



U.S. Department of Housing and Urban Development

Neighborhood Stabilization Program

Program Income Transfer Procedures and FAQs

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Community Planning and Development

Today's Hosts

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Today's Topics

- Program Income Transfer Procedures
- FAQs



PI Transfer Procedures

I. DRGR System

1. Reconcile Program Income
2. Request Transfer from Field Office
3. Cancel DRGR PI Receipts

II. IDIS System

- A. Add Receipts
- B. Edit/View Receipt
- C. View Receipt Accounts



PI Transfer Procedures – DRGR System

1. Reconcile Program Income

IMPORTANT: Program income must be reconciled in DRGR before the local HUD Field Office will approve a request to transfer NSP PI to the CDBG program.

- Review NSP PI receipts and drawdowns in DRGR using DRGR MicroStrategy Report Fin Rept 07b: Cumulative Data – Activity Level



PI Transfer Procedures – DRGR System

1. Reconcile Program Income

- Ensure that PI receipts and drawdowns recorded in DRGR reconcile with corresponding internal financial records.
- NOTE! Grantees are not required to receipt PI in DRGR that is on-hand but not yet receipted in DRGR if the grantee intends to transfer the un-receipted PI to the CDBG program.



PI Transfer Procedures- DRGR System

2. Request Transfer from Field Office

IMPORTANT: Grantee will need to submit a written request on the HUD Template that will be provided. Transfers should be completed promptly after approval is received.



PI Transfer Procedures- DRGR System

2. Request Transfer from Field Office

PI Transfer Request Template will include the following information:

- A. Grant number and specific appropriation;
- B. Amount of available NSP program income, including:
 - The amount of program income receipted and drawn in DRGR and the remaining DRGR program income balance; and
 - The amount of program income that has not been receipted in DRGR;



PI Transfer Procedures- DRGR System

2. Request Transfer from Field Office

PI Transfer Request Template includes the following information:

- C. Amount of NSP program income transfer request;
- D. A copy of the NSP program income reconciliation record (e.g. Excel spreadsheet);
- E. A statement that DRGR agrees with the grantee's internal financial records less any NSP program income on-hand that has yet to be receipted in DRGR; and

PI Transfer Procedures- DRGR System

2. Request Transfer from Field Office

PI Transfer Request Template includes the following information:

- An analysis of the LH25 set-aside and admin caps to demonstrate compliance with the requirements:
 - A minimum of 25% of program funds and NSP program income must be used to benefit households with incomes of 50% AMI or less; and up to 10% of program funds and NSP PI may be used for admin
- Compliance with the LH25 set-aside and administrative cap should be performed **AFTER** subtracting the NSP PI that is proposed for transfer to the CDBG program.



PI Transfer Procedures- DRGR System

3. Cancel DRGR PI Receipts

Upon FO approval, the grantee must cancel DRGR program income receipts that will be receipted in IDIS as part of the transfer.

Steps for Transfer Include the Following:

- A. Determine the amount of PI receipts that must be cancelled in DRGR.
- B. Check PI Account Balances to Establish Which Accounts Have Balances that will be Cancelled.
- C. Determine which PI Receipts will be Cancelled.
- D. Cancel PI Receipts.



PI Transfer Procedures- DRGR

3. Cancel DRGR PI Receipts

A. Determine the amount of PI receipts that must be cancelled in DRGR.

- The amount to be cancelled in DRGR depends on:
 - (1) the amount approved by HUD for transfer,
 - (2) the amount of PI not yet receipted into DRGR, if any, and
 - (3) the PI Balances in DRGR.
- Any PI not yet receipted into DRGR will be applied to the amount approved for transfer first, then remaining amounts needed for transfer will be cancelled from DRGR.



PI Transfer Procedures- DRGR

3. Cancel DRGR PI Receipts

- A. Determine the amount of PI receipts that must be cancelled in DRGR.

Example NSP Program Income Approved for Transfer to IDIS

	Example A	Example B	Example C	Example D
Total Program Income Approved for Transfer	\$100	\$100	\$100	\$100
NSP Program Income not receipted in DRGR	\$100	\$0	\$50	\$70
DRGR Program Income receipts that must be cancelled	\$0	\$100	\$50	\$30
DRGR Program Income receipts	\$400	\$400	\$400	\$400
DRGR Program Income drawdowns	\$400	\$300	\$350	\$350
DRGR Program Income balance	\$0	\$100	\$50	\$50
DRGR Program Income balance after transfer to IDIS	\$0	\$0	\$0	\$20



PI Transfer Procedures

DRGR System

3. Cancel DRGR PI Receipts

B. Check PI Account Balances to Establish Which Accounts Have Balances that will be Cancelled.

- By default, every DRGR grantee has a GENERAL PI ACCOUNT where all DRGR activities are assigned.
- Grantees may have elected to create separate PI Accounts or RLF Account to move one or more activities from the GENERAL ACCOUNT.
- If a grantee has only the General PI Account and did NOT create separate PI accounts or RLF Accounts, then the next slide does NOT apply.

PI Transfer Procedures- DRGR System

3. Cancel DRGR PI Receipts

B. Check PI Account Balances to Establish Which Accounts Have Balances that will be Cancelled.

For those with separate PI/RLF Accounts only:

- Using MicroStrategy Report **Fin Rept 05d: Program Income Account Summary**, determine the PI balance available in the GENERAL ACCOUNT and any PI accounts.
- The last column of the report will show each PI balance, which indicates the maximum amount of receipts that can be cancelled per Program Income Account.



PI Transfer Procedures- DRGR System

3. Cancel DRGR PI Receipts

C. Determine Which PI Receipts Should Be Cancelled.

- This step applies to all who are cancelling PI in DRGR.
- Remember, PI receipts and drawdowns are created at the activity level.
- DRGR will not allow PI drawdowns to exceed the cumulative sum of PI receipts.
- Therefore, one or more receipts can be cancelled for any number of activities so long as the cumulative sum of PI receipts cancelled does not result in a remaining PI balance below the PI drawn amount.

PI Transfer Procedures- DRGR System

3. Cancel DRGR PI Receipts

C. Determine Which PI Receipts Should Be Cancelled.

- Using MicroStrategy Report **Fin Rept 05e: Program Income Receipt Report**, identify a sufficient number of receipts that sum to the amount of PI that must be canceled in DRGR to match the amount approved for transfer to IDIS.
- If there are questions regarding which PI receipts to cancel, grantees should consult with their CPD Representative.
- In most cases, the most recently entered PI receipts should be cancelled.



PI Transfer Procedures – DRGR

3. Cancel DRGR PI Receipts

C. Determine Which PI Receipts Should Be Cancelled.

Example Fin Rept05e: Identify PI Receipts to Cancel

Activity Number	Receipt Number	Receipt Date	Receipt Amount	
<u>441049-Acquisition</u>	441049-11022012	11/5/2012	\$15,000.00	
<u>441058-Demolition</u>	441058-04042012	12/9/2011	\$2,038.00	
	441058-04052012	3/2/2012	\$1,538.00	
<u>441044-FRANKLIN CTY MORPC</u>	44104409032014	9/3/2014	\$382,963.14	
<u>441054-CHP-1066 E LONG</u>	44105411112015	11/11/2015	\$74,862.45	
<u>441043-HOTH-4919 FOX RIDGE</u>	44104312092015a	12/9/2015	\$19,219.19	
<u>441052-WEINLAND PARK 50% AMI RENTAL</u>	44105201052016	1/5/2016	\$50,946.00	
	441053-08032012	8/3/2012	\$65,442.33	
	441053-02062013	2/6/2013	\$81,114.58	
	44105308022013	8/2/2013	\$50,086.31	
	44105301082014	1/8/2014	\$29,489.99	
	44105302042014	2/4/2014	\$37,893.27	
	44150306052014	6/5/2014	\$73,821.65	
	<u>441053-CAMPUS PARTNERS</u>	441053061320147	6/13/2014	\$5,126.00
		44105307072014	7/7/2014	\$14,999.99
		44105308052014	8/5/2014	\$75,098.26
		44105309032014	9/3/2014	\$46,632.12
		44105310062014	10/6/2014	\$26,794.19
		44105312022014	12/2/2014	\$3,533.71
	44105310052015	10/5/2015	\$14,999.00	
<u>441054-CHP-266 N 21ST</u>	441054-03052013a	3/5/2013	\$75,970.94	
<u>441054-CHP-259 N 21ST</u>	441054-03052013b	3/5/2013	\$37,072.37	
<u>441043-HOTH-5436 WESTGROVE</u>	44104312092015b	12/9/2015	\$49,146.89	
<u>441043-HOTH-585 FOX RIDGE</u>	441043-03052013	3/5/2013	\$69,273.82	
	441043-09052012	9/5/2012	\$37,864.81	
	441043-01032013	1/3/2013	\$99,080.39	

PI Transfer Procedures- DRGR System

3. Cancel DRGR PI Receipts

D. Cancel PI Receipts.

- Once a grantee has determined which DRGR PI Receipts to cancel, the next step is to cancel each PI Receipt.
- Grantees can edit receipts by:
 - Logging into DRGR >
 - Click on the DRAWDOWN TAB >
 - Click of Search/View PROGRAM INCOME Receipts >
 - Click 'Edit' next to the PROGRAM INCOME receipt, and the following screen will load:



PI Transfer Procedures- DRGR

3. Cancel DRGR PI Receipts

D. Cancel PI Receipts.

Example DRGR Edit Program Income Receipt Screen

Receipt

Edit Receipt

[Help?](#)

Receipt Created For:	Receipt Created By:
Grant Number:	*Activity: 1800300001 08-353001 0901
*Grantee Receipt #: 112-4456-3332	*Receipt Date: 12/02/2011 Select Date (ex: mm/dd/yyyy)
*Amount: \$ 11,118.27 X (ex: 999,999.99)	Total Receipt Amount: \$11,188.27
Comment: Sold 452 Hill Street. 8/1/2016: transferred PI to IDIS.	
*Receipt Status: Cancelled	
<input type="button" value="Save Receipt"/> <input type="button" value="Cancel"/>	



PI Transfer Procedures- DRGR System

3. Cancel DRGR PI Receipts

D. Cancel PI Receipts.

- Once the Edit PI Receipt screen loads
 - Enter a note with the date indicating the PI receipt was transferred to IDIS
 - Change the Receipt Status to “Cancelled” and
 - Click SAVE.
- Repeat the process until all PI Receipts have been cancelled.

PI Transfer Procedures

DRGR System

3. Cancel DRGR PI Receipts

D. Cancel PI Receipts.

In the likely event that a PI Receipt will need to be modified in order to transfer the exact amount approved to IDIS,

- Follow the same steps outlined above.
- Once the edit PI Receipt screen loads, reduce the program income receipt amount by the amount necessary
- Enter a comment in the comment box describing the original PI amount and the reason for the reduction (to transfer program income to IDIS).



PI Transfer Procedures- DRGR System

3. Cancel DRGR PI Receipts

Other Considerations:

- If a grantee budgeted NSP PI in DRGR that has been transferred to IDIS, the grantee may need to reduce the Estimated PROGRAM INCOME at the Action Plan level, and in Project and Activity level budgets.
- Refer to the DRGR User Manual Section 4: Action Plan Module for additional information:
<https://www.hudexchange.info/programs/drgr/guides/>
- MicroStrategy reports update overnight, so changes made today will not be reflected in until tomorrow.



PI Transfer Procedures – IDIS

IMPORTANT-

- Do not need to wire transfer/send money to HUD or LOCCS.
- Deposit transferred funds into local CDBG program income account.



PI Transfer Procedures – IDIS

- A. Add Receipts.
- B. Edit/View Receipt.
- C. View Receipt Accounts.



PI Transfer Procedures- IDIS

A. Add Receipt.

- Click the Receipt Add link on any Funding/Drawdown screen to display the Add Receipt menu. (See Next Slide.)



PI Transfer Procedures- IDIS

A. Add Receipt.

The screenshot displays the IDIS web application interface. At the top, there is a navigation bar with tabs for 'Plans/Projects/Activities', 'Funding/Drawdown', 'Grant', 'Grantee/PJ', and 'Admin'. Below the navigation bar, a yellow banner displays a notification: 'You have 8 CDBG and 10 HOME activities that have been flagged. Click on the number to go to the review page.'

The left sidebar contains a user profile section with the following information: 'User: C00063', 'Role: Grantee', 'Organization: UTICA'. Below this, there are links for '- Switch Profile' and '- Logout'. The sidebar also features several menu items: 'Activity Funding' with a '- Search' link, 'Drawdown' with links for '- Create Voucher', '- Search Voucher', and '- Approve Voucher', 'Receipt' with links for '- Add', '- Search', and '- Search Accounts', and 'Section 108 Loan' with a '- Search' link. A blue bracket highlights the 'Receipt' menu item.

The main content area is titled 'Activity Funding' and contains a search section for activities to fund. The search criteria include: 'Program:' (dropdown menu set to 'All'), 'Activity Name:' (text input field), 'Program Year:' (dropdown menu set to 'All'), 'IDIS Project ID:' (text input field), 'IDIS Activity ID:' (text input field), 'Grantee/PJ Activity ID:' (text input field), 'Activity Status:' (dropdown menu set to 'Select'), and '*Activity Owner:' (dropdown menu set to 'UTICA, NY'). At the bottom of the search section, there are 'Search' and 'Reset' buttons.

PI Transfer Procedures- IDIS

A. Add Receipt.

- Choose: The first option, “Formula Grant Receipt,” to receipt program income

The screenshot displays the IDIS web application interface. At the top, there is a navigation bar with tabs: "Plans/Projects/Activities", "Funding/Drawdown" (which is highlighted), "Grant", "Grantee/PJ", and "Admin". Below the navigation bar, a yellow banner displays a notification: "You have 8 CDBG and 10 HOME activities that have been flagged. Click on the number to go to the review page." On the left side, there is a user profile box for "User: C00063", "Role: Grantee", and "Organization: UTICA", with options to "Switch Profile" and "Logout". Below this are four menu sections: "Activity Funding" with a "Search" option; "Drawdown" with options "Create Voucher", "Search Voucher", and "Approve Voucher"; "Receipt" with options "Add", "Search", and "Search Accounts"; and "Section 108 Loan" with a "Search" option. The main content area is titled "Receipt" and "Add Receipt". It features a "Select Receipt Type" section with four radio button options: "Formula Grant Receipt", "Competitive Grant Receipt", "Receipt from Subgrant (Retained Income)", and "Receipt from Section 108 Loan".



PI Transfer Procedures- IDIS

A. Add Receipt.

Receipt

Add Receipt

| |

*Indicates Required Field

Receipt Created For: UTICA	Receipt Status: Original
--------------------------------------	------------------------------------

Formula Receipt

*Program: <input type="text" value="Select Program"/>	Receipt Type: <input type="text" value="Select Type"/>
*Program Year of Receipt: <input type="text" value="2015"/>	Description: <input type="text"/>
*Source Type: <input type="text" value="Select Source"/>	Grantee Receipt #: <input type="text"/>
*Fund Type: <input type="text" value="Select"/>	Total Amount: \$ <input type="text" value="0.00"/>

IDIS Activity ID:

Comments:

|



PI Transfer Procedures- IDIS

A. Add Receipt.

On “Add Formula Receipt Screen”

- Program Year – Default to grantee’s current program year. It can be changed to the prior year provided the receipt is created within the first 90 days of the current program year.
- Input activity #2 as the activity ID that associate with the receipt.
- Input NSP grant number(s) and activity ID(s) in the “Comments” field.
- You may want to note the system-generated receipt number since it can be used on the Search Receipts screen.



PI Transfer Procedures- IDIS

B. Edit/View Receipts.

- To edit or view a receipt, you must first conduct a search to retrieve it.
- Click the Receipt Search link on any Funding/Drawdown screen to access the Search Receipts screen.
- Specify as many or few search criteria as you wish to retrieve the receipt(s) you want to update/view.



PI Transfer Procedures- IDIS

B. Edit/View Receipts.

User: C00063
Role: Grantee
Organization: UTICA

- Switch Profile
- Logout

Activity Funding
- Search

Drawdown
- Create Voucher
- Search Voucher
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Section 108 Loan
- Search

Plans/Projects/Activities | **Funding/Drawdown** | Grant | Grantee/PJ | Admin | Report

You have 8 COBG and 10 HOME activities that have been flagged. Click on the number to go to the review page.

Receipt

Search Receipts

Search Criteria

Program: All	Program Year of Receipt: <input type="text"/>	Fund Type: All	Associated Grant #: <input type="text"/>
Receipt Number: <input type="text"/>	Amount: <input type="text"/>	Date Created: <input type="text"/>	IDIS Activity ID: <input type="text"/>
Receipt Status: All	Receipt Created For: <input type="text"/>	State/Territory: NY	

|



PI Transfer Procedures- IDIS

B. Edit/View Receipts.

- The search results are sorted by RECEIPT NUMBER (descending). You can change both the sort field and the sort order by clicking on any column header that is in blue.
- Select the receipt you want to process by clicking its Edit or View link in the last column (only the View link will be available for cancelled receipts and for users who are not authorized to edit receipts).
- Depending on which link you click, the Edit Receipt or View Receipt screen will be displayed.

PI Transfer Procedures- IDIS

B. Edit/View Receipts - Search Receipts Screen.

Receipt

Search Receipts

Search Criteria

Program: Program Year of Receipt: Fund Type: Associated Grant #:

Receipt Number: Amount: Date Created: IDIS Activity ID:

Receipt Status: Receipt Created For I: State/Territory:

|

Results Page 1 of 1

Program	Program Year of Receipt	Fund Type	Receipt Number	Associated Grant #	IDIS Activity ID	From Organization	Receipt Created For	State	Amount	Date Created	Receipt Status	Action
CDBG	2015	LA	5168797	B-12-MC-36-0110	1418	HUD	UTICA	NY	\$5,908.75	08/15/2015	Original	Edit View
CDBG	2015	LA	5168796	B-13-MC-36-0110	1418	HUD	UTICA	NY	\$4,064.50	08/15/2015	Original	Edit View
CDBG	2015	LA	5168736	B-13-MC-36-0110	1415	HUD	UTICA	NY	\$4,000.00	08/08/2015	Modified	Edit View
CDBG	2015	PI	5166998	B-15-MC-36-0110	1445	HUD	UTICA	NY	\$2,271.41	06/16/2015	Original	Edit View
CDBG	2015	RL	5166994	B-15-MC-36-0110	1434	HUD	UTICA	NY	\$14,198.66	06/16/2015	Original	Edit View
CDBG	2015	PI	5164124	B-15-MC-36-0110	1434	HUD	UTICA	NY	\$19,966.62	05/08/2015	Original	Edit View
CDBG	2015	PI	5164123	B-15-MC-36-0110	1213	HUD	UTICA	NY	\$2,271.41	05/08/2015	Original	Edit View



PI Transfer Procedures- IDIS

B. Edit/View Receipts.

Edit Receipts Screen.

- Five fields can be updated on this screen:
 - RECEIPT STATUS,
 - AMOUNT,
 - IDIS ACTIVITY ID,
 - GRANTEE RECEIPT NUMBER, and
 - COMMENTS



PI Transfer Procedures- IDIS

B. Edit/View Receipts- Edit Receipts Screen.

Receipt

Edit Receipt

[Save](#) | [Return to Search Receipts](#) | [View Activities](#)

*Indicates Required Field

Receipt Created For: UTICA	Receipt Status: Modified ▼
Receipt Number: 5166994	Associated Grant #: B-15-MC-36-0110

Receipt	Receipt Type:
Program: CDBG	
Program Year of Receipt: 2015	Description:
Source Type: MC	IDIS Activity ID: 1434
Fund Type: RL	Matrix Code: 18A - ED Direct Financial Assistance to For-Profits
*Amount: \$14198.66	Grantee Receipt Number:

Comments:
To receipt program income earned for the economic reinvestment program during the month of May 2015.

[Save](#) | [Return to Search Receipts](#) | [View Activities](#)



PI Transfer Procedures- IDIS

C. View Receipt Account.

To view summary information about receipt accounts, click the Receipt [Search Accounts](#) link on any Funding/Drawdown screen to display the View Receipt Accounts screen:



PI Transfer Procedures- IDIS

C. View Receipt Account.

	Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin
User: C00063 Role: Grantee Organization: UTICA - Switch Profile - Logout					
Activity Funding - Search					
Drawdown - Create Voucher - Search Voucher - Approve Voucher					
Receipt - Add - Search - Search Accounts					
Section 108 Loan - Search					
You have 8 CDBG and 10 HOME activities that have been flagged. Click on the number to go to the review page.					
Receipt					
View Receipt Accounts					
Search Criteria					
Program: All		Grant Year / Program Year of Receipt: (tip) <input type="text"/>		Fund Type: All	
Receipt Created For: <input type="text"/>		State/Territory: NY		Associated Grant #: <input type="text"/>	
Search Reset					

PI Transfer Procedures- IDIS

C. View Receipt Account Screen.

Receipt

View Receipt Accounts

Search Criteria

Program: Grant Year / Program Year of Receipt: (tip) Fund Type:

Receipt Created For: State/Territory: Associated Grant #:

|

Results Page 1 of 6

Program	Source Type	Grant Year / Program Year of Receipt (tip)	Fund Type	Associated Grant #	From Organization	Receipt Created For	State	Amount	Sub Allocated	Committed
CDBG	MC	2015	RL	B-15-MC-36-0110	HUD	UTICA	NY	\$14,198.66	\$0.00	
CDBG	MC	2015	PI	B-15-MC-36-0110	HUD	UTICA	NY	\$24,509.44	\$0.00	
CDBG	MC	2014	PI	B-14-MC-36-0110	HUD	UTICA	NY	\$174,873.66	\$0.00	
CDBG	MC	2014	RL	B-14-MC-36-0110	HUD	UTICA	NY	\$76,805.70	\$0.00	
CDBG/ 108 Loan /B-94-MC-36-0110	MC	2014	SI	B-94-MC-36-0110	HUD	UTICA	NY	\$6,814.23	\$0.00	
CDBG/ 108 Loan /B-94-MC-36-0110	MC	2013	SI	B-94-MC-36-0110	HUD	UTICA	NY	\$28,404.68	\$0.00	
CDBG	MC	2013	LA	B-13-MC-36-0110	HUD	UTICA	NY	\$8,064.50	\$0.00	
CDBG	MC	2012	RL	B-12-MC-36-0110	HUD	UTICA	NY	\$270,211.44	\$0.00	
CDBG	MC	2012	PI	B-12-MC-36-0110	HUD	UTICA	NY	\$26,170.23	\$0.00	
CDBG	MC	2012	LA	B-12-MC-36-0110	HUD	UTICA	NY	\$5,908.75	\$0.00	

1 2 3 4 5 6 Next 10 Results

PI Transfer FAQs

- HUD published FAQs to guide grantees through the policy considerations and mechanics of completing the transfer in DRGR and IDIS.

- Search for FAQs here:

<https://www.hudexchange.info/faqs/programs/neighborhood-stabilization-program-nsp/>

- View full list of PI Transfer FAQs here:

<http://tinyurl.com/jlerp8y>



PI Transfer FAQs

Q: Am I required to transfer my NSP program income to my CDBG program, or is it optional?

A: No, this is not a requirement. HUD is the making transfer option available to NSP grantees. Use of the transfer feature is solely at the discretion of the grantee.



PI Transfer FAQs

Q: Can I transfer NSP program income to my CDBG Program prior to grant closeout?

A: Yes, a NSP grantee may transfer NSP program income to its CDBG program at any time before, during, or after NSP closeout, as described in the Program Income Notice. Note that program income transfers must first be approved by the local HUD field office.



PI Transfer FAQs

Q: Is there a deadline by which the transfer of funds must occur?

A: No. HUD has not issued a deadline by which the transfer of funds must occur. HUD expects that the transfer of unused NSP program income and identification of the program to which future NSP payments will be made will largely be determined prior to NSP grant closeout.



PI Transfer FAQs

Q: If we transfer some NSP program income to the CDBG program, can we transfer it back to NSP for use on an NSP activity, if needed?

A: No. Once a grantee has transferred NSP funds to the CDBG program, transferred NSP program income will become CDBG program income upon receipt in the IDIS subject to all CDBG statutory and regulatory requirements for program income. CDBG funds are not eligible for transfer back to the NSP program.

PI Transfer FAQs

Q: What are the benefits and disadvantages of transferring my NSP PI?

A: Benefits include allowing grantees to reach LOC funds faster and infusing CDBG projects with needed funds, particularly in places where there is not an adequate pool of NSP eligible properties.

Disadvantages include the inability to use transferred funds with NSP flexibilities.

Additionally, grantees need to be mindful of the timing of transfers to ensure CDBG requirements are met.

PI Transfer FAQs

Q: Can an entitlement that is part of a non-entitlement NSP Consortium transfer program income to its CDBG program?

A: It depends on the terms of the consortium funding agreement between the lead applicant and the entitlement consortium member.

PI Transfer FAQs

Q: My organization is a grantee with subrecipients that are allowed to retain the program income they earn. How do I handle their program income under the transfer procedures?

A: Subrecipients whose agreements with the grantee allow them to retain program income may keep that income, subject to NSP requirements. It is not subject to transfer back to the grantee unless the agreement changes.

PI Transfer FAQs

Q: Will HUD approval be needed each time NSP program income is receipted in IDIS or will one approval cover all future transfers?

A: It depends. The frequency of approval is determined by the scope of the grantee's request to the Field Office. A grantee may request a one-time transfer of program income on hand. A grantee may also identify and ask for transfer of all expected PI from a particular activity or group of activities (such as a rehab portfolio). The two approaches may also be combined.



PI Transfer FAQs

Q: Will the CDBG expenditure caps apply to the NSP program income funds transferred to the CDBG program? 20% for admin, 15% for public service?

A: Yes. After transfer, the transferred funds will be CDBG funds in all respects.

PI Transfer FAQs

Q: When transferring NSP program income to the CDBG program, what CDBG action plan year will it affect?

A: CDBG program income will be accounted for in the year that the program income was received into the CDBG program.



PI Transfer FAQs

Q: Will HUD waive or extend deadlines for meeting the CDBG 1.5 ratio due to an influx of NSP program income transferred into the CDBG program?

A: HUD will take into account the timing and amount of program income transfers when evaluating timeliness, but HUD will not allow large balances to remain in the CDBG accounts indefinitely.



PI Transfer FAQs

Q: Will I have to do a substantial amendment to my Consolidated Plan/Action Plan if I decide to transfer funds?

A: This is likely. This will depend on whether your intended use of the PI will change from the use described in your existing NSP1 or 3 substantial amendment or your NSP2 proposal, and whether this change meets the CDBG requirements for a substantial amendment.

PI Transfer FAQs

Q: Will I have to do a substantial amendment to my NSP Action Plan in DRGR if I decide to transfer funds?

A: No, but you must look to the CDBG program to determine whether an amendment will be required to the CDBG Action Plan. This will depend on the scope and nature of the change.



More Resources

NSP

- NSP on the HUD Resource Exchange:

<https://www.hudexchange.info/programs/nsp/>

- NSP Closeout Guidance:

<https://www.hudexchange.info/resource/3811/nsp-closeout-guide/>

- NSP Webinars- Search here. . .

<https://www.hudexchange.info/training-events/>



More Resources

DRGR

- HUD Exchange Frequently Asked Questions (FAQ):

<https://www.hudexchange.info/resource/134/drgr-knowledgebase-faqs/>

- HUD Exchange 2016 DRGR User Manual:

<https://www.hudexchange.info/programs/drgr/guides/>

IDIS

<https://www.hudexchange.info/resource/2685/idis-online-for-cdbg-entitlement-communities-training-manual/>



More Resources

Ask-A-Question for NSP, DRGR, and IDIS

<https://www.hudexchange.info/get-assistance/>

NSP Questions Mailbox

nsp-questions@hud.gov

TA Requests

<https://www.hudexchange.info/get-assistance/>



QUESTIONS?

