

REHABILITATION PROGRAMS
 APPLICATION/RE-APPLICATION/AMENDMENT CHECKLIST

| Description of Documents | Comment | Form/ Instruction Number | Tab Position | Date Received/ Comments |
|---|---|--------------------------------|-----------------|-------------------------------|
| (1) Application for Federal Assistance Non-Construction Programs Including Inter-governmental Review submittal, if applicable | N/A- For Grant Amendment | Form SF-424 §1944.410 (e) | | |
| (2) Waiting List of Participants | In Addition to Name, Contact, & demographic info- Include Property Address(es) if Identified, Anticipated Loan Amount and Source of Funding | §1944.410 (e) (1) | | |
| (3) Proof that approximately 10% of the participants have qualified for assistance | RD HB Letter 16 or 3 rd Party Funding Source Approval Document | §1944.410 (e) (2) | | |
| (4) Lot options for first group | N/A- See Waiting List | §1944.410 (e) (3) | | |
| (5) Evidence of lot availability for remaining groups | Provide Listing of Identified Potential Program Homes for Sale in Service Area | §1944.410 (e) (3) | | |
| (6) House plans, specifications and detailed cost estimates | Describe How the Home Inspection, Work Order List, Cost Estimating, and Contractor Selection Process will be Completed and Documented. | §1944.410 (e) (4) | | |

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| (7) Staffing needs and hiring schedule | N/A- Grant Amendment Unless Changed from Original Application | §1944.410(e) (5) | | |
| (8) Authorized representative of applicant | N/A- Grant Amendment | §1944.410(e) (6) | | |
| (9) Budget Information - Non-Construction Programs | Not Required in No-Cost Amendment Requests | Form SF-424A & Budget Narrative 1944.410(e) (7) | | |
| (10) Indirect or direct cost policy and proposed indirect cost rate approval | N/A- Grant Amendment Unless Changed from Original Application | 1944.410(e) (8) | | |
| (11) Monthly activities schedule | Should be Updated with all Amendment Requests | 1944.410(e) (10) | | |
| (12) Personnel practices and procedures | N/A- Grant Amendment | 1944.410(e) (9) | | |
| (13) Authorizing resolution | Should be Received for Amendment Requests | 1944.411(d) | | |
| (14) Assurance Agreement | N/A- Grant Amendment | Form RD 400-4 1944.411(d) | | |
| (15) Fidelity Bond Coverage | N/A- Grant Amendment | 1944.411(e) | | |
| (16) Evidence of interest-bearing checking account and a statement of interest repayment | N/A- Grant Amendment | 1944.411(g) | | |
| (17) Group and/or Participation Agreement including Exhibit B-2 of 1944-I | Describe how labor hours will be tracked and how cost savings to the family is being calculated; Exhibit B-2 not applicable | 1944.411(h) | | |

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| (18) Request for Obligation of Funds | Only if Amendments Request is For-Cost | Form RD 1940-1 1944.412 | | |
| (19) Self-Help Technical Assistance Grant Agreement | Amendment to Self-Help Technical Assistance Grant Agreement | Exhibit A of 1944-I \$1944.412 | | |
| (20) Certification Regarding Drug-Free Workplace | N/A- Grant Amendment | Form AD-1049 RD Inst. 1940-M, \$1940.606 (b) (2) | | |
| (21) Certification Regarding Debarments, Suspension, and other Responsibility Matters | N/A- Grant Amendment | Form AD-1047 RD Inst.1940-M, \$1940.606 (b) (1) | | |
| (22) Certification Regarding Lobbying | N/A- Grant Amendment | Exhibit A-1 of RD Inst. 1940-Q and \$1940.810 | | |
| (23) Statement of Compliance with 2 CFR 200 Part 400 & 416 if a State or Local government; or Part 400 & 415 if a non-profit | N/A- Grant Amendment | \$1944.411 (c) | | |
| (24) Assurances - Non Construction Programs | N/A- Grant Amendment | Form SF-424B \$1944.411 (f) | | |
| (25) Area Director Recommendation <i>*DNP Portal Verification (Checked at submission and again prior to closing)*</i> | Always required | 1944.410 (b) 1940-M \$1940.606 (b) | | |
| (26) T&MA Contractor Review and Recommendation | Always required | Required Under National Office T&MA Contractor | | |

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| (27) National Office Review (if over \$300,000 or if amount of new grant plus unexpended funds from previous grant total \$400,000) | All For-Cost Amendments are Funded at the National Office | \$1944.415(a) | | |
| <p>In addition to the above information, existing grantees submitting an application for a new grant should also provide the following information as part of a complete application. If this information was already provided in the pre-application of a new grantee, they will not be required to duplicate this information:</p> | | | | |
| (28) Narrative Statement (a) Amount of request (b) Areas served (c) Number of houses purposed (d) Housing conditions of low income Families. (e) Need for self-help housing (f) Evidence of Community support | Rehab Narrative Statements Should Also Include 1. Rehab Policies and Procedures 2. Min/Max rehab \$ per home 3. Relocation Policy, if any | \$1944.410(a)(4) | | |
| (29) Current Financial Statements for Applicant and any Sponsor | Updated Financial Statements as applicable for Amended Request | \$1944.410(a)(3) | | |
| (30) Outreach Plan for very low-Income | N/A- Grant Amendment | \$1944.410(a)(5) | | |
| (31) HUD Affirmative Fair Housing Marketing Plan (AFHMP) | N/A- Grant Amendment | HUD Form 935.2 \$1944.410(a)(10) | | |
| (32) Determination of TA Grant Amount | Include the Projected Average Cost Savings for Families | \$1944.407 | | |
| (33) Intergovernmental Review Submittal, if applicable | N/A- Grant Amendment | \$1944.409 | | |

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| (34) Civil Rights Impact Analysis Certification | N/A- Grant Amendment | Form RD 2006-38 2006-P, §2006.754 (b) | | |
| (35) Compliance Review (Pre-award) | N/A- Grant Amendment | Form RD 400-8 RD Inst.1901-E, §1901.204 (a) and 1901.204 (c) (3) | | |
| (36) OGC Review (if necessary) | N/A- Grant Amendment | 1944.410 (b) (2) | | |
| (37) Previous Experience | N/A- Grant Amendment | 1944.410 (a) (1) | | |
| (38) Organizational Documents (a) Reference to State Law (b) Certified copies of Bylaws and Articles of Incorporation, or other evidence of corporate existence (c) Certificate of incorporation for other than public bodies (d) Evidence of Good Standing from the State (e) Names and addresses of Board of Directors, officers and members (plus principal business of any member that is an organization) (f) Evidence of nonprofit status | N/A- Grant Amendment | 1944.410 (a) (2) 1944.404 (d) (1-4) | | |
| <p>Applicants and existing Self-Help grantees applying for a new grant should submit their applications in an original and one copy containing the above applicable items to the Technical and Management Assistance (T&MA) Contractor for review. The T&MA Contractor will make a recommendation and submit the package to the State Office within 15 calendar days. <u>Within thirty (30) days of receipt of the application, the designated official will review the application for completeness, accuracy and conformance to program policy and regulations.</u> The designated official should then make a recommendation and forward along with a copy of the grantee's package to the State Director. The State Office will issue a Letter of Conditions to the Grantee subject to: (1) review of the application package by the National Office, if applicable and (2) subject to submission of any additional items not included with the application.</p> | | | | |