

Neighborhood Stabilization Program - Set-Up Checklist for Subrecipient Activities

Contract Administrator:		Contract Number:	
Borrower Entity Name:			
Borrower Address		Borrower Contact Email	
Street: City: _____, Texas Zip: _____			
Borrower Contact Person		Borrower Contact Phone	
Type of Assistance Provided:		<input type="checkbox"/> Purchase and Rehabilitation (Use B)	
		<input type="checkbox"/> Acquisition Only	
		<input type="checkbox"/> Acquisition and Redevelopment (Use E)	
		<input type="checkbox"/> Construction Only	
		Acquisition Cost	\$ _____
		Construction Cost	\$ _____
		Activity Delivery Cost	\$ _____
		Total NSP Assistance	\$ _____
Physical Address of ASSISTED Property:		Street: _____ City: _____, Texas Zip: _____	
<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>			
Type of Construction:	<input type="checkbox"/> New Construction	Type of Loan	<input type="checkbox"/> Deferred Payable _____ Years
	<input type="checkbox"/> Reconstruction		<input type="checkbox"/> Amortized _____ Years
	<input type="checkbox"/> Rehabilitation	TDHCA Lien Position:	<input type="checkbox"/> 1 st Lien
	<input type="checkbox"/> No construction		<input type="checkbox"/> Other (requires NSP Approval)
		Loan Termination Date	
Type of Funding	Reimbursement <input type="checkbox"/>	Fund to Closing <input type="checkbox"/>	
Final Eligible Use	Ownership <input type="checkbox"/>	Rental <input type="checkbox"/>	Land Bank <input type="checkbox"/>
Household AMI Classification:		<input type="checkbox"/> 0% to 50%	<input type="checkbox"/> >50% to 120%
Environmental Clearance Date		Environmental Mitigation Required	
Construction start date:		Construction period:	
<input type="checkbox"/> <input type="checkbox"/>			
Flood Zone Information:	Is the property being assisted located in a flood zone? No Yes – a copy of the flood insurance binder must be provided prior to closing.		
Construction Company	Name: Address: City: _____ State: _____ Zip: _____	Phone: Fax: Email: Contact Person:	
Title Company Information:	GF # Name: Address: City: _____ State: _____ Zip: _____	Phone: Fax: Email: Contact Person:	
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 Borrower's eligibility to participate in the NSP Program changes prior to Loan Closing, I will immediately notify the Department of such change(s)			
Signature of Contract Administrator		Date	

Enter data into online HCS and submit the following documentation			
Contract Administrator:		Contract Number:	
CA	Set-Up Support Documentation		TDHCA
	Complete HCS data entry, including itemized budget for rehabilitation		
<input type="checkbox"/>	Copy of environmental clearance notification		<input type="checkbox"/>
<input type="checkbox"/>	Purchase Agreement <i>(fully executed by all parties, legal description to match Title Commitment)</i> Include NSP Lender Addendum or alternate documentation Contract Closing Date		<input type="checkbox"/>
<input type="checkbox"/>	Appraisal – including invoice or paid receipt		<input type="checkbox"/>
<input type="checkbox"/>	Title Commitment <i>(update will be required if more than 30 days to closing)</i> Include all schedules (A-D) and copies of all Schedule B & C documents. Include copy of Trustee's or Sheriff's Deed if property foreclosed		<input type="checkbox"/>
<input type="checkbox"/>	Taxing Authority printout for property <i>(Tax Certificate will be required no more than 30 days from closing date)</i>		<input type="checkbox"/>
<input type="checkbox"/>	Verify 203(b) FHA Mortgage Subsidy Limits – Amount _____		<input type="checkbox"/>
<input type="checkbox"/>	Verify 221(d)(3) Per-Unit Subsidy Limits – Amount _____		<input type="checkbox"/>
<input type="checkbox"/>	"Before" photos (interior and exterior) <i>(must indicate address on all photos)</i>		<input type="checkbox"/>
<input type="checkbox"/>	Initial Inspection Checklist (if applicable)		<input type="checkbox"/>
<input type="checkbox"/>	Work Write-up and accepted Builder's bid (if applicable)		<input type="checkbox"/>
CA	Loan Closing Documentation <i>From the date Loan Closing Specialist forwards loan file to the Legal Division 30 days are allowed to draft loan documents</i>		TDHCA
<input type="checkbox"/>	Survey – including invoice or paid receipt		<input type="checkbox"/>
<input type="checkbox"/>	Tax Certificate <i>(not older than 30 days from closing date)</i>		<input type="checkbox"/>
<input type="checkbox"/>	Updated Title Commitment <i>(not older than 30 days from closing date)</i>		<input type="checkbox"/>
<input type="checkbox"/>	Property Insurance Binder		
<input type="checkbox"/>	Flood insurance binder <i>(if property is located in a flood zone)</i>		<input type="checkbox"/>

FOR TDHCA USE ONLY

Contract Administrator		Contract Number	
CSAS#	UOG #	CPS #	Activity #
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"/>
Conduct initial review of the file to ensure the following:		DRGR Breakdown	
<input type="checkbox"/> Name in which title is to be vested		Category	Amount
<input type="checkbox"/> Address			
<input type="checkbox"/> Legal description			
<input type="checkbox"/> Schedule B – ensure all listed documents are included			
<input type="checkbox"/> Data entered in HCS matches Set-up & documentation			
Date Set-Up and loan file forwarded to Closing Specialist:			<input type="checkbox"/>
NSP Performance Specialist Signature		Date	