



# Department of Commerce

Innovation is in our nature.

## Neighborhood Stabilization Program 1 (NSP1) Closeout Performance Report for Contract Number 08-F6401-028

1. NSP1 Grantee: <b>City of Yelm</b>	2. Address: <b>105 Yelm Ave W, Yelm, WA 98597</b>
3. NSP1 Project Period: <b>2/18/2009 to 2/15/2018</b>	4. Date of Final Public Hearing: <b>March 19, 2018</b>
5. Name of Chief Administrative Official: <b>JW Foster</b>	6. Title of Chief Administrative Official: <b>Mayor</b>

The chief administrative official of the NSP1 grantee jurisdiction certifies that:

- To the best of their knowledge and belief, the data provided in this report is true and correct as of the date of signing below;
- Records supporting the information provided in this report are being maintained for a minimum of six (6) years from the NSP1 project completion date and will be made available upon request;
- The NSP1 project funded by this grant has met the Community Development Block Grant (CDBG) National Objective for NSP, which is benefiting low-, moderate-, and middle-income individuals or families (as defined in FR-5255-N-01).
- Should U.S. Department of Housing and Urban Development or Department of Commerce request additional information or data about this NSP1 project, the NSP1 grantee agrees to provide such information or data within 30 calendar days from the date the NSP1 grantee receives the request.

In the event the audits disclose disallowable costs, the Department of Commerce shall retain the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

Signature:

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**Chief Administrative Official**

Date:

3.1.2018

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## **GENERAL INSTRUCTIONS**

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This Closeout Performance Report is designed to provide a format for the NSP1 grantee to document project completion in compliance with U.S. Department of Housing and Urban Development (HUD) funding requirements and to certify that the NSP1 project was completed in compliance with the NSP1 contract between the NSP1 grantee and Department of Commerce (Commerce).

### **Cover Page & Certification:**

- Items 1, 2, 5, and 6 on the cover page are self-explanatory.
- Item 3: Please enter the time frame of your NSP1 project. The start date is the execution date of your NSP1 contract (the date Commerce signed the contract). The end date is listed on your NSP1 contract cover sheet, or on the most recent amendment. If your project was completed prior to this end date, please enter the **actual** date on which the project was completed.
- Item 4: Please insert the date of the required final public hearing. According to the NSP1 contract (Section 7. Closeout), the NSP1 grantee must hold a final public hearing to review the performance of the NSP1 project.

**Project Summary:** In 500 words or less, describe your NSP1 project. This summary will help inform the public or the legislature about your NSP1 program.

**Financial Summary & Property Report:** Please completely fill-out the Excel spreadsheet that was sent to you together with this Closeout Performance Report. For convenience, some columns have instructions: hover over the column headings. When complete, replace page 4 with a printout of the completed Excel spreadsheet. If you are uncertain what data to include, please contact your Commerce project manager.

**Program Income Report:** Please check one answer on each of the two questions - Yes or No. Please contact your Commerce project manager if you have questions.

**Beneficiary Summary Report:** This information is required by HUD. Please contact your Commerce project manager if you have questions.

**Contract and Subcontract Activity Form:** This is a required HUD form and has its own instructions. Please contact your Commerce project manager if you have questions.

**Labor Standards Compliance Report:** This form must be completed and **SIGNED** for construction projects. Complete this report for your entire NSP1 project. If your NSP1 project did not include construction and you believe that this report is not applicable to your project, please check the appropriate box at the top of the page. Please contact your Commerce project manager if you have questions.

## PROJECT SUMMARY

NSP1 Grantee:	<b>City of Yelm</b>	Contract #:	<b>08-F6401-028</b>
Name and Phone of Person Completing This Report:	<b>Joseph Wolfe, 360.458.8403</b>	Date:	<b>2/15/2018</b>

Please write a brief summary of your NSP1 program. This summary will help inform the public or legislature about your NSP1 project (e.g., similar to a stand-alone short newspaper article). Please start by describing the "problem" and your need for neighborhood stabilization, and then highlight what was accomplished with the NSP1 grant. It should include at a minimum:

1. the amount of NSP1 funds invested in the project;
2. the amount of other funds invested in this project;
3. the amount of any program income received and invested back into the project;
4. the involvement of any subrecipients/housing organizations/nonprofits/developers;
5. the number of foreclosed or abandoned properties/housing units recovered;
6. the type(s) of assistance provided (downpayment, rehabilitation, construction, etc.);
7. the type of housing provided (resale, rental, public facilities, etc.);
8. the number of low-, moderate-, and middle-income families that benefited from this project.

PROJECT NAME: **Yelm Neighborhood Stabilization Program**

SUMMARY (max. 500 words or half a page):

**The City of Yelm, in collaboration with the Housing Authority of Thurston County used \$638,668 in Neighborhood Stabilization Program (NSP) grant funding to acquire 3 foreclosed homes. Yelm then signed an agreement with Yelm Community Services, a local not for profit agency, to rent and manage these three houses for 15 years. These three houses are being rented to income eligible families (i.e. families whose income is below 120% MHI.**

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## ***FINANCIAL SUMMARY & PROPERTY REPORT***

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This page is a placeholder. Please completely fill-out the attached Excel spreadsheet ("Financial Summary and Property Report") and insert it here.

## PROGRAM INCOME REPORT

NSP1 Grantee:	City of Yelm	Contract #:	08-F6401-028
Name and Phone of Person Completing This Report:	Joseph Wolfe, 360.458.8403	Date:	2/15/2018

<p><b>WILL THIS PROJECT GENERATE PROGRAM INCOME IN THE FUTURE?</b>  <b>Please check only one: Yes or No.</b></p> <p>If you checked "Yes," you may be contacted in the future for more information and for reporting on program income generated and expended. The program income generated as a result of this NSP1 project must be managed and expended in accordance with 24 CFR 570.504.</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>WILL PROGRAM INCOME BE PLACED IN AN <u>APPROVED</u> REVOLVING LOAN FUND (RLF)? Please check only one: Yes or No.</b></p> <p>If you checked "Yes," the RLF must have been approved by Department of Commerce <u>before</u> the completion of this NSP1 project. The RLF must be maintained and managed in accordance with 24 CFR 570.500(b).</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

More information about program income and revolving loan funds:

- 24 CFR 570.504 (Program Income)
- 24 CFR 570.500(b) (Revolving Loan Fund)
- NSP Policy Alert! "Program Income in the Neighborhood Stabilization Program," dated July 13, 2011.

## BENEFICIARY SUMMARY REPORT

NSP1 Grantee:	City of Yelm	Contract #:	08-F6401-028
Name and Phone of Person Completing This Report:	Joseph Wolfe, 360.458.8403	Date:	2/15/2018

For 1, 2, and 3 below, count persons and ensure that the totals match. For 4 and 5, count households.

NSP Activity Type	Type A	Type B	Type B*	Type D	Type E	Type E*
DRGR Activity Number	n/a	03-8028	n/a	n/a	n/a	n/a
<b>1. Total Persons Benefiting</b>		<b>12</b>				
<b>2. Ethnic Breakdown (persons)</b>						
Hispanic/Latino		2				
Non-Hispanic/Latino		10				
<b>Total by Ethnicity</b>		<b>12</b>				
<b>3. Racial Breakdown (persons)</b>						
White		6				
Black/African American						
Asian						
American Indian/Alaskan Native		1				
Native Hawaiian/Other Pacific Islander						
American Indian/Alaskan Native and White						
Asian and White		4				
Black/African American and White						
American Indian/Alaskan Native and Black/African American						
Other Multi-Racial		1				
Unknown						
<b>Total by Race</b>		<b>12</b>				
<b>4. Low, Moderate, Middle Income Breakdown (households)</b>						
Low Income (0-50% AMI)						
Moderate Income (51-80% AMI)						
Middle Income (81-120% AMI)		3				
<b>Total LMMI Served</b>		<b>3</b>				
<b>5. Group Breakdown (households)</b>						
Female-Headed Households		0				
Disabled/Special Needs Households		0				
Homeless Households		0				
<b>Total Served by Group</b>		<b>3</b>				

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## ***BENEFICIARY SUMMARY INSTRUCTIONS***

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HUD requires this information for your NSP1 project.

For 1, 2, and 3 below, count persons and ensure that the totals match. For 4 and 5, count households.

### **1. Total Persons Benefiting**

Enter the total number of persons who benefited from your NSP1 project.

### **2. Ethnic Background**

Every person should be counted as belonging to one of these two groups and everyone should be counted only once. Please note that Hispanic persons may include people from Puerto Rico, the other Caribbean islands, Mexico, Central and South America, and other locations that share a cultural heritage linked to the Spanish language. There are many different ethnic groups, but Hispanic is the only ethnic group being tracked by HUD at this time.

### **3. Racial Breakdown**

A person of Hispanic ethnicity can also be considered as being from any of the racial categories listed in this section. Race is separate from ethnicity and every person (regardless of their ethnicity) should be counted once in a single race or a multi-race group.

### **4. Low, Moderate, Middle Income Breakdown**

Enter the number of low, moderate, middle income households.

### **5. Group Breakdown**

Please provide the number of households that fit within the groups listed.

**CONTRACT AND SUBCONTRACT ACTIVITY**

U.S. Department of Housing and Urban Development

OMB Approval No.: 2577-0088 (exp. 10/31/2000)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. Executive Orders 12432 and 11625 requires Federal agencies to promote Minority Business Enterprise (MBE) participation in their programs and prescribes additional arrangements for developing and coordinating a National Program for MBE. Pursuant to Executive Order 12432, the Department of Commerce requires an annual report on MBE achievements. The information requested does not lend itself to confidentiality. The information requested does not lend itself to confidentiality.

1. Grantee/Project Owner/Developer/Sponsor/Builder/Agency  
 City of Yelm  
 105 Yelm Ave W  
 Yelm, WA 98597

2. Location (City, State, ZIP Code)  
 105 Yelm Ave W, Yelm, WA 98597

3a. Name of Contact Person  
 Joseph Wolfe

3b. Phone Number (including Area Code)  
 360 458 8403

4. Reporting Period  
 Final

5. Program Code (Not applicable for CPD programs)  
 N/A

5. Date Submitted to Field Office

Check CPD   
 PIH   
 CPD   
 Housing

Grant/Project Number or HUD Case Number or other identification of property, subdivision, dwelling unit, etc.	Amount of Contract or Subcontract	Type of Trade Code (See below)	Contractor or Subcontractor Business Racial/Ethnic Code (See below)	Woman Owned Business (Yes or No)	Prime Contractor (ID) Number	Subcontractor (ID) Number	Sec 3	Name	Street	City	State	Zip Code	5. Program Code (Not applicable for CPD programs) See explanation of codes at bottom of page Use a separate sheet for each program code	
													Contractor/Subcontractor Name and Address	Date Submitted to Field Office
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Not Applicable because the grant was for the purchase of homes.	Steel					
7a	7b	7c	7d	7e	7f	7g	7h	7i						

7c: Type of Trade Codes:  
 1 = New Construction  
 2 = Substantial Rehab  
 3 = Repair  
 4 = Service  
 5 = Project Mgmt

7d: Racial/Ethnic Codes:  
 1 = White Americans  
 2 = Black Americans  
 3 = Native Americans  
 4 = Hispanic Americans  
 5 = Asian/Pacific Americans  
 6 = Other

7e: Program Codes (Complete for Housing and Public and Indian Housing programs only):  
 1 = All insured, including Section 8  
 2 = Flexible Subsidy  
 3 = Section 8 Noninsured, Non-HFDA  
 4 = Insured (Management)  
 5 = Section 202  
 6 = HUD-Held (Management)  
 7 = Public/Indian Housing  
 8 = Section 811

Previous editions are obsolete  
 Form HUD-2516 (8-99)



## HUD'S "CONTRACT AND SUBCONTRACT ACTIVITY" FORM INSTRUCTIONS

Please note that the instructions contained on the back of the HUD-2516, dated 8/98, have not been updated to reflect legislative/regulatory changes. The following instructions should be used in lieu thereof.

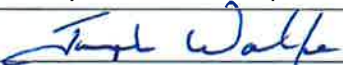
- Block 1. Enter name of the local government or non-profit organization who contracts directly with Department of Commerce. Those entities that have a direct contractual relationship with Commerce are responsible for submitting the report.
- Block 2. Location (self-explanatory).
- Block 3a. Enter the name of the individual responsible for completing the report.
- Block 3b. Enter the phone number of the individual responsible for completing the report.
- Block 4. Although the current HUD-2516 indicates that the report is an annual report, this document covers the entire project. Please enter the start date and end date of your project here.
- Block 5. Not applicable to CPD Programs (such as NSP1).
- Block 6. Self-explanatory.
- Block 7a. Enter the Commerce grant number under which the contract expenditure is authorized.
- Block 7b. Enter the TOTAL amount of each contract and /or subcontract in excess of \$25,000, awarded to each Prime Contractor or Subcontractor identified in blocks 7e or 7f. Although contracts/subcontracts of less than \$25,000 need only be reported if the recipient believes such contracts represent a significant portion of the recipient's total contracting activity, HUD encourages recipients to report ALL minority enterprise contracts/subcontracts issued during the reporting period.
- Block 7c. NSP1 is a HUD CPD Program. Enter (1) if the activity involves construction, i.e., new construction or rehabilitation. Enter (2) if the activity involves education or training. Enter (3) for all other activities such as a supply, professional services, and all other activities that do not fall under (1) or (2).
- Block 7d. Enter the numeric code that best indicates the racial/ethnic character of the owner(s) or controller(s) (refer to the definition of Minority Business in the MBE Policy Guide to determine minority status). Codes can be found at the bottom of the form under "7d: Racial/Ethnic Codes." One of these codes must be used for each contractor/subcontractor. If a Subcontractor ID is provided in 7h, the code would apply to the Subcontractor and not the Prime Contractor.
- Block 7e. Indicate whether the Contractor/Subcontractor is a Woman Owned Business.
- Block 7f. Enter the Employer Tax ID Number (IRS) for the Prime Contractor. An Employer Number must be provided for each Prime Contractor.
- Block 7g. If Section 3 requirements, as described at 24 CFR 135.3, are applicable to the contract enter Y, otherwise enter N.
- Block 7h. If a Subcontractor is used, enter the Employer (IRS) Number for the Subcontractor associated with the Prime Contractor identified in Block 7e. An Employer Number must be provided for each Subcontractor.
- Block 7i. If Section 3 requirements, as described at 24 CFR 135.3, are applicable to the contract enter Y, otherwise enter N.
- Block 7j. Self-explanatory.

# LABOR STANDARDS COMPLIANCE REPORT

**NSP1 grantee certifies that federal labor standards do not apply to this NSP1 project (the project did not include construction work or construction contracts in excess of \$2,000)**

**This Form Must Be Used for Restitution (Underpayments) of \$.00 to \$999.99**

(See [Federal Labor Standards Handbook 1344.1](#), Paragraph g., page 3-15, for amounts totaling \$1,000 or more)

Agency Name and Address: <u>City of Yelm, 105 Yelm Ave W, Yelm, WA 98597</u>			
Description of Work: _____			
HUD Program or Source of Funds: <b>NSP1</b>		Contract #: <b>08-F6401-028</b>	
Prime Contractor: _____		Contract Amount: \$ _____	
Pre-Construction Conference Date: _____		Location: _____	
<a href="#">Federal Labor Standards Provisions</a> Included in Specs: _____		<a href="http://www.hud.gov/offices/adm/hudclips/forms/files/4010.pdf">http://www.hud.gov/offices/adm/hudclips/forms/files/4010.pdf</a>	
Wage Determination Included in the Specs: _____		Number: _____	
Number of Modifications: _____			
Are Contractor(s) Payroll Certifications Submissions Current & Complete? _____			
Number of Construction Wage Interviews (HUD -11) Completed: _____			
Number of Trades Interviewed: _____			
Were Any Violations Discovered and Resolved? _____		Number: _____	
Number of Employees Involved: _____		Number of Subs Involved: _____	
Total Amount of Underpayments: \$ _____		Contract Work Hours & Safety Standards Act (overtime underpayments): _____	
Briefly Describe Any Labor Standards Complaints & Resolutions: _____			
Is any contractor retainage held at this time? _____		Amount: \$ _____	
<b>SUBCONTRACTOR(S) WHO WORKED ON THIS PROJECT</b>			
Name	Address	Contract Amount	Type of Work
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
<b>Note: Please attach more pages, if needed, for any additional information.</b>			
I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT ALL LABORERS AND MECHANICS EMPLOYED ON THIS CONSTRUCTION CONTRACT WERE PAID IN ACCORDANCE WITH THE LABOR PROVISIONS, EXCEPT AS NOTED. THERE ARE NO OUTSTANDING OR UNRESOLVED LABOR STANDARDS, UNDERPAYMENTS, COMPLAINTS, OR DISPUTES.			
Signature: 		Name: <b>Joseph Wolfe</b>	
Date: <u>3/1/2018</u>		Title: <b>Finance Director</b>	