NORTH DAKOTA housing FINANCE AGENCY

HOMEOWNER REHABILITATION PROJECT FILE CHECKLIST

COMMUNITY HOUSING AND GRANTS MANAGEMENT

SFN 62756 (08/26)

Homeowner Name(s)	Homeownership Value Limit		
Address	City	State	ZIP Code
Year Built	Household Size		
Household Income	HOME Income Limit (80% AMI)		

SECTION 1 INITIAL THRESHOLD ITEMS TO SUBMIT TO NDHFA

☐ Homeowner's application for the HOME program

Notes

☐ Applicant's household income determination documents

- ☐ CPD Income Eligibility Calculator results included
- ☐ Determination was completed within six months of project start

Notes

☐ Verification of ownership status (select one) (contract for deed not eligible)

- ◯ Fee Simple Title
- ◯ Mortgage
- ◯ Life Estate
- ◯ Long-term leasehold (at least 99 years)
- ◯ Living Trust (inter vivos trust)

Notes

☐ Verification of principal residence (select one)

- ◯ Utility bill in applicant's name with address that matches application
- ◯ Home internet bill in applicant's name with address that matches application

Notes

☐ Verification of Citizenship Status (children under 18 included)

- ☐ Citizenship Declaration form for all household members
- ☐ Copy of Social Security card for all household members

Notes

☐ Radon test results (select one)

- ◯ Below EPA action level of 4.0 pCi/L
- ◯ Above EPA action level of 4.0 pCiL

Notes

☐ Lead-Based Paint Risk Assessment (see flowchart)
- ☐ N/A if house built 1978 or later
- ☐ Complete exemption form and include proof of year built

Notes

☐ NSPIRE inspection checklist (SFN 62443)

Notes

☐ 5-year useful life checklist

Notes

☐ Full scope of work and cost estimate

Notes

☐ Estimated after-rehab value
- ☐ After-rehab value does not exceed HUD Homeownership Value Limits

Notes

☐ Baseline Environmental Items
- ☐ Floodplain Clearance form (SFN 53000)
- ☐ Section 106 Clearance (SFN 52654)
- ☐ Distances from noise generators

Notes

☐ Submit all above items to NDHFA program administrator and request environmental clearance.

Notes

SECTION 2 PART 58 ENVIROMENTAL REVIEW (NDHFA ONLY)

☐ Complete environmental review in HEROS

Notes

☐ Confirm scope of project and level of review

Notes

☐ Categorically Excluded Subject To (CEST)
- ☐ Review Converts to Exempt
- ☐ Review DOES NOT convert to Exempt

Notes

FONSI publication and RROF/C Required

◯ Yes ◯ No

Notes

☐ Authority to use grant funds received from HUD
☐ N/A if converted to exempt
Notes

☐ Notify subrecipient when the environmental review process is completed
Notes

SECTION 3 COMMITMENT OF FUNDS

☐ Project can go out to bid (3 bids, if possible)
Notes

☐ Homeowner written agreement is signed
Notes

☐ HOME Declaration of Lien Interest is signed and recorded
Notes

☐ Accept best bid for the project (not necessarily the cheapest)
Notes

☐ Homeowner signs agreement with contractor (Subrecipient can be a 3rd party)
Notes

☐ Homeowner Rehab Set-Up form (SFN 61021) is completed and sent to NDHFA
Notes

☐ Homeowner Rehab Authorization to Proceed (SFN 62107) is sent to NDHFA
Notes

☐ NDHFA reviews agreements and signs Authorization to Proceed **(NDHFA Only)**
☐ NDHFA sets up project in IDIS
☐ NDHFA updates HOME master spreadsheet
☐ NDHFA returns authorization to proceed and updated set-up form to subrecipient
☐ Notify subrecipient work on project can begin **(NDHFA Only)**
Notes

SECTION 4 PROJECT COMPLETION

☐ Post installation radon mitigation system radon testing
☐ N/A
Notes

☐ Lead clearance testing (abatement report) ☐ N/A Notes
☐ Progress and Final inspections completed Notes
☐ Submit Request for Funds (SFN 62456) to NDHFA ☐ Include all invoices and copies of payments made to contractors ☐ Timesheets for time charged to project as soft cost or HOME Administration Notes
☐ Submit Project Closeout to NDHFA (SFN 61021 closeout tab) Notes
☐ NDHFA uploaded proof of mitigation completion to HEROS **(NDHFA only)** ☐ N/A Notes
☐ NDHFA closed out the project in IDIS and updated HOME Master. **(NDHFA only)** Notes