

COUNTY OF SOLANO  
NEIGHBORHOOD STABILIZATION PROGRAM 3  
APPLICATION AND ABREVIATED PLAN

With City of Fairfield as Sub-recipient

FEBRUARY 28, 2011



## 1. NSP3 Grantee Information

NSP3 Program Administrator Contact Information	
Name (Last, First)	Walsh, Matt
Email Address	<a href="mailto:MWalsh@solanocounty.com">MWalsh@solanocounty.com</a>
Phone Number	707/784-6765
Mailing Address	675 Texas Street, Suite 5500 Fairfield, CA 94533

## 2. Areas of Greatest Need

### Map Submission

The map generated at the HUD NSP3 Mapping Tool for Preparing Action Plan website is included as an attachment.

### Data Sources Used to Determine Areas of Greatest Need

#### Describe the data sources used to determine the areas of greatest need.

Response:

The County selected two neighborhoods as its areas of greatest need using the HUD NSP3 Mapping Tool. The information on estimates of foreclosure need and related scores identified one neighborhood with a foreclosure need score of 20 and one score of 19.4.

### Determination of Areas of Greatest Need and Applicable Tiers

#### Describe how the areas of greatest need were established and whether a tiered approach is being utilized to determine the distribution of funding.

Response:

The census tracts with foreclosure need scores of over 19 were located for Fairfield and Solano County (Vallejo). The two census tracts with foreclosure need scores of 20 were selected following HUD guidance to select the areas with high scores but that were also small enough to have positive impact on at least 20% of the foreclosed properties in that neighborhood when considering the amount of the grant award (\$1.6 million) and the amount needed to renovate the properties. Their selection was also based on the age of the housing stock. The NSP1 program in Fairfield focused on older homes in older neighborhoods which would likely be at the bottom of a new homebuyer's list and thus more likely to stay vacant than a home in a relatively new subdivision. This program follows that policy. In Homeacres, homes average 50-60 years old. They are generally not being maintained, which compounds the negative impact of foreclosed properties. The Fairfield Neighborhood homes average 40 years old. These are the issues facing the neighborhoods, including the number of foreclosures that also create a downward spiral of property values and deteriorating neighborhood condition. The other jurisdictions: Benicia, Vacaville, Dixon, Suisun City and Rio Vista did not have scores this high. Vallejo has census tracts with a score of 20, but was not included, because the City of Vallejo has its own NSP3 grant allocation. The two selected neighborhoods will receive an equal amount of the initial grant for the program. The funding is split evenly between the two neighborhoods for each activity.

### 3. Definitions and Descriptions

#### Definitions

Term	Definition
Blighted Structure	Solano County’s program shall rely on Section 33031 (a) of the Health and Safety Code to determine when a building is blighted. A structure considered blighted when it is unsafe or unhealthy for persons to live or work. These conditions may be caused by serious building code violations, dilapidation and deterioration, defective design or physical construction, faulty or inadequate utilities, or other similar factors.
Affordable Rents	Solano County’s program shall use the HOME Program’s standards for affordability. Qualifying renters will document that the household income and corresponding rents do not exceed HOME Program income and rent limits.

#### Descriptions

Term	Definition
Long-Term Affordability	Solano County’s program will ensure continued affordability by utilizing the HOME Program standards found at 24CFR 92.252(a), (c), and (f) and 92.254. The program will record affordability covenants on each NSP3 property to ensure that the home will be the qualified buyer’s principal residence for a minimum period of 15 years, and that if sold before then, it will be sold to a qualified buyer. Funds that are repaid prior to the expiration of the covenant are recaptured by the County and the covenant is dissolved.
Housing Rehabilitation Standards	Solano County’s program will utilize the City of Fairfield’s NSP rehab standards. Additionally: <ol style="list-style-type: none"> <li>1. All gut rehab or new construction (general replacement of the interior of a building that may or may not include changes to structural elements such as flooring systems, columns or load bearing interior or exterior walls) of residential buildings up to 3 stories must be designed to meet the standard for Energy Star Qualified New Homes.</li> <li>2. Other rehabilitation must meet these standards to the extent applicable to the rehab work undertaken, e.g., replace older obsolete products and appliances (such as windows, doors, lighting, hot water heaters, furnaces, boilers, air-conditioning units, refrigerators, clothes washers and dishwashers) with Energy Star-46 labeled products.</li> <li>3. Water efficient toilets, showers, and faucets, such as those with the WaterSense label, must be installed.</li> <li>4. Where relevant, the housing should be improved to mitigate the impact disasters (e.g., earthquake, hurricane, flooding or fires).</li> </ol>

## 4. Low-Income Targeting

### Low-Income Set-Aside Amount

Enter the low-income set-aside percentage in the first field. The field for total funds set aside will populate based on the percentage entered in the first field and the total NSP3 grant.

**Identify the estimated amount of funds appropriated or otherwise made available under the NSP3 to be used to provide housing for individuals or families whose incomes do not exceed 50 percent of area median income.**

Response:

Total low-income set-aside **percentage** (must be no less than 25 percent): 25.00%

Total funds set aside for low-income individuals = \$405,689.25

### Meeting Low-Income Target

**Provide a summary that describes the manner in which the low-income targeting goals will be met.**

Response:

The property will be generally advertized/marketed as a lease to own property. If that strategy is not successful, the property may be transferred to either the Fairfield or Solano County Housing Authority and offered to a Family Self Sufficiency family, or leased to a Section 8 tenant. If these approaches do not result in meeting the program requirements for very low income benefit, Solano County's program will select properties to be offered/sold to qualified non-profit corporations to provide residential services to their clients where the two neighborhoods are located. The property would be leased to their clients.

## 5. Acquisition and Relocation

### Demolition or Conversion of LMI Units

Does the grantee intend to demolish or convert any low- and moderate-income dwelling units (i.e.,  $\leq 80\%$  of area median income)?

No

If yes, fill in the table below.

Question	Number of Units
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.	
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).	
The number of dwelling units reasonably expected to be made available for households whose income does not exceed 50 percent of area median income.	

## 6. Public Comment

### Citizen Participation Plan

**Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment or abbreviated plan.**

Response:

The citizen participation process for the County's program follows the City of Fairfield's CDBG Citizen Participation Plan as modified by the NSP3 Notice to ensure that the public is aware of the Abbreviated Plan for NSP3. The proposed NSP3 Action Plan was published and posted on the County of Solano and the City of Fairfield's websites beginning on February 1, 2011. In addition, the County and City published a public notice in the Daily Republic Newspaper beginning on February 1, 2011.

### Summary of Public Comments Received.

There were no comments received.

## 7. NSP Information by Activity

Enter each activity name and fill in the corresponding information. If you have fewer than seven activities, please delete any extra activity fields. (For example, if you have three activities, you should delete the tables labeled "Activity Number 4," "Activity Number 5," "Activity Number 6," and "Activity Number 7." If you are unsure how to delete a table, see the instructions [above](#).

The field labeled "Total Budget for Activity" will populate based on the figures entered in the fields above it.

Consult the [NSP3 Program Design Guidebook](#) for guidance on completing the "Performance Measures" component of the activity tables below.

Activity Number 1	
<b>Activity Name</b>	Fairfield NSP3 Neighborhood
<b>Uses</b>	Select all that apply: <input type="checkbox"/> Eligible Use A: Financing Mechanisms <input type="checkbox"/> Eligible Use B: Acquisition and Rehabilitation <input type="checkbox"/> Eligible Use C: Land Banking <input type="checkbox"/> Eligible Use D: Demolition <input checked="" type="checkbox"/> Eligible Use E: Redevelopment
<b>CDBG Activity or Activities</b>	Financing Mechanisms for Purchase, Rehabilitation and Re-sale of Abandoned and Foreclosed Residential Properties to Eligible Buyers
<b>National Objective</b>	Principal benefit to low and moderate income households
<b>Activity Description</b>	The housing market conditions in the two neighborhoods lend themselves to the proposed program of acquisition, rehab and resale. There is a successful NSP program operating in one of the two neighborhoods as of the drafting of this application. There have been a sufficient number of properties available through Fannie Mae to allow Fairfield to expend all of its NSP grant funds and fully spend all program income as it has become available. The housing

	<p>market conditions remain generally favorable to investors who purchase for cash and with abbreviated escrows. This has resulted in low and moderate income families continuing to be squeezed out of the conventional resale or short sale market. The City created an NSP buyer pool comprised of eligible buyers. They have been the primary purchasers of the NSP homes to date. These market conditions have not changed significantly during the implementation of the NSP1 program. Our program continues to find homes to purchase and has qualified buyers that make “first look” offers within a few days of completing the rehab. Home prices are fairly stable with no big swings in either direction, due primarily to banks being careful not to release too many REO properties at one time.</p> <p>The overall program design and loan terms are expected to remain generally the same as the existing program in Fairfield. NSP loans will not carry an interest rate. This applies to the selection of program operators who purchase, rehab and resell the homes as well as the eventual qualified buyers. The term of assistance for selected operators will be six months to complete the acquisition, rehab and resale cycle. Extensions will be considered in unusual circumstances beyond the control of the operator. The term of assistance for qualified buyers will be a fifteen year silent second loan that is fully deferred. One-half of the NSP loan will be forgiven. Beginning in year 10, one-fifth of the forgiven loan amount will be forgiven, concluding at the end of year 15 if a qualified buyer still resides in the NSP home and there have been no material defaults.</p> <p>Vicinity hiring will be addressed by requiring program operators to contract with the Workforce Investment Board (WIB) for first source hiring services emphasizing hiring residents of these communities to fill job openings as part of their application for NSP3. Employee and tradesmen rosters will also be submitted in their application. Staff will go to the job site to determine if anyone has been hired or to follow up on WIB notification of same to confirm compliance.</p> <p>The expected benefit to income qualified persons or households or areas will be achieved through the selection of the two areas of highest need that are also within CDBG-eligible census tracts. By focusing on areas with older housing stock the neighborhoods will receive more benefit than if the focus included areas with housing stock less than 15 years old. The benefit to qualified persons/buyers is demonstrated in the ability to buy a home despite market conditions that favor cash investors, as well as the very favorable loan terms provided.</p>	
<b>Location Description</b>	The Fairfield Neighborhood is located in the north central area of town within census tract 2526.08	
<b>Budget</b>	<b>Source of Funding</b>	<b>Dollar Amount</b>
	NSP3	\$527,396.02

	(Other funding source)	\$0
	(Other funding source)	\$0
<b>Total Budget for Activity</b>		<b>\$527,396.02</b>
<b>Performance Measures</b>	Acquisition/Rehab/Resale of 6 homes	
<b>Projected Start Date</b>	May 1, 2011	
<b>Projected End Date</b>	May 1, 2016	
<b>Responsible Organization</b>	<b>Name</b>	City of Fairfield
	<b>Location</b>	1000 Webster St. Fairfield, CA 94533
	<b>Administrator Contact Info</b>	Mark Kaiser (707) 428-7578; mkaiser@fairfield.ca.gov

<b>Activity Number 2</b>	
<b>Activity Name</b>	Solano County Neighborhood- Homeacres
<b>Use</b>	Select all that apply: <input type="checkbox"/> Eligible Use A: Financing Mechanisms <input type="checkbox"/> Eligible Use B: Acquisition and Rehabilitation <input type="checkbox"/> Eligible Use C: Land Banking <input type="checkbox"/> Eligible Use D: Demolition <input checked="" type="checkbox"/> Eligible Use E: Redevelopment
<b>CDBG Activity or Activities</b>	Financing Mechanisms for Purchase, Rehabilitation and Re-sale of Abandoned and Foreclosed Residential Properties to Eligible Buyers
<b>National Objective</b>	Principal benefit to low and moderate income households
<b>Activity Description</b>	<p>The housing market conditions in the two neighborhoods lend themselves to the proposed program of acquisition, rehab and resale. There is a successful NSP program already operating in one of the two neighborhoods as of the drafting of this application. There have been a sufficient number of properties available through Fannie Mae to allow Fairfield to expend all of its NSP grant funds and fully spend all program income as it has become available. The housing market conditions remain generally favorable to investors who purchase for cash and with abbreviated escrows. This has resulted in low and moderate income families continuing to be squeezed out of the conventional resale or short sale market. It is a market condition/factor that has existed since the foreclosure crisis hit, and is still very much the case here. The City created an NSP buyer pool comprised of eligible buyers. They have been the primary purchasers of the NSP homes to date. These market conditions have not changed significantly during the implementation of the NSP1 program. Our program continues to find homes to purchase and has qualified buyers that make "first look" offers within a few days of completing the rehab. Home prices are fairly stable with no big swings in either direction, due primarily to banks being careful not to release too many REO properties at one time.</p> <p>The overall program design and loan terms are expected to remain generally</p>

	<p>the same as the existing program in Fairfield. NSP loans will not carry an interest rate. This applies to the selection of program operators who purchase, rehab and resell the homes as well as the eventual qualified buyers. The term of assistance for selected operators will be six months to complete the acquisition, rehab and resale cycle. Extensions will be considered in unusual circumstances beyond the control of the operator. The term of assistance for qualified buyers will be a fifteen year silent second loan that is fully deferred. One-half of the NSP loan will be forgiven. Beginning in year 10, one-fifth of the forgiven loan amount will be forgiven, concluding at the end of year 15 if a qualified buyer still resides in the NSP home and there have been no material defaults.</p> <p>Vicinity hiring will be addressed by requiring program operators to contract with the Workforce Investment Board (WIB) for first source hiring services emphasizing hiring residents of these communities to fill job openings as part of their application for NSP3. Employee and tradesmen rosters will also be submitted in their application. Staff will go to the job site to determine if anyone has been hired or to follow up on WIB notification of same to confirm compliance.</p> <p>The expected benefit to income qualified persons or households or areas will be achieved through the selection of the two areas of highest need that are also within CDBG–eligible census tracts. By focusing on areas with older housing stock the neighborhoods will receive more benefit than if the focus included areas with housing stock less than 15 years old. The benefit to qualified persons/buyers is demonstrated in the ability to buy a home despite market conditions that favor cash investors, as well as the very favorable loan terms provided.</p>	
<b>Location Description</b>	County unincorporated Homeacres neighborhood at Hwy 80 and Hwy 780	
<b>Budget</b>	<b>Source of Funding</b>	<b>Dollar Amount</b>
	NSP3	\$527,396.03
	(Other funding source)	\$0
	(Other funding source)	\$0
<b>Total Budget for Activity</b>	527,396.03	
<b>Performance Measures</b>	Acquisition/Rehab/Resale of 6 homes	
<b>Projected Start Date</b>	May, 1, 2011	
<b>Projected End Date</b>	May 1, 2016	
<b>Responsible Organization</b>	<b>Name</b>	Mark Kaiser
	<b>Location</b>	1000 Webster St. Fairfield, CA 94533
	<b>Administrator Contact Info</b>	<a href="mailto:mkaiser@fairfield.ca.gov">mkaiser@fairfield.ca.gov</a>

<b>Activity Number 3</b>	
<b>Activity Name</b>	Very Low Income Component
<b>Use</b>	Select all that apply:
	<input type="checkbox"/> Eligible Use A: Financing Mechanisms
	<input type="checkbox"/> Eligible Use B: Acquisition and Rehabilitation
	<input type="checkbox"/> Eligible Use C: Land Banking



	<input type="checkbox"/> Eligible Use D: Demolition
	<input checked="" type="checkbox"/> Eligible Use E: Redevelopment
<b>CDBG Activity or Activities</b>	Financing Mechanisms for the Acquisition, Rehab, and Resale (or Lease) of Foreclosed Properties to Eligible Buyers/Beneficiaries
<b>National Objective</b>	Principal benefit to very low income households
<b>Activity Description</b>	<p>The housing market conditions in the two neighborhoods lend themselves to the proposed program of acquisition, rehab and resale. There is a successful NSP program operating in one of the two neighborhoods as of the drafting of this application. There have been a sufficient number of properties available through Fannie Mae to allow Fairfield to expend all of its NSP grant funds and fully spend all program income as it has become available. The housing market conditions remain generally favorable to investors who purchase for cash and with abbreviated escrows. This has resulted in low and moderate income families continuing to be squeezed out of the conventional resale or short sale market. The City created an NSP buyer pool comprised of eligible buyers. They have been the primary purchasers of the NSP homes to date and continue to be added to the pool, confirming that the market conditions remain as described. Home prices are fairly stable with no big swings in either direction, due primarily to banks being careful not to release too many REO properties at one time.</p> <p>The overall program design and loan terms are expected to remain generally the same as the existing program in Fairfield. NSP loans will not carry an interest rate. This applies to the selection of program operators who purchase, rehab and resell the homes as well as the eventual qualified buyers. The term of assistance for selected operators will be six months to complete the acquisition, rehab and resale cycle. Extensions will be considered in unusual circumstances beyond the control of the operator. The term of assistance for qualified buyers will be a fifteen year silent second loan that is fully deferred. One-half of the NSP loan will be forgiven. Beginning in year 10, one-fifth of the forgiven loan amount will be forgiven, concluding at the end of year 15 if a qualified buyer still resides in the NSP home and there have been no material defaults.</p> <p>Vicinity hiring will be addressed by requiring program operators to contract with the Workforce Investment Board (WIB) for first source hiring services emphasizing hiring residents of these communities to fill job openings as part of their application for NSP3. Employee and tradesmen rosters will also be submitted in their application. Staff will go to the job site to determine if anyone has been hired or to follow up on WIB notification of same.</p> <p>The expected benefit to income qualified persons or households or areas will be achieved through the selection of the two areas of highest need that are also within CDBG-eligible census tracts. By focusing on areas with older housing stock the neighborhoods will receive more benefit than if the focus included areas with housing stock less than 15 years old. The benefit to qualified persons/buyers is demonstrated in the ability to buy or lease a home</p>

	despite market conditions that favor cash investors, as well as the very favorable loan terms provided and the purchase option in the leases to qualified buyers.	
<b>Location Description</b>	Fairfield Neighborhood and Homeacres Unincorporated Area	
<b>Budget</b>	<b>Source of Funding</b>	<b>Dollar Amount</b>
	NSP3	\$405,689.25
	(Other funding source)	\$
	(Other funding source)	\$
<b>Total Budget for Activity</b>	\$405,689.25	
<b>Performance Measures</b>	Acquisition/Rehab/Resale (or Lease) of 2 homes to be offered to very low income households	
<b>Projected Start Date</b>	May 1, 2011	
<b>Projected End Date</b>	May 1, 2016	
<b>Responsible Organization</b>	<b>Name</b>	Mark Kaiser, City of Fairfield
	<b>Location</b>	1000 Webster St. Fairfield, CA 94533
	<b>Administrator Contact Info</b>	<a href="mailto:mkaiser@fairfield.ca.gov">mkaiser@fairfield.ca.gov</a>

<b>Activity Number 4</b>		
<b>Activity Name</b>	Grant Administration	
<b>Use</b>	Select all that apply:	
	<input type="checkbox"/>	Eligible Use A: Financing Mechanisms
	<input type="checkbox"/>	Eligible Use B: Acquisition and Rehabilitation
	<input type="checkbox"/>	Eligible Use C: Land Banking
	<input type="checkbox"/>	Eligible Use D: Demolition
	<input checked="" type="checkbox"/>	Eligible Use E: Redevelopment
<b>CDBG Activity or Activities</b>	Staffing and support for NSP3 grant activities and costs	
<b>National Objective</b>	Principal benefit to very low, low and moderate income households	
<b>Activity Description</b>	Grant Administration	
<b>Location Description</b>	Fairfield Neighborhood and Homeacres County Unincorporated	
<b>Budget</b>	<b>Source of Funding</b>	<b>Dollar Amount</b>
	NSP3	\$162,275.70
	(Other funding source)	\$

	(Other funding source)	\$
<b>Total Budget for Activity</b>		\$162,275.70
<b>Performance Measures</b>	Completion of Grant Activities and Successful Monitoring	
<b>Projected Start Date</b>	May 1, 2011	
<b>Projected End Date</b>	May 1, 2016	
<b>Responsible Organization</b>	<b>Name</b>	Mark Kaiser
	<b>Location</b>	1000 Webster St. Fairfield, CA 94533
	<b>Administrator Contact Info</b>	<a href="mailto:mkaiser@fairfield.ca.gov">mkaiser@fairfield.ca.gov</a>

## 8. Certifications

### Certifications for Non-Entitlement Local Governments

- (1) **Affirmatively furthering fair housing.** The jurisdiction certifies that it will affirmatively further fair housing.
- (2) **Anti-displacement and relocation plan.** The applicant certifies that it has in effect and is following a residential anti-displacement and relocation assistance plan.
- (3) **Anti-lobbying.** The jurisdiction must submit a certification with regard to compliance with restrictions on lobbying required by 24 CFR part 87, together with disclosure forms, if required by that part.
- (4) **Authority of jurisdiction.** The jurisdiction certifies that the consolidated plan or abbreviated plan, as applicable, is authorized under state and local law (as applicable) and that the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations and other program requirements.
- (5) **Consistency with plan.** The jurisdiction certifies that the housing activities to be undertaken with NSP funds are consistent with its consolidated plan or abbreviated plan, as applicable.
- (6) **Acquisition and relocation.** The jurisdiction certifies that it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601), and implementing regulations at 49 CFR part 24, except as those provisions are modified by the notice for the NSP program published by HUD.
- (7) **Section 3.** The jurisdiction certifies that it will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulations at 24 CFR part 135.
- (8) **Citizen participation.** The jurisdiction certifies that it is in full compliance and following a detailed citizen participation plan that satisfies the requirements of Sections 24 CFR 91.105 or 91.115, as modified by NSP requirements.
- (9) **Use of funds.** The jurisdiction certifies that it will comply with the Dodd-Frank Wall Street Reform and Consumer Protection Act and Title XII of Division A of the American Recovery and Reinvestment Act

of 2009 by spending 50 percent of its grant funds within 2 years, and spending 100 percent within 3 years, of receipt of the grant.

**(10) The jurisdiction certifies:**

- a. that all of the NSP funds made available to it will be used with respect to individuals and families whose incomes do not exceed 120 percent of area median income; and
- b. The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if NSP funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with NSP funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than NSP funds if the jurisdiction certifies that it lacks NSP or CDBG funds to cover the assessment.

**(11) Excessive force.** The jurisdiction certifies that it has adopted and is enforcing:

- a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and
- b. A policy of enforcing applicable state and local laws against physically barring entrance to, or exit from, a facility or location that is the subject of such nonviolent civil rights demonstrations within its jurisdiction.

**(12) Compliance with anti-discrimination laws.** The jurisdiction certifies that the NSP grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations.

**(13) Compliance with lead-based paint procedures.** The jurisdiction certifies that its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K, and R of this title.

**(14) Compliance with laws.** The jurisdiction certifies that it will comply with applicable laws.

**(15) Vicinity hiring.** The jurisdiction certifies that it will, to the maximum extent feasible, provide for hiring of employees that reside in the vicinity of NSP3 funded projects or contract with small businesses that are owned and operated by persons residing in the vicinity of NSP3 projects.

**(16) Development of affordable rental housing.** The jurisdiction certifies that it will abide by the procedures described in its NSP3 Abbreviated Plan to create preferences for the development of affordable rental housing for properties assisted with NSP3 funds.

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Signature/Authorized Official

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Date

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County Administrative Officer



## Appendix: NSP3 Action Plan Contents Checklist

The checklist below is an optional tool for NSP3 grantees to help to ensure that all required elements of the NSP3 Substantial Amendment or the Abbreviated Plan are submitted to HUD. This checklist only includes the minimum required elements that must be included in the NSP3 Action Plan and grantees may want to add additional details. This document must be protected, as described above, in order to use the checkboxes in this checklist.

### 1. NSP3 Grantee Information

	Yes
Did you include the Program Administrator's name, address, phone, and email address?	<input type="checkbox"/>

### 2. Areas of Greatest Need

	Yes
Does the narrative description describe how funds will give priority emphasis to areas of greatest need?	<input type="checkbox"/>
Does the narrative description specifically address how the funds will give priority emphasis to those areas:	
• With the highest percentage of home foreclosures?	<input type="checkbox"/>
• With the highest percentage of homes financed by subprime mortgage related loan?; and	<input type="checkbox"/>
• Identified by the grantee as likely to face a significant rise in the rate of home foreclosures?	<input type="checkbox"/>
Did you create the area of greatest needs map at <a href="http://www.huduser.org/NSP/NSP3.html">http://www.huduser.org/NSP/NSP3.html</a> ?	<input type="checkbox"/>
Did you include the map as an attachment to your Action Plan?	<input type="checkbox"/>
<i>ONLY Applicable for States:</i> Did you include the needs of all entitlement communities in the State?	<input type="checkbox"/>

### 3. Definitions and Descriptions

	Yes
Are the following definitions and topics included in your substantial amendment?:	
• Blighted structure in context of state or local law,	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• Affordable rents,</li> <li>• Ensuring long term affordability for all NSP funded housing projects,</li> <li>• Applicable housing rehabilitation standards for NSP funded projects</li> </ul>	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

#### 4. Low-Income Targeting

	Yes
Did you identify the estimated amount of funds appropriated to provide housing that meets the low-income set aside target?	<input type="checkbox"/>
Did you provide a summary describing how your jurisdiction will meet its low-income set aside goals?	<input type="checkbox"/>

#### 5. Acquisition & Relocation

	Yes
For all acquisitions that will result in displacement did you specify:	
<ul style="list-style-type: none"> <li>• The planned activity,</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The number of units that will result in displacement,</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The manner in which the grantee will comply with URA for those residents?</li> </ul>	<input type="checkbox"/>

#### 6. Public Comment

	Yes
Did you provide your draft of the NSP3 substantial amendment for a minimum of 15 days for public comment?	<input type="checkbox"/>
Did you include the public comments you received on the NSP3 substantial amendment in your plan?	<input type="checkbox"/>

#### 7. NSP Information by Activity

	Check all that apply
Did you include a description of all eligible NSP3 activities you plan to implement with your NSP3 award?	<input type="checkbox"/>
For each eligible NSP3 activity you plan to implement did you include:	

• Eligible use or uses?	<input type="checkbox"/>
• Correlated eligible CDBG activity or activities?	<input type="checkbox"/>
• Associated national objective?	<input type="checkbox"/>
• How the activity will address local market conditions?	<input type="checkbox"/>
• Range of interest rates (if any)?	<input type="checkbox"/>
• Duration or term of assistance?	<input type="checkbox"/>
• Tenure of beneficiaries (e.g. rental or homeowner)?	<input type="checkbox"/>
• If the activity produces housing, how the design of the activity will ensure continued affordability?	<input type="checkbox"/>
• How you will, to the maximum extent possible, provide for vicinity hiring?	<input type="checkbox"/>
• Procedures used to create affordable rental housing preferences?	<input type="checkbox"/>
• Areas of greatest need addressed by the activity or activities?	<input type="checkbox"/>
• Amount of funds budgeted for the activity?	<input type="checkbox"/>
• Appropriate performance measures for the activity (e.g. units of housing to be acquired, rehabilitated, or demolished for the income levels represented in DRGR) ?	<input type="checkbox"/>
• Expected start and end dates of the activity?	<input type="checkbox"/>
• Name and location of the entity that will carry out the activity?	<input type="checkbox"/>

## 8. Certifications

	Yes
Did you sign and submit the certification form applicable to your jurisdiction?	<input type="checkbox"/>

## 9. Additional Documentation

	Yes
Did you include a signed SF-424?	<input type="checkbox"/>





