

## POLICY CHANGE NOTICE

**TO:** Virginia Neighborhood Stabilization Program (NSP) Grantees

**FROM:** Denise H. Ambrose, Associate Director

**DATE:** November 9, 2009

**SUBJECT:** Notice #NSP-01, Policy Changes and Clarifications

On June 22, 2009 the Virginia Department of Housing and Community Development (DHCD) issued, informally, an **NSP Bridge Notice** revising several policies that both the United States Department of Housing and Urban Development (HUD) and DHCD had incorporated into the Program. These changes are attached to this Notice #NSP-01 and should be inserted into the hard copy of your Management Manual.

In addition two appendices are attached to be used **effective November 9, 2009**. **Appendix 45**, *NSP Completion Report* has been revised to more accurately reflect the information needed for reporting. The form has also been converted to an Excel document so that various fields will auto-calculate. This is an improvement over the previous form too important not to share with our partners.

The new **Appendix 26**, intentionally left blank in the original Manual, is a document created during the Boot camp process, entitled *NSP Acquisition Strategy Worksheet*. It has proven to be an excellent tool in the evaluation of properties quickly during the acquisition phase. This form should be completed and placed in each property file to justify the methodology of property choice.

As we continue to implement the Neighborhood Stabilization Program additional written notices may be issued to change, update or clarify existing policy. The notices will be consecutively numbered and should be immediately inserted into the Management Manual for future reference.

Please contact your assigned Community Representative should you have questions or comments on this or any other Notices issued relative to NSP. We thank you for your patience and enthusiasm while carrying out the mission of this first-time, complex grant program designed to stabilize America's communities.

Attachments