

POLICY MEMO

MEMORANDUM

HOME, HTF, & NAHTF Policy Guidance

This Policy remains effective until it is amended, superseded, or rescinded.

MEMO: 18-01

Date: May 30, 2018

Nebraska Department of Economic Development, 301 Centennial Mall South, Lincoln, NE 68509, opportunity.nebraska.gov

SUBJECT: Drawdown Source Documentation for HOME, HTF, & NAHTF Grants

This Notice provides guidance on the revised procedures for grantees submitting drawdown requests (Request for Funds forms) for HOME, HTF, and NAHTF resources. As a response to guidance received from the State Auditor, the Department has begun implementing new policies and procedures for grantees that will be requesting these resources.

Each grantee requesting HOME, HTF, and NAHTF resources are required to submit source documentation with drawdown requests that meet the below threshold criteria:

- a. The Drawdown is greater than 25% of the total HOME, HTF, or NAHTF award, or
- b. The Drawdown is greater than \$100,000, or
- c. The Drawdown is for Rental Housing (RH) or,
- d. The Drawdown is for Technical Assistance (TA).

The source documentation does not need to be provided unless one of the above threshold criterion is met or if a drawdown is selected for Annual Testing as described below. With the exception of Annual Testing, DED reviews source documentation to verify financial management compliance in two stages, at the submission of the drawdown and at the end of a reporting period.

Drawdown submissions that meet the above identified threshold criteria must submit the associated invoice(s) demonstrating eligible expenses incurred and being requested.

If the source documentation is not sufficient, this may have an impact on the processing of the drawdown(s) until the requested source documentation is received and accepted. Only if there are follow up questions or requests, would the grantee be further notified. No follow up correspondence is provided to the grantees in general unless additional information is needed.

Annual Testing

If the above source documentation thresholds are not met during the fiscal year, one drawdown is selected for each grant that requested funds during the fiscal year. Selection priority is given to the drawdown with the highest dollar amount.

The Department will request the required source documentation for the identified drawdown. The grantee is required to submit source documentation within 30 days of the date of the request. Once source documentation is received, the source documentation is reviewed and evaluated by the Department. If there are deficiencies with the source documentation information, a follow up request is made by the Department.

This policy memorandum becomes effective July 1, 2018.