

# State of Nebraska

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## MONITORING PROCESSES

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## Nebraska Department of Economic Development

Mechele Grimes, HOME & HTF Program Manager

NDED Monitoring Process Overview

### **Topics**

- HOME CHDO Monitoring Process
- HOME Rental Monitoring Process
- HTF – Rental Process

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## HOME

### HOME Investment Partnerships Program

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## NDED HOME CHDO Monitoring Process

### Application/Development Phase

Offer an open cycle for CHDO Activities/Operating

- Site Visit/Evaluation
- Budget Evaluation
- Flow of the HOME CHDO Funds thru project

### Application Review & Approval

- Assess CHDO to meet Qualifications & Capabilities
- Prior to contract will underwriting project one last time.

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# HOME CHDO Monitoring Process

## Notice of Approval

5 submissions prior to contract

- Legal Address
- Environmental Review & HUD Clearance
- Project Development Schedule
- Project Budget
- Documentation of Successful Completion of the Building HOME online trainings
  - Module 1: Overview of the HOME Program
  - Module 2: HOME Program Requirements
  - Module 3: HOME Program Administration
  - Module 5: Homebuyer Programs
  - Module 8: CHDO's

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# HOME CHDO NDED Monitoring Process

- CHDO Check-ins – monthly until project is to Release of Funds.
- Grant Management Software – AmpliFund
  - Pay Requests –reviewing expenses and supporting documents
- Onsite milestone inspections during construction
- Performance Monitoring following completion
  - follow HUD Checklist for Homebuyer Activities
- Period of Affordability Monitoring
  - Annual reporting
    1. Proceeds, recaptured ore reuse funds
    2. Certification of primary residence- annually

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## NDED HOME Rental Monitoring Process

### Application/Development Phase

Joint Application with Nebraska Investment Finance Authority

- Prior to application
  - Meeting with applicant regarding the process, underwriting and compliance of HOME Funds
  - Prior to submission of application underwriting is performed with the architectural plans, budget and cost allocation
  - Site Visit/Evaluation

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## HOME Rental Monitoring Process

### Notice of Approval

5 submissions prior to contract

1. Legal Address
2. Environmental Review & Clearance
3. Project Development Schedule
4. Project Budget
5. Documentation of Successful Completion of the Building HOME online trainings
  - Module 1: Overview of the HOME Program
  - Module 2: HOME Program Requirements
  - Module 3: HOME Program Administration
  - Module 6: Rental Housing Activities
  - Modular 7: Long-term Compliance

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## NDED HOME Monitoring Process

- **Project Check-In Meetings** with Development Team held monthly. List of tasks and assignments are listed out for each meeting for reports to be giving.
- **Grant Management Software** – AmpliFund
  - Pay Requests –reviewing expenses and supporting documents being requested
- **Onsite milestone inspections** during construction
- **Initial Monitoring** for following completion
  - follow HUD Checklist for Initial Rental Activities
- **Annual Compliance** – approval of rents
- **Long Term Monitoring** – follow HUD Checklist for long term monitoring. Every 3 years, site and file inspection

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## HTF

### National Housing Trust Fund

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# HOME Rental Monitoring Process

## Application/Development Phase

### Joint Application with NIFA

Prior to application

- Meeting with applicant regarding the process, underwriting and compliance of HTF Funds
- Prior to submission of application underwriting is performed with the architectural plans, budget and cost allocation
- Site Visit/Evaluation

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# HTF Rental Monitoring Process

## Written Agreement Phase

- **Final Budget**
- **Development Timeline**
- **Other sources and uses** in place and ready to go
- **Environmental Provisions** is completed and clear
- **Project Check-In Meetings** with Development Team held monthly. List of tasks and assignments are listed out for each meeting for reports to be giving.

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## HTF Rental Monitoring Process

- **Grant Management Software** – AmpliFund
- **Pay Requests** – reviewing expenses and supporting documents being requested
- **Onsite milestone inspections** during construction
- **Initial Monitoring** for following completion  
follow DED Draft Checklist for Initial Rental Activities, modeled after the HUD HOME Checklist & HUD HTF Regulations
- **Long Term Monitoring** – follow DED draft checklist of ongoing rental activities – modeled after the HUD HOME Checklist and HUD HTF Regulations

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Thank you for your attention!



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