agreement. |  |  |[ ]
| 1. **Affirmative marketing procedures**

Explain policies including, but not limited to, marketing to local or regional residents and households identified to be potentially eligible but least likely to apply. |  |  |[ ]
| 1. **Application review process**

Describe the application process, applicant eligibility criteria, application review and selection process, waiting list management, policies for conflict of interest and grievances, and priority ranking system. |  |  |[ ]
| 1. **Notification of selection or non-selection**

Outline process and timeline to notify applicants of their selection or non-selection for project participation. |  |  |[ ]
| 1. **Verification of primary residence**

Describe process to ensure occupancy as principal residence during the affordability period, including program recoupment and remediation policies or liens, deed restrictions, restrictive covenants, or other legal instruments, as applicable. |  |  |[ ]
| 1. **Homebuyer education**

Define requirement for first-time homebuyer education through a DED-endorsed organization. Applicants must have completion certificate on file. Approved homebuyer education classes are found at <https://www.nifa.org/homebuyers-renters/homebuyer-education> |  |  |[ ]
| 1. **Minimum rehabilitation standards**

Outline policy for adherence to the DED minimum standards for home rehabilitation projects. |  |  |[ ]
| 1. **Visitability**

Detail plan for visitability or explain infeasibility. Refer to §3.06 of subaward agreement. |  |  |[ ]
| 1. **Amendment process for guidelines**

Describe policy to review and amend project guidelines if necessary. |  |  |[ ]
| 1. **Release and authorization for photo publication**

Policy for collecting photographs of the project, including before, during, and after the project activities and interior, exterior, or grounds photographs, if applicable. Policy must include a method for obtaining a voluntary release and authorization for publication of these photos from the owner or beneficiary. |  |  |[ ]
| **NOTES:**  |