NORTH DAKOTA housing FINANCE AGENCY

HELPING HAND PROJECT FILE CHECKLIST

COMMUNITY HOUSING AND GRANTS MANAGEMENT

SFN 62757 (08/26)

Homeowner Name(s)			
Address	City	State	ZIP Code
Year Built	Household Income	Household Size	

SECTION 1 HOUSEHOLD ELIGIBLITY

☐ Household income does not exceed Helping HAND 80% Maximum Income

☐ Income calculation accounts for all adult household members.

Notes

Method of Income Verification (select one)

◯ HUD Part 5 (may use CPD Income Calculator)

◯ Other State or Federal Program

List Program

Notes

☐ Homeowner's property taxes are verified to be current (select one)

◯ Verification provided by homeowners
◯ Verified online
◯ Contacted County Treasurer

Notes

☐ Property Type is Eligible (select one)

◯ Single-Family Home
◯ Manufactured/Mobile Home
◯ Condominium Preapproved by NDHFA ◯ Yes ◯ No

Notes

☐ Eligible Homeownership Type (select one)

◯ Fee Simple Title
◯ Long-Term Leasehold (at least 99 years)
◯ Life Estate
◯ Living Trust (inter vivos)
◯ Mortgage
◯ Contract for Deed

Notes

☐ Applicant's House is their Primary Residence (select verification type below)
- ☐ Home Internet Bill Provided
- ☐ Utility Bill Provided

Notes

☐ 25% Program Match Requirement Satisfied (select one)
- ◯ Client provided match
- ◯ Other non-NDHFA program match
- ◯ No match for this project, but overall program match has been satisfied

Notes

☐ Helping HAND Project Verification form (SFN 60406) completed by homeowners

SECTION 2 PROJECT SCOPE

☐ Project is using Helping HAND only **OR**
☐ Helping HAND in conjunction with another funding source

Please select any of the following that apply

Roofing and Exterior Maintenance

☐ Replacement of deteriorated shingles or roofing materials
☐ Repair of roof leaks to prevent water intrusion
☐ Replacement or repair of siding, soffits, or fascia to prevent rot and weather damage

Mechanical Systems Upgrades

☐ Replacement of outdated or failing furnaces, boilers, or water heaters
☐ Upgrading electrical systems to meet safety codes
☐ Replace damaged or unsafe plumbing systems

Weatherization and Energy Efficiency Improvements

☐ Installation of energy efficient windows or exterior doors
☐ Insulation of attics, walls, or crawl spaces
☐ Air sealing to prevent heat loss and moisture infiltration

Health, Safety, and Accessibility Repairs or Upgrades

☐ Replacement of failing stairways, handrails, or accessibility components
☐ Installation or repair of an accessible shower or ramp
☐ Correction of code violations that pose immediate safety hazards
☐ Flooring replacement when deterioration creates tripping hazards or unsafe conditions

Other, please specify

SECTION 3 REIMBURSEMENT REQUESTS

☐ Helping HAND Request for Fund Disbursement (SFN 52025) has been completed. Notes
☐ All above "Homeowner Eligibility" items are on file for each completed project. Notes
☐ The fund request is at least $1,000.00 Notes