

Neighborhood Stabilization Program - Set-Up Checklist for Demolition

Contract Administrator:		Contract Number:	
Total Amount of NSP Assistance for this Activity:		\$	Activity #
Property Owner Name			
If property NOT owned by CA, explain basis for authority to demolish			
Physical Address of Property:		Street: City: _____, Texas Zip: _____	
Legal Description of Property			
Census Tract			
<p><i>Incomplete Set-Up packets will NOT be processed; they will be returned to Contract Administrator and must then be resubmitted to NSP with ALL required information and support documentation. Unresolved disapproved electronic Set-Up requests remaining in the TDHCA Housing Contract System (HCS) for 30 or more days from the "Date Submitted" will be placed into "Pending" status by the NSP Program Specialist, and, if applicable, support documentation will be returned to CA. The CA is responsible for follow-up on all "Pending" electronic requests.</i></p>			
Environmental Clearance Date		Environmental Mitigation Required	
Demolition start date:			
Demolition Company	Name: Address: City: _____ State: _____ Zip: _____		Phone: Fax: Email: Contact Person:
<p>Contract Administrator's Certification: In accordance with the requirements of the NSP Program, I have reviewed, verified, and confirmed the information provided herein. I hereby certify: (1) the information provided herein is true and correct; (2) I understand the mitigation requirements resulting from the HUD environmental review process (24 CFR Part 58) and will meet or exceed the recommended mitigation requirements; (3) in the event any condition affecting eligibility to participate in the NSP Program changes, I will immediately notify the Department of such change(s)</p>			
_____ Signature of Contract Administrator		_____ Date	

Enter data into online HCS and submit the following documentation to NSP

Contract Administrator:		Contract Number:	
CA	Set-Up Support Documentation		TDHCA
<input type="checkbox"/>	Copy of environmental clearance notification		<input type="checkbox"/>
<input type="checkbox"/>	Copy of documentation authorizing demolition (if property NOT owned by CA)		<input type="checkbox"/>
<input type="checkbox"/>	"Before" photos (interior and exterior) (must indicate address on all photos)		<input type="checkbox"/>
<input type="checkbox"/>	Enter budget in HCS		<input type="checkbox"/>
<input type="checkbox"/>	Provide accepted Demolition Company's bid (if applicable)		<input type="checkbox"/>

FOR TDHCA USE ONLY

<i>Contract Administrator</i>		<i>Contract Number</i>	
<i>CSAS#</i>	<i>UOG #</i>	<i>CPS #</i>	<i>Activity #</i>
Confirm date of environmental clearance and enter into HCS:			<input type="checkbox"/>
Review NSP Contract and Performance Statement requirements			<input type="checkbox"/>
HCS – Verify sufficient uncommitted amounts are available to allow commitment of funds			<input type="checkbox"/>
Date Set-Up forwarded to Program Services:			<input type="checkbox"/>
Verify that all data entered in HCS reconciles to Set-Up documents received			<input type="checkbox"/>
Is TA site visit recommended? <input type="checkbox"/> No <input type="checkbox"/> Yes (If Yes, notify NSP Manager)			<input type="checkbox"/>
NSP Program Specialist Signature		Date	