

NSP COMPLETION REPORT INSTRUCTIONS

The purpose of the NSP Completion Report is to summarize how NSP, private and public funds are used in an Activity. This report is required at the completion of an Activity. A fully completed activity is defined by the ability to report beneficiary data, i.e., the unit(s) have been rented or sold regardless of the type of rehabilitation, reconstruction or redevelopment activity OR demolished, acquired or disposed for landbanking. The information on this report will be used by Congress to gauge the progress of the NSP program in the State of Wisconsin and on a national level.

1. ACTIVITY INFORMATION

CONTRACT#: Enter the NSP contract number under which this Activity is funded.

ACTIVITY#: Enter the five digit unique number assigned by Commerce to this Activity. The Activity number is assigned when the grantee submits the Activity Set-up Report to the Department of Commerce. This number will be emailed to you after receipt of the Activity Set-up Report.

SUBMISSION DATE: Enter the date the Completion Report is submitted to the Department of Commerce, which is after all work for an Activity has been completed.

ORIGINAL SUBMISSION: Check this box only if it is the first time a grantee is submitting a Completion Report for this Activity.

REVISION: Check this box only if this is not an original submission and revisions were made to the Completion Report.

E-MAIL ADDRESS: Enter the e-mail address of the contact person. If two or more agencies are involved, enter the e-mail address of the person who can answer questions about this Activity.

AGENCY NAME: Enter the name of the agency overseeing the Activity. If more than one agency is involved, enter the name of the lead agency.

AGENCY CONTACT: Enter the name of the primary person to contact regarding the Completion Report. If more than one agency is involved, enter the name of the person who can answer questions about the Activity.

TEL #: Enter the phone number of the agency contact.

EXT: Enter the extension number of the agency contact.

ACTIVITY SET-UP TYPE: Enter the number of the Activity type for this Activity.

CMI LEVEL: Enter the County Median Income level for this Activity.

LEASE PURCHASE: If this Activity involves a lease purchase arrangement, enter the date the agreement was signed. Ownership of the unit must be conveyed to the homebuyer within 36 months of signing the lease purchase agreement.

2. ACTIVITY INFORMATION

ADDRESS: provide street address, city, county and zipcode.

11 – DIGIT CENSUS TRACT # : this will be one of the census tracts identified in your executed contract (census tracts can be located on HUD website: <http://www.huduser.org/nspgis/map.aspx>)

RELOCATION COSTS: The Uniform Relocation and Real Property Acquisition Policies Act, also known as the Uniform Act, applies to all assisted properties. Both permanent and temporary relocation assistance are eligible costs. Information on relocation can be found at:

http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp1_bridgenotice.pdf and <http://www.gpo.gov/fdsys/pkg/FR-2009-06-24/pdf/E9-14909.pdf>). Enter all relocation payments associated with this Activity.

INITIAL PURCHASE PRICE: Enter the purchase price of the single family home, the **APPRAISE VALUE** and whether the required 1% discount from appraisal was achieved.

RESALE PRICE: Enter the resale price of the property to the homebuyer.

TYPE OF TITLE: Enter if the property will be held by fee simple or leasehold title by the homebuyer.

ADDITIONAL COST NOT RECAPTURED THRU SALES PRICE: Enter any additional costs not recaptured through the sale price. Add that amount to the **RESALE PRICE** to the come up with the **TOTAL**.

PROGRAM INCOME: Enter the amount of Program Income returned to the Agency with this project and if you expect to receive additional Program Income in the future (e.g. lease purchase, rental, agency holds mortgage, etc.)

1. NSP CONTRACT FUNDS

ACQUISITION/REHAB (including Homebuyer Assistance), DEMOLITION, LANDBANKING, REDEVELOPMENT

1. CONTRACT FUNDS:

In box 1., enter the NSP contract funds awarded to project for NSP eligible activities (this does not include direct assistance to homebuyer). If Contract Funds are the only form of NSP assistance to project, the Affordability Period will be governed by the Resale Model. A deed restriction must be utilized for the number of years required by the amount of NSP funds in the project (see Chapter VII, pg. 7 – Affordability Period). Check the box indicating that a deed restriction was utilized and enter the number of years for which the property was deed restricted.

2. DIRECT HOMEBUYER ASSISTANCE:

In box 2., enter any NSP contract funds used to provide direct homebuyer financial assistance (e.g., downpayment/closing cost assistance, or subsidized loan). Please note: Even if providing Contract Funds as well for this unit, if direct homebuyer assistance was provided, the Affordability Period will be governed by the Recapture Model. A recorded lien or 2nd mortgage must be used for the number of years required by the amount of NSP Homebuyer Assistance funds provided (see Chapter VII, pg. 7 – Affordability Period). Check the box indicating

that a 2nd mortgage or recorded lien was utilized and enter the number of years for which the property has a lien.

LEAD HAZARD REDUCTION:

Enter separately each of the following: a. Lead hazard reduction costs, b. Hard rehab costs excluding lead hazard reduction, and c. total rehab costs (a + b = c).

3. TOTAL NSP CONTRACT FUNDS:

In box 3., enter the total of 1. Contract Funds and 2. Direct Homebuyer Assistance used for this project (1. + 2. = 3.)

4. PROGRAM INCOME USED ON THIS ACTIVITY:

Enter the amount of Program Income used to complete this activity.

5. TOTAL OF NSP FUNDS UNSED ON THIS ACTIVITY:

Enter the total amount of NSP funds used on this activity, both contract and Program Income dollars (3. + 4. = 5.).

4. OTHER FEDERAL FUNDS

Provide information explaining the source and use of all non-NSP federal funds used by the grantee to complete the project.

FEDERAL FUNDS: Enter contributions made with or derived from federal resources or funds. Some examples of federal funds are CDBG funds, Workforce Investment Act, FHA, Department of Energy (DOE) Weatherization Emergency Assistance Program (EAP) and Preservation Grants.

USDA RURAL DEVELOPMENT: Enter the total amount dollar from a USDA Rural Development loan.

TOTAL FEDERAL FUNDS: Enter the total of all non-NSP federal funds in this Activity.

5. STATE/LOCAL FUNDS

Provide information explaining the source and use of state and local funds used by the grantee to complete the project.

HOUSING TRUST FUNDS: These are funds dedicated by municipalities for affordable housing, such as the City of Stevens Point's HOORA Program.

Enter the amount of any housing trust funds used in this Activity.

STATE/LOCAL APPROPRIATED FUNDS: These funds are appropriated by the State legislature to assist in the development of housing for low- and moderate-income households, for example, Focus on Energy funds.

Enter the amount of any state or local appropriated funds used in this Activity.

STATE/LOCAL TAX EXEMPT BOND PROCEEDS: These are loans made from State and local municipalities from affordable housing bond proceeds such as housing authority mortgage revenue bonds and WHEDA loan programs.

TOTAL PUBLIC FUNDS: Enter the total of all State/Local funds used in this Activity.

6. PRIVATE FUNDS

Provide information explaining the source and use of private funds used by the grantee to complete the project, such as gap financing from a private lender.

LENDER NAME: Enter the name of the lender associated with this Activity.

MORTGAGE AMOUNT: Enter the mortgage amount associated with this Activity.

LOAN TYPE: Indicate whether the loan is fixed or variable. The interest rate of a fixed interest rate loan will not change during the life of the loan. The interest of a variable interest rate loan may change during the life of the loan.

LOCK IN DATE: A lock in date is used to guarantee a specific interest rate, if the loan is closed within a specific time.

Enter the date when the interest rate was locked in.

INTEREST RATE: Enter the interest rate of the loan received.

NO. OF YEARS: Enter the number of years for which the mortgage loan is written.

PRIVATE LOAN AMOUNT: Enter the amount borrowed from a private lender to purchase, construct or rehabilitate this Activity.

OWNER CASH CONTRIBUTION: Enter funds provided by the homeowner toward the initial purchase, construction or rehabilitation of a single-family home.

FOUNDATION GRANTS: Foundation grants are non-federal cash contributions from a third party.

Enter the amount of foundation grant funds associated with this Activity.

INDIVIDUAL DONATIONS: Individual donations include charitable gifts from organizations like Goodwill and the United Way towards the construction, purchase or rehabilitation of this Activity.

Enter any individual donations associated with this Activity.

TOTAL PRIVATE FUNDS: Enter the total amount from private loan amount, owner cash contribution, foundation grants and individual donations.

7. TOTAL ACTIVITY COSTS:

Enter the sum of all total fields in Sections 3 through Section 6.

8. DONATIONS (provide documentation)

DONATED LAND: Land donated to the program. Check the box if the donated land is foreclosed, public or private.

SITE PREPARATION: Site preparation donated for construction or acquisition or rehabilitation of a NSP property. Some examples of site preparation are demolition work and grading.

Enter the dollars value of all site preparation work associated with this Activity

CONSTRUCTION MATERIALS: Donated construction material used in the construction or rehabilitation of a NSP property. Some examples of construction materials are wood, mortar, steel, drywall, flooring etc.

Enter the dollar value of construction materials associated with this Activity.

LABOR: A rate of \$10.00 per hour is the rate established by HUD for unskilled donated or voluntary labor. Labor from community groups, nonprofits, friends, neighbors, corrections work crews, Job Training Partnership Act (JTPA), and the Wisconsin Fresh Start (WFS) programs are some examples of donated labor.

Enter the dollar value of all donated labor associated with this Activity.

OWNER SWEAT EQUITY: This is the value of labor that members of the Activity household contributed to the rehabilitation or construction of their single-family home. The value of owner sweat equity is computed using the \$10 per hour rate established by HUD for unskilled labor.

Enter the dollar value of the owner sweat equity associated with this Activity.

COUNSELING/PROFESSIONAL SERVICES: The value of counseling/professional service is determined by the rate that the individual or entity performing the service normally charges. Direct costs are limited to salary costs (including benefits) and the cost of materials related to the services provided (e.g., pamphlets, tool kits for new homeowners etc.) can be counted as match. Some examples of counseling/professional services are first homebuyer education classes and affordability counseling.

Enter the dollar value of the counseling/professional service for this Activity.

TOTAL DONATIONS: Enter the total amounts from donated land, site preparation, construction materials, donated labor, owner sweat equity and counseling/professional services.

9A. HOUSEHOLD CHARACTERISTICS – SINGLE FAMILY UNIT (ONLY FOR CATEGORIES A, B AND E)

UNIT NO.: This number should always be 1 for homeowner projects; for multifamily units enter information on page 4 of report (#9B).

NO. OF BEDROOMS: Enter the number of bedrooms for this Activity.

OCCUPANT: Enter number appropriate to project (1 for rental, 2 for homebuyer, and 9 for vacant).

MONTHLY RENT: The fields below are used for NSP rental activities.

TENANT CONTRIBUTION: Enter the amount of rent paid directly by renter.

SUBSIDY AMOUNT: Enter amount paid through a subsidy such as Section 8.

TOTAL RENT: Enter the total rent charged for the unit, including both Tenant and Subsidy amounts.

INCOME DATA: The fields below are used to determine income.

MONTHLY GROSS INCOME: (Round to the nearest dollar): Enter the Activity's household gross monthly income (monthly income before taxes).

% of AREA MEDIAN: (Round to the nearest dollar): Use the HUD NSP Household Income Limits tablet found on the Commerce website: <http://www.doa.state.wi.us/Documents/DOH/nsp/nsp-hil.pdf>
Look up the Activity county to get the % of area median. Enter the % of area median income found in the HUD NSP Household Income Limits that corresponds to the Activity household size and household gross yearly income.

HOUSEHOLD DATA: The fields below provide household demographic information for this Activity.

HISPANIC-CHECK IF YES: Check the box if the head of household is of Hispanic origin.

RACE OF HEAD OF HOUSEHOLD:

11. White
 12. Black/African American
 13. Asian
 14. American Indian/ Alaskan Native
 15. Native Hawaiian/ Other Pacific Islander
 16. American Indian/ Alaskan Native & White
 17. Asian & White
 18. Black/African American & White
 19. American Indian/Alaskan Native & Black/African American
 20. Balance/Other
- Choose this category if none of the other race categories apply.*
09. Vacant Unit

Enter the race of the head of household.

SIZE OF HOUSEHOLD: Enter the number of people in the Activity household.

TYPE OF HOUSEHOLD:

1. SINGLE/NON-ELDERLY: Household head for this Activity is unmarried and under the age of 65.
2. ELDERLY: Household head is age 65 and over
3. RELATED/1 PARENT: Household head is a single parent.
4. RELATED/2 PARENT: The household contains two parents.
5. OTHER: Use this if none of the other types of household apply.
6. VACANT UNIT: Unit is vacant.

Enter the type of household.

RENTAL ASSISTANCE: Enter here the type of rental assistance that household will be receiving.

10. WHAT KIND OF HUD-APPROVED HOMEBUYER COUNSELING DID THIS HOUSEHOLD COMPLETE?

PRE-PURCHASE: Household received pre-purchase (before purchase) homebuyer counseling.

BOTH PRE- AND POST-PURCHASE: Household received both pre- and post-purchase counseling.

N/A: No homebuyer counseling required (ex. Rental housing, demolition or landbanking only)

Check the box that applies to this household. List name of the agency providing the homebuyer counseling.

11. NUMBER OF HOUSEHOLDS WITH A MEMBER WITH A DISABILITY?

Enter the number of households that have a member of the household with a disability. This number may be zero.

12. NUMBER OF HOUSEHOLDS WITH A FEMALE HEAD OF HOUSEHOLD?

Enter the number of households that have a female head of household. This number may be zero.

13. a. DID THIS PROJECT INVOLVE INTERIM CONTROLS (LEAD-SAFE WORK) AS REQUIRED OR ABATEMENT OF LEAD-BASED PAINT FOR HOMES CONSTRUCTED PRIOR TO 1978?

Check yes if this project involved interim controls or abatement of lead-base paint.

b. DID THIS ACTIVITY INVOLVE "CERTIFIED ASBESTOS ABATEMENT" CONTRACTORS?

Check yes if this project asbestos abatement.

14. DID THIS ACTIVITY MEET ENERGY STAR STANDARDS?

Check yes if this unit was certified as a Wisconsin ENERGY STAR home. ENERGY STAR homes are 25 percent or more energy efficient than homes built with Wisconsin's Uniform Dwelling Code. Housing units receiving this certification must pass a series of performance tests and meet specific program standards before being certified.

Check yes and provide documentation if this is an ENERGY STAR unit.

15. DID THIS HOMEBUYER COME FROM SUBSIDIZED HOUSING (PUBLIC HOUSING OR RENTAL ASSISTANCE FROM A FEDERAL, STATE OR LOCAL PROGRAM) IMMEDIATELY PRIOR TO HOME ASSISTANCE? (HOMEBUYERS ONLY)

Check yes if the homebuyer came from public housing or received rental assistance from a federal, state or local program immediately prior to home assistance.

16. DID YOU CONTRACT WITH ANY MBE (Minority Business Enterprise)/WBE (Women Business Enterprise) CONTRACTORS/SUBCONTRACTORS ON THIS PROJECT?

Check yes if this Activity used any MBE or WBE contractors or subcontractors. Attach report from: http://www.doa.state.wi.us/Documents/DOH/mbe-wbe_report.doc

9B. HOUSEHOLD CHARACTERISTICS – MULTI-UNIT PROJECT (2 or More)

Complete information for each unit in multifamily project as described above (#9A). List each unit number as applicable.

