



HUD NEIGHBORHOOD REVITALIZATION STRATEGY AREA (“NRSA”) CHECKLIST

This checklist¹ provides the general elements of the Department of Housing and Urban Development’s NRSA planning process and components grantees should include in an application to HUD for approval for a NRSA designation.

NRSA APPLICATION CHECKLIST FOR HUD SUBMISSION AND APPROVAL

☐ NRSA DESIGN CONSIDERATIONS

☐ **When designing your NRSA and preparing your application for a NRSA designation, consider the following and verify before submission to HUD:**

- Consider identifying a geographic area, such as a neighborhood, where the efforts can be more impactful, readily visible, and measurable for the NRSA designation.
- Consider establishing strategies that are context specific to focus on stimulating investment in the NRSA and empowering the residents of the area.
- Establish measurable and achievable goals and objectives, milestones, and performance measures.
- Consider incorporating a balance for the need of affordable housing for a broad range of incomes and stimulating economic development and investment.

☐ CREATE NEW PARTNERSHIPS AND BUILD ON EXISTING PARTNERSHIPS

☐ **Create new partnerships and build on existing partnerships that can assist you in reaching your goals and objectives. These may include but are not limited to:**

- Neighborhood residents and leaders
- Local non-profits and community-based organizations
- Community Development Corporations (CDCs), Community Development Finance Institutions (CDFIs), and Community Based Development Organizations (CBDOs)
- Community based foundations and philanthropic organizations
- Local anchor institutions like colleges and universities, houses of worship, and cultural groups
- HUD and other federal, state, and local government entities

¹ This checklist is designed to assist grantees in meeting the NRSA submission requirements as set forth in Notice CPD-16-16. It does not have regulatory force and effect and is not a required part of a NRSA submission. Please see [CPD Notice 16-16](#) for more information.



☐ **SEEK AND DEMONSTRATE MEANINGFUL COMMUNITY PARTICIPATION**

☐ **Seek meaningful community participation by ensuring all community stakeholders and residents of the target area are part of the process. Meaningful community participation should continue throughout the life of the NRSA designation and not just during the application process. This will lead to:**

- Building trust and support with residents and stakeholders of the designated NRSA target area.
- Residents becoming partners in trying to achieve the NRSA goals and objectives, thereby enhancing the likelihood of success.

Approaches to achieve meaningful community participation may include (these examples should also include translation services as applicable):

- Holding design charrettes or visioning sessions
- Surveys of small business needs
- Townhalls
- Community “fireside” chats
- Presentations at neighborhood association or PTA meetings

☐ **TAKE ADVANTAGE OF THE CDBG REGULATORY FLEXIBILITIES AFFORDED**

☐ **Verify that you will be taking full advantage of the flexibilities that are afforded by the NRSA designation in the use of the CDBG funds. These flexibilities allow for the streamlining of certain documentation requirements for meeting Community Development Block Grant (CDBG) national objectives and other flexibilities that can make it easier to implement projects at scale. Which flexibilities does your application include?**

- Aggregation of low- and moderate-income housing units
- Using the low- and moderate-income area benefit national objective for job creation and/or retention activities
- Aggregate public benefit standard exemption
- Public service cap exemption

☐ **ABILITY TO LEVERAGE THE NRSA**

☐ **You can’t do it alone! To achieve your goals, you will need to leverage other resources. Utilize the NRSA designation as a tool to access those resources. Additional financing opportunities can increase as a result of the NRSA designation. The NRSA application planning exercise can help identify sources of leveraging that may include:**

- Choice Neighborhoods
- Rental Assistance Demonstration (RAD)
- Promise Zones/Empowerment Zones
- Low Income Housing Tax Credit (LIHTC)
- HUD Section 108 Loan Guarantee Program
- Opportunity Zones capital



- Access to Competitive Grants/ /philanthropy
- Tax Increment Financing (TIF)
- Other local or national investment tools

☐ DOCUMENT IMPACT

☐ **Remember to tell your story!** Collecting and tracking data is critical to ensure you are making progress with the NRSA designation and moving the needle in efforts to revitalize the target area. The Consolidated Planning framework provides you with an infrastructure to build out your evaluation process for the NRSA, including five-year intervals to assess progress along the way. It is also important to share your progress publicly, specifically with NRSA residents and stakeholders.

Included in the NRSA Application

- **GOAL:** What do we want to accomplish (i.e., stimulating investment, creating more affordable housing, preserving affordability, creating economic opportunities, etc.)?
- **STRATEGY:** How are we going to accomplish that goal (i.e., create more small businesses, build high density, mixed-income housing, rehabilitate owner-occupied housing stock, etc.)?
- **METRICS:** What will we measure to know that we are making progress? Are there specific milestones we aim to meet? Over what timeframes (i.e., run three business startup trainings in the next three quarters, acquire property and develop an RFP for a new affordable development)?

Assessed on an Ongoing Basis During Implementation

- **OUTCOMES:** The results to date. How much progress have we made toward our goal at a given point in time (i.e., made contact with two local business owners looking to expand into the target NRSA area, acquired a vacant parcel, implement targeted owner-occupied rehabilitation program, etc.)?