

# NSP Substantial Amendment Checklist (Revised for June 2019 Amendment)

*For the purposes of expediting review, HUD asks that applicants submit the following checklist along with the NSP Substantial Amendment and SF-424.*

## Contents of an NSP Action Plan Substantial Amendment

Jurisdiction(s): Lead Agency: City of Homestead, FL Jurisdiction Web Address: <i>www.cityofhomestead.com</i>	NSP Contact Person: Chantel Pierre, CPA, Accountant Address: 100 Civic Court, Homestead, FL 33030 Telephone: 305-224-4547 Fax: 305-224-4569 Email: cpierre@cityofhomestead.com
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The elements in the substantial amendment required for the Neighborhood Stabilization Program are:

### **A. AREAS OF GREATEST NEED**

Does the submission include summary needs data identifying the geographic areas of greatest need in the grantee's jurisdiction?

Yes  No . Verification found on page 2-4

### **B. DISTRIBUTION AND USES OF FUNDS**

Does the submission contain a narrative describing how the distribution and uses of the grantee's NSP funds will meet the requirements of Section 2301(c)(2) of HERA that funds be distributed to the areas of greatest need, including those with the greatest percentage of home foreclosures, with the highest percentage of homes financed by a subprime mortgage related loan, and identified by the grantee as likely to face a significant rise in the rate of home foreclosures?

Yes  No . Verification found on page 4-8.

*Note:* The grantee's narrative must address the three stipulated need categories in the NSP statute, but the grantee may also consider other need categories.

### **C. DEFINITIONS AND DESCRIPTIONS**

For the purposes of the NSP, do the narratives include:

- a definition of "blighted structure" in the context of state or local law,  
 Yes  No . Verification found on page 9.
- a definition of "affordable rents,"  
 Yes  No . Verification found on page 10.

- a description of how the grantee will ensure continued affordability for NSP assisted housing,  
Yes  No . Verification found on page 10.
- a description of housing rehabilitation standards that will apply to NSP assisted activities?  
Yes  No . Verification found on page 10.

***D. LOW INCOME TARGETING***

- Has the grantee described how it will meet the statutory requirement that at least 25% of funds must be used to purchase and redevelop abandoned or foreclosed upon homes or residential properties for housing individuals and families whose incomes do not exceed 50% of area median income?  
Yes  No . Verification found on pages 10, 11, 13, 14, and 15.
- Has the grantee identified how the estimated amount of funds appropriated or otherwise made available will be used to purchase and redevelop abandoned or foreclosed upon homes or residential properties for housing individuals or families whose incomes do not exceed 50% of area median income?  
Yes  No . Verification found on pages 5, 10, and 14.  
Amount budgeted = \$872,685.

***E. ACQUISITION AND RELOCATION***

Does grantee plan to demolish or convert any low- and moderate-income dwelling units?  
Yes  No . (If no, continue to next heading)  
Verification found on page 11.

Does the substantial amendment include:

- The number of low- and moderate-income dwelling units—i.e.,  $\leq 80\%$  of area median income—reasonably expected to be demolished or converted as a direct result of NSP-assisted activities?  
Yes  No . Verification found on page \_\_\_\_.
- The number of NSP affordable housing units made available to low-, moderate-, and middle-income households—i.e.,  $\leq 120\%$  of area median income—reasonably expected to be produced by activity and income level as provided for in DRGR, by each NSP activity providing such housing (including a proposed time schedule for commencement and completion)?  
Yes  No . Verification found on page \_\_\_\_.
- The number of dwelling units reasonably expected to be made available for households whose income does not exceed 50 percent of area median income?  
Yes  No . Verification found on page \_\_\_\_.

**F. PUBLIC COMMENT PERIOD**

Was the proposed action plan amendment published via the grantee jurisdiction's usual methods and on the Internet for no less than 15 calendar days of public comment?

Yes  No . Verification found in Appendix A, pages 11 and 12, and in documentation submitted June of 2010.

Is there a summary of citizen comments included in the final amendment?

Yes  No . Verification found in Appendix A, pages 11 and 12, and in documentation submitted June of 2010.

**G. INFORMATION BY ACTIVITY**

Does the submission contain information by activity describing how the grantee will use the funds, identifying:

- eligible use of funds under NSP,  
Yes  No . Verification found on pages 13, 16, 19 and 22.
- correlated eligible activity under CDBG,  
Yes  No . Verification found on page 13, 16, 19 and 22.
- the areas of greatest need addressed by the activity or activities,  
Yes  No . Verification found on pages 2, 3, 4, 13, 16, 19, and 22.
- expected benefit to income-qualified persons or households or areas,  
Yes  No . Verification found on pages 13- 23.
- appropriate performance measures for the activity,  
Yes  No . Verification found on pages 15, 17, 21 and 23.
- amount of funds budgeted for the activity,  
Yes  No . Verification found on page 5, 14, 17, 21, and 23.
- the name, location and contact information for the entity that will carry out the activity,  
Yes  No . Verification found on page 13, 16, 19, and 22.
- expected start and end dates of the activity?  
Yes  No . Verification found on page 13, 16, 19, and 22.

**K. CERTIFICATIONS**

The following certifications are complete and accurate:

- (1) Affirmatively furthering fair housing Yes  No   
(2) Anti-lobbying Yes  No

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|--|---|-----------------------------|
| (3) Authority of Jurisdiction                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (4) Consistency with Plan                                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (5) Acquisition and relocation                             | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (6) Section 3  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (7) Citizen Participation                                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (8) Following Plan   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (9) Use of funds in 18 months                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (10) Use NSP funds $\leq$ 120 of AMI                       | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (11) No recovery of capital costs thru special assessments | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (12) Excessive Force                                       | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (13) Compliance with anti-discrimination laws              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (14) Compliance with lead-based paint procedures           | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (15) Compliance with laws                                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

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