Texas NSP Filing System Guide

Application File
- NSP Application
- Public Hearing Information (if applicable)
- Surveys and Tabulation /Other Beneficiary Data
- Responses to TDHCA Requests for Additional Information

Contract File
- Executed Contract
- Amendment Requests/Resolution
- Executed Amendments
- Approved Performance Statement Modification Letters
- Approved Budget Modifications

Financial Management File
- Designated Depository/Authorized Signatory Form
- Accounting System Certification Letter
- Direct Deposit Authorization Form
- Copy of Transaction Register/Accounting Records for NSP Funds
- Documentation of Draw Transactions – Checklists and all supporting documentation (ie. Invoices, personnel/equipment/material records, etc.)
- Source documentation to support the receipt and disbursement of NSP funds
- Source documentation to support the receipt and disbursement of any other funds applied to the project

Environmental Review File (separate files for tiered review & each property)
- Environmental Review Record/Assessment
- Public Notices/Publisher's Affidavit
- Coordination Letters to/from other Agencies
- Public Comments
- Request for Release of Funds/Certification Form
- NSP Environmental Clearance Letter
- Documentation of compliance with other applicable laws/authorities
- Flood Plain Maps (if applicable)
- Texas Historical Commission Notification and Response Letters

Procurement of Professional Services
- Evidence of affirmative steps taken to assure participation by small/minority businesses
- Rationale for method of procurement
- Basis for the cost or price
- Price or rate quotations for small purchases
- Requests for Proposals/Advertisements
- Requests for Proposal Package

Texas NSP Filing System Guide

- Written Selection Criteria
- Copies of all letters and advertisements requesting proposals/return receipts
- Proposals Received
- Professional Services Contracts
- Minutes/Resolution awarding contracts
- Section 3 Plan or its equivalent
- Section 3 Reports

Reports
- Monthly Reporting
- Quarterly Reporting

Real Property Acquisition
- Voluntary Acquisition Letter
- Appraisal Reports
- Inspection Reports
- Offer to Purchase/Purchase Contract
- Survey
- Closing Documents
- Warranty Deed
- Statement of Settlement Costs
- Internal Valuation Reports (if applicable)
- Acquisition Reports
- Set-up Checklist
- Copy of Environmental Clearance

Construction (for each construction activity)
- Final architectural/engineering design plans and specifications
- Bid/Contract Documents
- Bid Advertisements
- 10-day Call Confirmation Letter
- Bid Tabulation
- Evidence of bidders' receipt of addenda (if applicable)
- Contractor Eligibility Verification
- Evidence of Governing Body Award of Contract
- Executed Construction Contract Documents
- Payment/Performance Bonding Documentation
- Notice/Minutes of Pre-construction Conference/Contract Award
- Start of Construction Notice
- Approved Change Orders
- Certificate of Construction Completion or Certificate of Occupancy
- Labor Standards (Davis Bacon) records as applicable
- Draw Requests and Supporting Documentation

Texas NSP Filing System Guide

Homebuyer/Tenant Documents
- Intake Forms
- Household Income Worksheet & Certification
- Homebuyer Assistance Worksheet
- Certification of Homebuyer Education
- Draw Request & Back-up Documents
- Set-up Checklist
- Closing Documents
- Demographic records
- Correspondence

Equal Employment Opportunity/Fair Housing
- Complaints (if any) and record of action taken to notify NSP
- Site visit notes (if any)
- Compliance Monitoring Reports
- Personnel Policies/Handbook (or location in other records)
- Affirmative Marketing Plan
- Demographic Records for all applicants for housing
- Section 504 documentation

Closeout
- Project Completion Report
- Certificate of Expenditures
- Final Report of Real Property Acquisition
- Certificate of Construction Completion
- Certificate of Occupancy (if Applicable)
- Final Inspections

Audit
- Audit Report
- Single Audit
- Response to Audit Report
- Compliance Letters