



STATE OF MISSISSIPPI
HALEY BARBOUR, GOVERNOR
MISSISSIPPI DEVELOPMENT AUTHORITY
GRAY SWOOPE
EXECUTIVE DIRECTOR

NSP INSTRUCTION #11-006

TO: All Sub-Recipients and Developers of Neighborhood Stabilization Jackson Housing Program Grant Funds and Other Interested Parties

FROM: Caldon Williams, Bureau Manager
Neighborhood Stabilization Program *CW*

DATE: July 19, 2011

SUBJECT: Inspections for NSP Assisted Single Family Properties

1. **Purpose:** To inform Neighborhood Stabilization Program (NSP) Jackson Housing Program sub-recipients and developers about inspection procedures for single family properties.
2. **Discussion:** The attached procedures have been established to ensure that construction inspections for NSP-assisted properties are uniform and conducted in a timely manner. Sub-recipients and developers should provide the attached procedures to all construction related staff. Updates will be provided in the event of modifications to inspection procedures.
3. **Action:** Sub-recipients and developers of NSP Jackson Housing Program funds will comply with this instruction.
4. **Contact:** Inquiries regarding this instruction should be directed to Ray Robinson at (601) 359-3179. Hearing impaired may contact us at (601) 359-3119 (TTY).

Mississippi Development Authority
Division of Community Services
501 North West Street • Post Office Box 849
Jackson, Mississippi 39205-4628

NEIGHBORHOOD STABILIZATION PROGRAM
INSPECTIONS FOR SINGLE FAMILY PROPERTIES

The Community Services Division (CSD) has assigned a Development Specialist responsible for the inspection of all single family housing to ensure compliance with work write-ups, contracted work specifications and rehabilitation standards. The Development Specialist will also conduct a HUD Standard Quality Housing Inspection that is required for each property. The Development Specialist will be available Monday thru Friday from 8:00 a.m. to 5:00 p.m. No weekend or holiday inspections will be performed.

PROCEDURES FOR INSPECTION REQUESTS

The Compliance Bureau has developed an Online Inspection Request Form that will be used by all Sub-recipient/Developers. Once the Sub-recipient/Developer has received these procedures and guidelines, please contact the respective Development Specialist, Ursula Thompson or Bill White, to receive the link to the ONLINE INSPECTION REQUEST FORM. (*Bookmark the link when received.*)

1. The Sub-recipient/Developer will submit a Request for Inspection using the online request form. The inspection request form should be completed for all inspections and re-inspection. The inspection request will be acknowledged and an Inspection will be scheduled as soon as possible.
2. The Sub-Recipient/Developer will request an inspection from MDA after the City of Jackson has conducted their inspection. All construction components must be visible at the time of inspection
3. All construction/architectural exhibits, plans, work write-ups and specifications, compaction/soil test reports, and all local city inspection reports must be submitted prior to or at the time of inspection.
4. The Sub-recipient/Developer must be present for all inspections.
5. Upon completion of the inspection, a written report of any deficiencies will be submitted. Given NSP time constraints, Sub-recipients/Developers are encouraged to work with contractors to resolve deficiencies as quickly as possible. A re-inspection should be requested immediately thereafter. **Payments for construction should not be submitted to MDA, until all deficiencies have been corrected and a re-inspection is approved.**
6. The approved inspection or re-inspection report will be forwarded to the appropriate Development Specialist in order for the Sub-recipient/Developer to request payment for construction costs.

Compliance Bureau
Effective 7/15/2011

INSPECTION GUIDELINES

The Sub-recipient/Developer may request inspections as indicated in the guidelines addressed below.

New Construction

Foundation Inspection - will be conducted prior to the pouring of any concrete. The Sub-Recipient/Developer will request an inspection from MDA after the City of Jackson has conducted their inspection. Sub-recipient/Developer must submit copies of plumbing and foundation inspections required by the City of Jackson indicating completed work meets required codes. This information must be submitted to MDA prior to the inspection. All construction components must be visible able at the time of MDA inspection

Framing Inspection - will be conducted after the roof covering (shingles), exterior doors, windows, all framing members including walls, wall sheathing, wall insulation, moisture protection, joists, rafters and bracing, brick ties, and fire blocking are in place. In addition, all rough plumbing and gas, electrical, and HVAC equipment (including all required piping and venting) must be in place. The Sub-Recipient/Developer will request an inspection from MDA after the City of Jackson has conducted their inspection. Sub-recipient/Developer must submit copies of all City of Jackson inspection reports indicating completed work meets required codes. This information must be submitted to MDA prior to the inspection. The MDA inspection at framing will be done prior to installation of brick/siding, and/or drywall being installed.

Final Inspection - will be conducted upon completion of construction. Sub-recipient/Developer must submit a copy of the Certificate of Occupancy issued by the City of Jackson prior to final approval. All utilities must be on at the time of final inspection. All appliances and equipment installed must be identified that includes, make, model, and serial numbers. All appliances and equipment must be Energy Star rated and all instruction manuals must accompany each item.

Interim Inspection - In addition to the above inspections, a Sub-recipient/Developer may request an interim inspection by MDA in instances where such inspection would expedite the construction process and/or is required to facilitate the timely payment of vendors and/or sub-contractors. The interim inspection will be based on work completed at the time of inspection and require submission of any required City of Jackson inspection reports for work being inspected.

Rehabilitation

Demolition Inspection - will be conducted when all materials and equipment which require demolition by the property work write-up have been removed.

Framing Inspection - will be conducted when all structural changes (including bracing and fire blocking) and rough mechanical, electrical, and/or plumbing changes (including piping and vents), roofing (shingles) have been completed. The Sub-Recipient/Developer will request an inspection from MDA after the City of Jackson has conducted their inspection. Sub-recipient/Developer must submit copies of all City of Jackson inspection reports indicating completed work meets required codes. This information must be submitted to MDA prior to the inspection. The MDA inspection at Framing will be done prior to installation of brick/siding, and/or drywall being installed.

Final Inspection - will be conducted upon completion of construction. Sub-recipient/Developer must submit a copy of the Certificate of Occupancy issued by the City of Jackson prior to final approval. All utilities must be on at the time of final inspection. All appliances and equipment installed must be identified that includes, make, model, and serial numbers. All appliances and equipment must be Energy Star rated and all instruction manuals must accompany each item.

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If you have any questions regarding the inspection process, please contact Ray Robinson, Compliance Bureau Manager, at 601-359-3179 or rrobinson@mississippi.org.