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| PANDEMIC RELIEF HOUSING PROGRAM | DOCUMENT SUBMISSION CHECKLIST |
| PROJECT TYPE | **RENTAL HOUSING** | 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 $250,000 per unit. |  |  |[ ]
| 1. **Visitability**

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

Verify installation of a passive or active radon mitigation system. Radon test must be conducted, and if test indicates need, an active radon mitigation system is required. For more information, refer to <http://dhhs.ne.gov/Pages/Radon.aspx>. |  |  |[ ]
| 1. **Compliance period**

Identify plan to maintain a 20-year compliance period for eligible occupants, including policies or procedures to ensure properties developed by this project are compliant based on housing quality standards, occupant restrictions, and other relevant parameters. Refer to §3.03 of subaward agreement. |  |  |[ ]
| 1. **Tenant selection process**

Describe the rental application process, applicant eligibility criteria, application review and selection process, waiting list management, policies for conflict of interest and grievances, and procedures for amendment of the process. Refer to §3.04 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. **Rent limits**

Rent for all housing units developed by this project must comply with 30 percent of the gross annual income for a household with an income not more than 185% of the current year’s Federal Poverty Line and based on household size.By definition, affordable housing rent limits must not impose housing-cost burden on the occupants, defined as renter and owner households that spend or more than 30% of their household income on housing costs, including utility costs. |  |  |[ ]
| 1. **Annual review of rent/utility allowances**

Policy to conduct annual review of rent and utility allowances for all housing units developed by this project to conform to most recently published Federal Poverty Guidelines by the United States Department of Health and Human Services. |  |  |[ ]
| 1. **Tenant rules and regulations**

Provide clearly defined rules and regulations for tenancy of the housing units and use of the common areas on the property. |  |  |[ ]
| 1. **Rental agreement**

Submit a proposed rental agreement or lease, which may not contain any prohibited provisions either explicitly stated or implied. |  |  |[ ]
| 1. **Tenant education**

Include policy that requires tenants to complete a tenant education program (e.g., RentWise or another Department-approved equivalent course). Completion of program is required, but not necessarily before term of occupancy. |  |  |[ ]
| 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 occupants. |  |  |[ ]
| **NOTES:**  |