

CHAPTER 15 -- NEIGHBORHOOD STABILIZATION PROGRAM

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CHAPTER 15

NEIGHBORHOOD STABILIZATION PROGRAM

NSP OVERVIEW

For those grantees working specifically on NSP projects, please note that the entire CDBG / NSP *Grant Administration Manual* (GAM) is for the use of the NSP program as well as CDBG. Because most CDBG requirements pertain to NSP, NSP grantees should also be using all the other GAM chapters. All narrative information and exhibits in this manual may be used for the NSP program. However, NSP rules or regulations -- including but not limited to the Housing Economic Recovery Act of 2008 (HERA), implementing HUD regulations, or other rules adopted by the program -- may supersede any of the CDBG rules or regulations set forth herein as narrative or exhibits.

All activities assisted under the NSP program must benefit low, moderate, and middle income households (LMMH). These income levels include those at 120% of the adjusted median income or below. NSP activities can be direct benefit activities in which the individual or household income must qualify (LMMH) or be carried out in an area in which at least 51% of the population meets the 120% (LMMA) limits. Key data is available at the following website:

http://comdev.mt.gov/CDD_CDBG_NSP.asp

While the GAM contains CDBG specific narrative and exhibits, grantees are encouraged to access the GAM online where nearly all of the GAM exhibits have been modified to specifically reference the NSP program. Your NSP program specialist will provide assistance with any additional modification or question in regard to the applicability of the manual and its exhibits concerning the NSP program. Please visit the online version of the CDBG / NSP GAM to access the NSP exhibits at the following website:

http://comdev.mt.gov/CDD_CDBG_NSP.asp

This chapter of the CDBG / NSP Grant Administration Manual summarizes the key considerations for implementing and carrying out your NSP project, any requirements that apply to both CDBG and NSP will be addressed in the previous chapters of the manual. In other words, please use the GAM chapter's narrative guidance for carrying out the NSP project but use the newly created NSP specific exhibits for the projects documentation.

This NSP chapter has been designed with the user in mind. Each GAM chapter will be discussed to clearly outline where there are updates specific to the NSP. Additionally, following the narrative of this NSP chapter, there are a number of newly created NSP specific exhibits that are solely for the administration of NSP projects.

Please don't hesitate to contact any of the NSP staff for assistance with your NSP grant and this grant administration manual.

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A. Chapter 1 Project Start-Up (Updated NSP Guidance)

Please use Chapter 1 of the GAM regarding the key project start up steps for the NSP project. In addition to the steps outlined in chapter 1 NSP has incorporated the following guidance specific to your NSP project. Also, additional chapter 1 start-up exhibits solely for the use of NSP projects are contained after the narrative of chapter 15.

I. Definitions

The HUD Notice of October 6, 2008 included the two following definitions.

1. Abandoned. A home is abandoned when mortgage or tax foreclosure proceedings have been initiated for that property, no mortgage or tax payments have been made by the property owner for at least 90 days, AND the property has been vacant for at least 90 days.
2. Foreclosed. A property has been foreclosed upon at the point that under state or local law the mortgage or tax foreclosure is complete. HUD generally will not consider a foreclosure to be complete until after the title for the property has been transferred from the former homeowner under some type of foreclosure proceeding or transfer in lieu of foreclosure, in accordance with state law or regulations.

The Department's NSP Action Plan has defined vacant property and blighted structure as follows:

1. Blighted Structure.

- Structures that would follow the definition under MCA 7-15-4206 part (a):
 - "Blighted Structure" means a structure that is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, and crime, that substantially impairs or arrests the sound growth of the city or its environs, that retards the provision of housing accommodations, or that constitutes an economic or social liability or is detrimental or constitutes a menace to the public health, safety, welfare and morals in its present conditions and use by reason of substantial physical dilapidation, deterioration, age, obsolescence, or defective construction, material, and arrangement of buildings or improvements, whether residential or non-residential.
- Units identified as "substantially substandard" or "severely substandard" according to the Point Detraction Guideline utilized in the Montana CDBG Program, Application Guidelines for Housing and Neighborhood Renewal Projects, Appendix L, as follows:
 - Substantially Substandard – Unit appears to need substantial repair. (Rehabilitation may not be cost-effective. Alternative forms of assistance may be more appropriate.)
 - Severely Substandard – Unit appears dilapidated. Demolition and housing replacement should be considered.
 - The definition of "substandard buildings" contained in the latest authorized edition of the International Property Maintenance Code published by the International Code Council. This information is available from the Montana Department of Labor and Industry (MDLI), Building Codes Bureau.
 - Any structure determined to be seriously deteriorated or dilapidated according to a locally adopted Code for the Abatement of Dangerous Buildings or similar ordinance to address the debilitating effects of blight within communities.

2. Vacant Property – Any property that is an unoccupied structure or unoccupied parcel of land upon which no structure(s) are present.

II. Contractual Process

NSP grantees will not receive a grant award for a firm, fixed amount of funds. The obligation-based grant approach will allow projects to be approved in concept; however, the commitment of funds for project components will only be finalized as the eligible recipients are ready to firmly obligate funds for project activities through a contractual process.

The following is an outline of the contractual process that will be followed for the NSP grants. First the standard NSP contract (Exhibit 15-1-A.NSP) is drafted and sent to the local government for review and signature. Once MDOC has signed and executed the contract this provides contractual approval for all project activities listed in the scope of work. Once the grantee has found a project location (foreclosed, abandoned, blighted or vacant property) then the Project Request Form (Exhibit 15-1-B.NSP) is submitted to MDOC by the NSP grantee or sub-grantee along with the project specific budget, implementation schedule, and other necessary information such as verification of foreclosure. The submission of the Project Request Form initiates the draft of the NSP contract amendment (Exhibit 15-1-C.NSP). The amendment is sent to the local government for review and signature. Once MDOC has signed and executed the amendment this firmly obligates funds to the specific project.

To further assist NSP grantees with the collection of necessary documentation that will be requested by NSP staff before funds are obligated to site-specific units, NSP staff has developed a pre-acquisition property specific checklist (Exhibit 15-1-D.NSP). Additionally HUD has provided a NSP table (Exhibit 15-1-E.NSP) to help guide grantees through the acquisition and rehabilitation process from start to finish ensuring that NSP funds are obligated appropriate to HUD regulations. This table is provided in this chapter as a reference tool.

*Please note many of the timeframes listed in the GAM generally do not apply to NSP. NSP timeframes follow the guidance provided in the October 6, 2008 Federal Register Notice and the June 19, 2009 Federal Register 'Bridge' Notice. As a reminder all grant funds must be obligated by September 2010 and expended by March 2013.

B. Chapter 2 Environmental Review

The NSP program does not necessitate any changes to this chapter of the Grant Administration Manual. Please use the existing chapter for relevant guidance as there is no update NSP specific guidance, however all exhibits were updated to reflect NSP.

C. Chapter 3 Procurement Standards

The NSP program does not necessitate any changes to this chapter of the Grant Administration Manual. Please use the existing chapter for relevant guidance as there is no update NSP specific guidance, however all exhibits were updated to reflect NSP.

D. Chapter 4 Financial Management (Updated NSP Guidance)

I. Update Reporting Requirements

NSP grant recipients are required to submit an Update Report (Exhibit 15-4-A.NSP) each calendar year quarter (March, June, September and December). This Update Report must describe the status of the project with respect to project activities, as applicable, including the percentage of the project which has been completed, costs incurred, funds remaining and anticipated completion date. The report must also describe any significant issues or problems encountered and any necessary modifications of the project scope or implementation schedule that are being requested.

The Update Report must be submitted no later than fifteen (15) days prior to the close of each quarter (Refer to Exhibit 15-4-A.NSP for the Update Report). However MDOC is requiring monthly reporting during the following timeframes:

Months 13 through Month 19

April 2010 through October 2010

Months 40 through Month 48

July October 2013 through March 2013

II. Program Income

The NSP1 Bridge Notice was published in the Federal Register on June 19, 2009. This Bridge Notice provided NSP grantees with guidance on the changes made to the original Federal Register Notice published October 6, 2008. One significant change discussed was the program income requirements for the NSP program. Listed below are the primary ways that program income requirements are impacted:

- revenue generated from NSP funds and received by a private individual or developers that is NOT a subrecipient is NOT required to be returned to the grantee,
- substantially all program income must be disbursed for eligible NSP activities before additional draw requests are made,
- revenue (i.e., gross income) received by a state, unit of general local government, or subrecipient that is directly generated from NSP funds is program income,
- program income received after July 30, 2013 is not required to be returned to HUD and may continue to be used for NSP-eligible activities.

Due to these changes NSP has established the following guidance in Exhibit 15-4-B.NSP. Within this exhibit there is guidance regarding NSP program income. The NSP program income report (Exhibit 15-4-C.NSP) should be used by grantees to submit program income reports for all NSP funds received before or after project closeout.

III. Affordability and Income Eligibility Reporting

Because the NSP funds require affordability periods on all homebuyer and rental units that are rehabilitated, sold, or built for affordable housing under this program, MDOC requires annual reporting on the use of funds until the expiration of the affordability periods. Reporting forms for the affordability periods will be developed in the following months and provided to all NSP grantees.

E. Chapter 5 Civil Rights

The NSP program does not necessitate any changes to this chapter of the Grant Administration Manual. Please use the existing chapter for relevant guidance as there is no updated NSP specific guidance, however all exhibits were updated to reflect NSP.

F. Chapter 6 Labor Standards

The NSP program does not necessitate any changes to this chapter of the Grant Administration Manual. Please use the existing chapter for relevant guidance as there is no update NSP specific guidance, however all exhibits were updated to reflect NSP.

G. Chapter 7 Acquisition & Relocation (Updated NSP Guidance)

The following guidance should be used in addition to the previously listed Chapter 7 of this GAM. If there are contradictions between the existing

I. Limitations to the Purchase Price of a Foreclosed Residential Property

The Housing Economic Recovery Act placed limitations on the purchase price of a foreclosed home or residential property by requiring the property to be purchased at a discount from the current market appraised value. The minimum individual discount from the current market appraised value of the home or property must be at least one (1) percent. Grantees are encouraged to negotiate with lenders to obtain price reductions commensurate with the avoided costs of holding, marketing, and selling the homes.

Grantees will be required to provide verifiable documentation that each foreclosed-upon home or residential property shall be purchased at a discount of at least one (1) percent from the current market-appraised value (so long as the appraisal was completed within 60 days of the final offer). More specifically, the following information must be kept in the grantees files for each foreclosed property acquired with NSP funds: the address, vacancy (if applicable), appraised value, purchase offer amount, and discount amount.

II. Guidance on NSP Appraisals – Voluntary Acquisitions

Acquisitions financed with NSP grant funds are subject to the URA, and its implementing regulations at 49 CFR Part 24, and the requirements set forth in the NSP Notice that was published in the Federal Register on October 6, 2008. HUD anticipates that most of these transactions will qualify as voluntary acquisitions under the applicable regulations of 49 CFR 24.101(b). The URA regulations do not specifically require appraisals in connection with voluntary acquisitions under 49 CFR 24.101(b). However, the NSP Notice requires appraisals to be performed with respect to the NSP funded acquisition of foreclosed upon homes and residential properties, even though they may be considered voluntary under the URA. In those cases, the URA appraisal requirements of 49 CFR 24.103 must be met. The following guidance on appraisals pertains to acquisitions of foreclosed upon homes and residential properties which meet the applicable voluntary acquisition requirements of 49 CFR 24.101(b) and reflects applicable URA requirements and the NSP requirements, including the URA appraisal requirements of 49 CFR 24.103.

1. The NSP grantee must ensure that the owner is informed in writing of what the grantee believes to be the market value of the property; and that the NSP grantee will not acquire the property if negotiations fail to result in a an amicable agreement (see 49 CFR 24.101(b)(1) & (b)(2)).
2. If NSP funds are to be used to acquire a foreclosed upon home or residential property (other than through donation), the grantee must ensure that the purchase price includes a discount from the value established by an appraisal that meets the following requirements:

- a. The appraisal must have been completed within 60 days of the offer made for the property (we have advised that an initial offer can be made, subject to the completion of the appraisal within 60 days of a final offer).
 - b. The appraisal must meet the URA definition of an appraisal (see 49 CFR 24.2(a)(3) and the five following requirements (see 49 CFR 24.103(a)(2)):
 - i. An adequate description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, an adequate description of the remaining property), including items identified as personal property, a statement of the known and observed encumbrances, if any, title information, location, zoning, present use, an analysis of highest and best use, and at least a 5-year sales history of the property.
 - ii. All relevant and reliable approaches to value. If the appraiser uses more than one approach, there shall be an analysis and reconciliation of approaches to value used that is sufficient to support the appraiser's opinion of value.
 - iii. A description of comparable sales, including a description of all relevant physical, legal, and economic factors such as parties to the transaction, source and method of financing, and verification by a party involved in the transaction.
 - iv. A statement of the value of the real property to be acquired and, for a partial acquisition, a statement of the value of the damages and benefits, if any, to the remaining real property, where appropriate.
 - v. The effective date of valuation, date of appraisal, signature, and certification of the appraiser.
 - c. The appraiser shall disregard any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired or by the likelihood that the property would be acquired for the project, other than that due to physical deterioration within the reasonable control of the owner.
 - d. If the owner of a real property improvement is permitted to retain it for removal from the project site, the amount to be offered for the interest in the real property to be acquired shall be not less than the difference between the amount determined to be just compensation for the owner's entire interest in the real property and the salvage value (defined at §24.2(a)(24)) of the retained improvement.
3. The NSP grantee has a legitimate role in contributing to the appraisal process, especially in developing the scope of work and defining the appraisal problem. The scope of work and development of an appraisal under these requirements depends on the complexity of the appraisal problem. HUD's guide to preparing an appraisal scope of work under the URA is available in HUD Handbook 1378- Appendix 19 or through the following link:
- <http://www.hud.gov/offices/adm/hudclips/handbooks/cpdh/1378.0/1378x19CPDH.pdf>
4. The NSP grantee shall establish criteria for determining the minimum qualifications and competency of appraisers. Qualifications shall be consistent with the scope of work for the assignment. The NSP grantee shall review the experience, education, training,

certification/licensing, designation(s) and other qualifications of appraisers, and use only those determined by the NSP grantee to be qualified.

5. If the NSP grantee uses a contract (fee) appraiser to perform the appraisal, such appraiser shall be State licensed or certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 *et seq.*).

Considerations:

1. The lender's appraisal can be used if it is reviewed for compliance with the URA requirements so long as it meets the requirements in 2-5 above.
2. Appraisals for the voluntary acquisition of NSP funded foreclosed upon homes and residential properties do not need to have a review appraisal performed. Although the URA criteria for appraisals refer to qualifications for review appraisers, the NSP grantee is not required to have a review appraisal performed in connection with voluntary acquisitions under 49 CFR 24.101(b).
3. A scope of work be developed must be developed if the NSP grantee is procuring the services of an appraiser (or requires someone else to procure those services) or is relying on a lender's (the owner of the foreclosed upon property) appraisal that is determined by the NSP grantee to meet above requirements. However, if the appraisal is performed by otherwise qualified in-house appraisal staff, a scope of work does not need to be developed, although it is still advisable in such cases.

III. Uniform Relocation Act (URA) Notices

Voluntary Acquisition

The NSP grantee is required to provide written notice to the owner (Real Estate Owned (REO) title holder) that the terms of the acquisition comply with the URA voluntary acquisition requirements (49 CFR 24.101(b)(1)-(5)). These requirements apply to anyone who uses NSP funds (or any Federal financial assistance) to acquire property including any Agency, non-profit, or individual homebuyers who use federally-funded down-payment or other financial assistance. To convey voluntary acquisition in accordance with the URA, the owner of record must be notified in writing that Federal financial assistance will be used in the transaction and that if agreement cannot be reached through negotiation, the acquisition will not take place; and be informed of the estimated market value of the property. Agencies with the power of eminent domain must also document that the property is not a necessary part of a proposed project and is not part of an intended, planned, or designated project area where substantially all of the property within the area is to be acquired.

There are URA exception criteria, referred to as voluntary acquisition, to be used to demonstrate that the purchase will be conducted through terms of negotiation with no threat of eminent domain. Specific URA voluntary acquisition requirements that must be met depending on whether or not the buyer has the power of eminent domain and will not use it (see 49 CFR 24.101(b)(1)(i)-(iv)) or if the buyer does not have the power of eminent domain (see 49 CFR 24.101(b)(2)). Any acquisition under possible threat of eminent domain, cannot be considered a "voluntary acquisition" (even if the seller is willing to negotiate). MDOC has stated that as a state agency it will not exercise its power of eminent domain, nor will any NSP funds be granted to a local government who intends to exercise its power of eminent domain.

To assist grantees with the written notice HUD has developed a number of NSP sample guide forms to assist NSP grantees in meeting these requirements. MDOC requires that one of the following notice(s) be sent to the REO holder for each property acquired (NSP staff will provide guidance as to which notice is appropriate):

- NSP Voluntary Acquisition Notice of Foreclosed Property, Agencies/Persons Without Eminent Domain Authority (Exhibit 15-7-A.NSP)
- NSP Voluntary Acquisition Notice of Foreclosed Property, Agencies/Persons With Eminent Domain Authority (Exhibit 15-7-B.NSP)

General Information Notice

To assist grantees with the written General Information Notice (GIN) (discussed in further detail in chapter 7 of this GAM), HUD has provided a NSP specific GIN notice that must be sent to all residents of an occupied structure. Please use the NSP GIN notice (Exhibit 15-7-C.NSP). Documentation of the date and confirmed delivery of this notice must be placed in the grantees project files.

One-for-One replacement

The one-for-one replacement requirements at 24 CFR 570.488, 570.606(c), and 42.375 are waived for low, moderate, and middle income dwelling units demolished or converted in connection with an activity assisted with NSP funds.

H. Chapter 8 Economic Development

This chapter does not apply to the NSP.

I. Chapter 9 Construction Management

The NSP program does not necessitate any changes to this chapter of the Grant Administration Manual. Please use the existing chapter for relevant guidance as there is no update NSP specific guidance, however all exhibits were updated to reflect NSP. The sub-recipient agreement exhibit from chapter 9 has been modified to include specific NSP references. Please use the modified sub-recipient agreement found in Chapter 15, Exhibit 15-9-A.NSP.

J. Chapter 10 Housing (Updated NSP Guidance)

I. Eligible Households

a. Income Certification

All households assisted with NSP funds or become occupants or owners of an NSP-assisted home or rental unit must be determined to be eligible according the HUD income guidelines.

HUD has determined that tenant incomes must be certified as meeting the applicable income limits at initial occupancy and at any time a new tenant occupies a unit. Existing tenants are not required to recertify their incomes annually but new tenants must meet the prevailing income limits when taking occupancy of an NSP-assisted unit throughout

the period of affordability.

Homeowners will have their income certified under the resale provision at initial occupancy and when a new owner purchases the home. Under the recapture provision, the new purchaser does not certify his or her income, but the funds are returned and a new purchaser certifies that they meet the income limits.

These requirements apply both to tenants below 50% of Area Median Income and those below 120% of median.

Grantee project files must contain documentation that certification of the residents income occurred at the initial purchase or occupancy (depending on if it is homeownership or rental) and also when the new tenants or homebuyers upon occupancy. These files must be kept throughout the period of affordability and at least 3 years after the expiration of the period of affordability.

b. Homebuyer Counseling Courses

Homeowners will need a certificate from a HUD-approved housing counseling agency and NSP grantees will be expected to maintain copies of these certificates to demonstrate compliance with this requirement.

II. Affordability

a. Affordable Rents

NSP-assisted units will carry rent and occupancy restriction requirements. The rents will be set in order that individuals pay no more than 35 percent of their gross income for rent, including utilities, or the applicable fair market rents for the area, as established annually by HUD, less any utility costs paid by the tenants, whichever is lower. Gross income will be defined according to the federal standards for the HUD Section 8 rent assistance program. **NOTE:** If the NSP-assisted unit is also assisted by funding from the HOME Program and/or the Low Income Housing Tax Credit (LIHTC) Program, the rent requirements for those programs will supersede the requirements noted here.

b. Continued Affordability

MDOC is requiring that grantees ensure, to the maximum extent practicable and for the longest feasible term, that the sale, rental or redevelopment of abandoned and foreclosed upon homes and residential properties remain affordable to individuals or families whose incomes do not exceed 120 percent of area median income (AMI). All homebuyer and rental units assisted must include provisions for long-term affordability restrictions. MDOC NSP staff are currently drafting a resale / recapture provision to further assist grantees to help meet this requirement and will provide this document in the coming months.

Homebuyer Long-Term Affordability

All homebuyer units assisted with NSP funds must include provisions for long-term affordability restrictions meeting at least the following requirements:

Subsidy Amount <i>(amount of NSP assistance provided to a homebuyer)</i>	Minimum Affordability Period	Minimum Restriction
Under \$15,000	5 years	Subsidy recapture, 20% forgiveness each year
\$15,000 – \$40,000	10 years	Subsidy recapture, 10% forgiveness each year
Over \$40,000	15 years	Subsidy recapture, 6.6% forgiveness each year
New Construction or Acquisition of Newly Constructed Single Family Housing (any \$ amount)	20 years	Subsidy recapture, 5% forgiveness each year

While these are minimum requirements, the applicant may choose to implement more stringent affordability requirements than the minimum listed here to ensure that the properties remain affordable for as long as possible.

Proceeds from resale where subsidy recapture provision is used can be reinvested in eligible NSP activities. Proceeds from resale must follow both the grantees approved program income plan and also the resale restriction.

Rental

Current HUD regulations state that all rental income above that needed for operations, maintenance and reserves is considered program income. These program income funds must be used in accordance with the grantees approved program income plan. To further provide long-term affordability, MDOC encourages applicants to consider the long term feasibility of assisting rental housing using these funds.

Subsidy Amount <i>(amount of NSP assistance provided for rentals)</i>	Minimum Affordability Period	Minimum Restriction
Under \$15,000 per rental unit	5 years	Subsidy recapture, 20% forgiveness each year
\$15,000 – \$40,000 per rental unit	10 years	Subsidy recapture, 10% forgiveness each year
Over \$40,000 per rental unit	15 years	Subsidy recapture, 6.6% forgiveness each year
New Construction or Acquisition of Newly Constructed Rental Housing (any \$ amount)	20 years	Subsidy recapture, 5% forgiveness each year

Rent, occupancy, and affordability requirements for homebuyer and rental units will be enforced with covenants, mortgages, or deed restrictions running with the property.

III. Rehabilitation Standards

MDOC has established the following Rehabilitation Standards in the NSP Action Plan. "Rehabilitation" includes using NSP funds to make improvements to substandard residential structures. NSP housing rehabilitation or related redevelopment projects would focus on bringing housing units up to basic code standards by addressing structural deficiencies, improving electrical systems, plumbing and roofing, and incorporating energy conservation measures.

Such improvements must meet or exceed requirements contained in current editions of the HUD Section 8 Housing Quality Standards (or FHA equivalent standards) and the following most current codes adopted by the Building Codes Bureau of the Montana Department of Labor and Industry (MDLI):

- International Building Code,
- International Residential Code, (one and two-family dwellings and townhouses up to three stories in height)
- International Existing Building Code,
- Uniform Plumbing Code,
- International Mechanical Code,
- International Fuel Gas Code,
- National Electrical Code,
- International Energy Conservation Code; and
- American Society of Engineers, Boiler and Pressure Vessel Code.

Note on Energy Conservation: Communities proposing rehabilitation or new construction of residential housing units should pay particular attention to the most current edition of the International Energy Conservation Code. This code was adopted in 2004 by the Building Codes Bureau of the Montana Department of Labor and Industry. The code establishes energy conservation standards for improvements to existing residential structure or construction of new residential housing units, as well as standards for other types of construction.

For all areas outside the boundaries of Montana's tribal reservations permits must be obtained from the MDLI, Building Codes Bureau for all electrical and/or plumbing work (where a licensed plumber is performing the work) undertaken with NSP funds unless the grant recipient has been certified by the Bureau to enforce the codes cited above. In such cases, some permits will be obtained locally. The Building Codes Bureau maintains a listing of Montana counties and incorporated municipalities, which are certified to enforce building, electrical, mechanical, and plumbing codes. In those cases where the Building Codes Bureau has not certified the grant recipient, permits must be obtained from the Bureau when rehabilitation involves structures with five or more units, or any commercial or public buildings. For those structures falling within Montana's tribal reservations, tribal ordinances and related requirements apply.

Grantees will be responsible for assuring that proper authorities inspect such work. Options to provide code inspection may include interlocal agreements with governments that have existing building departments, arrangements with MDLI's Building Codes Bureau, or by contracting with qualified, private sector persons. Where possible, to preserve independence, local governments are encouraged to utilize the services of a separate individual to perform inspection services. All electrical and/or plumbing work not done by the owner of a single-family structure must be done only by electricians and/or plumbers licensed by the State of Montana.

For further information, please contact:

Building Codes Bureau/Montana Dept of Labor & Industry
301 South Park, Room 430 -- P.O. Box 200517
Helena, MT 59620-0517
Phone: (406) 841-2300

Website: http://mt.gov/dli/bsd/bc/bs_index.asp

K. Chapter 11 Involving the Public

MDOC would like to remind NSP grantees that these federal funds are 2008 stimulus funds and are of specific interest to HUD and the public. Please notify MDOC NSP staff before all public relations events.

The NSP program does not necessitate any changes to this chapter of the Grant Administration Manual, Please use the existing chapter for relevant guidance as there is no updated NSP specific guidance, however all exhibits were updated to reflect NSP.

L. Chapter 12 Project Monitoring

Because the NSP program is still a newly created program, NSP staff have not yet developed a project monitoring guide. During the coming months NSP staff will be modify the CDBG Program Project Monitoring Guide to reflect the more specific NSP requirements in addition to the existing CDBG program requirements. Monitoring Guides will be provided to grantees prior to any onsite monitoring.

M. Chapter 13 Project Closeout

Because the NSP program is still a newly created program, NSP staff have not yet developed a project guidance for project closeouts. During the coming months NSP staff will be modify the CDBG Program project closeout documents to reflect the more specific NSP requirements in addition to the existing CDBG program requirements. The modified documents and guidance will be provided to grantees prior to any project closeouts.

N. Chapter 14 Project Audits

The NSP program does not necessitate any changes to this chapter of the Grant Administration Manual. Please use the existing chapter for relevant guidance, however all exhibits were updated to reflect NSP.

CHAPTER 15

EXHIBITS

15-1-A NSP	Sample Neighborhood Stabilization Program Contract
15-1-B NSP	Sample NSP Contract Amendment
15-1-C NSP	Sample NSP Project Request Form
15-1-D NSP	Pre-Acquisition Property Specific Checklist
15-1-E NSP	Recommended Sequence of Events for NSP Acquisition and Rehabilitation
15-2-A NSP	NSP Environmental Site Specific Checklist
15-4-A NSP	Quarterly Update Report
15-4-B NSP	Program Income Guidance
15-4-C NSP	Montana NSP Program Income Reporting Form – After Project Closeout
15-4-D NSP	Montana NSP Program Income Reporting Form – Before Project Closeout
15-7-A NSP	NSP Voluntary Acquisition of Foreclosed Property – Agencies/Persons Without Eminent Domain Authority
15-7-B NSP	NSP Voluntary Acquisition of Foreclosed Property – Agencies With Eminent Domain Authority
15-7-C NSP	Guideform General Information Notice
15-7-D NSP	Qualified Homebuyer Closing Checklist for NSP Projects
15-9-A NSP	(Sample) Sub-Recipient Agreement (Interlocal Agreement)
15-9-B NSP	NSP Developer Agreement
15-15-A NSP	Preliminary Architectural Report Requirements Montana Neighborhood Stabilization Program (NSP)