

## National Housing Trust Fund Threshold

### *SAM Status*

- Submit a copy of the applicant's System of Award Management (SAM) status. <https://www.sam.gov/portal/SAM/#1>

### *Debarment Information*

- Submit a copy of the debarment information for each development team entity identified in the application.

### *Grievance Procedures*

- Submit applicant's Grievance Procedures. Grievance Procedures must address both current and prospective tenants and provide guidance on (1) how grievances will be submitted, (2) who will review them, (3) timeframe for the review, and (4) the appeal process. Grievance Procedures should be written and available to current and potential tenants.

### *Not-for-Profit Applicant Documentation (if applicable)*

- Submit an IRS determination letter for 501(c)3 status.
- Provide a copy of the Certificate of Existence from the Indiana Secretary of State to provide proof that the organization is in good standing.

### *Audited Financial Statements*

- Submit the most recent copy of audited financial statements.

### *Owner Authorization (if applicable)*

- If the applicant is different from the owner of the development, provide a letter from the owner authorizing the applicant to apply for funding for the owner's property.

### *Previous HUD or USDA-RD Funding*

- If development received funding directly from HUD or Rural Development, the applicant must send a notification letter to the appropriate HUD or Rural Development Office and provide proof of delivery.

### *Environmental Review*

- Submit completed environmental review forms. Instructions and forms can be found in Chapter 11 of the IHEDA CDBG & HOME Program Manual.
- A FIRM floodplain map must be submitted with each parcel identified on the map. (Any property located in any variation of zone "A" on the map is ineligible for funding). **HUD requires official FEMA maps – third-party maps, even those created using FEMA data, are ineligible. If a FEMA map is not available for an area, the applicant must submit a printout or screenshot of the FEMA website documenting that no map is available. In this specific instance, the applicant may submit a DNR map in place of a FEMA map.** Maps may be downloaded from the FEMA website here: <https://msc.fema.gov/portal>.

*Affirmative Fair Marketing Plan (if applicable)*

- In accordance with 24 CFR 200.620 and 24 CFR 92.351 (a), the recipient must adopt an Affirmative Fair Housing Marketing Plan for rental and homebuyer developments containing five or more HOME-assisted housing units. Submit form HUD 935.2A.