

## NSP3 DRGR Action Plan Checklist

(Please complete electronically & submit to [Jennifer.M.Hylton@hud.gov](mailto:Jennifer.M.Hylton@hud.gov) )

**NSP3 Grantee:** \_\_\_\_\_

**NSP3 Grant Amount:** \_\_\_\_\_

**NSP3 Grant Number:** \_\_\_\_\_

**HUD Field Office:** \_\_\_\_\_

**CPD Representative:**\_\_\_\_\_

1. Does the NSP3 Grantee have a DRGR drawdown Request User and a DRGR drawdown Approve User?

Yes \_\_\_\_\_

No \_\_\_\_\_

2. Are all of the NSP3 narrative summaries substantially similar to the HUD-approved NSP3 application?

Yes \_\_\_\_\_

No \_\_\_\_\_

3. If the grantee's budget for Demolition activities exceeds 10%, has the Field Office submitted a waiver request to the NSP Team in Headquarters?

Yes \_\_\_\_\_

No \_\_\_\_\_

4. Is the grantee contact information narrative filled out accurately?

Yes \_\_\_\_\_

No \_\_\_\_\_

5. Are the amounts budgeted for Projects and Activities consistent with the Grantee's program design?

- a) Does the total amount budgeted for Projects in DRGR equal the NSP3 grant amount?

Yes \_\_\_\_\_

No \_\_\_\_\_

- b) Does the total amount budgeted for activities within each project equal the total project amount? (If no, all awards may have not been made)

Yes \_\_\_\_\_

No \_\_\_\_\_; if no, please follow up with the Grantee to make sure activities are entered as soon as awards are made

6. Has the NSP3 Grantee established distinct DRGR Activities to show:

- a) Every Responsible Organization that will be Carrying Out an Activity (for all sub-awards that have been made)?

Yes \_\_\_\_\_

No \_\_\_\_\_

- i. Is there only one Responsible Organization discussed in each activity (grantees should separate out activities with multiple Responsible Organizations)?

Yes \_\_\_\_\_

No \_\_\_\_\_

- b) Every National Objective that is met by an Activity? (LMMI – low, moderate, middle income national objectives; LH-25 –household income does not exceed 50% of AMI)

Yes \_\_\_\_\_

No \_\_\_\_\_

- c) An Activity for Planning and Administrative expenses (less than 10%) and assigned the correct National Objective, which is designated N/A?

Yes \_\_\_\_\_

No \_\_\_\_\_

7. Is every multifamily complex funded by NSP3 listed separately (all MF properties must be in their own activities)? \*please note, that most grantees may not know how many MF properties they will acquire or rehab yet, but remind the grantee that each MF complex must have its own activity.

Yes \_\_\_\_\_

No \_\_\_\_\_

- a) For Multi-family properties they *have* included, do they designate the property as renter or homeowner?

Yes \_\_\_\_\_

No \_\_\_\_\_

8. Do housing activities include estimates for RENT/OWN households and SINGLE FAMILY/MULTIFAMILY housing units?

Yes \_\_\_\_\_

No \_\_\_\_\_

9. Has the NSP3 grantee included projected performance measures for every activity in DRGR?

Yes \_\_\_\_\_

No \_\_\_\_\_

- a) For housing activities does the grantee include, at a minimum, a projection for Households AND a projection for Housing Units?

Yes \_\_\_\_\_

No \_\_\_\_\_

- b) Are activities such as Landbanks or Demolition classified as AREA BENEFIT? Do these activities correctly show the number of persons benefitted based on census data or survey data?

Yes \_\_\_\_\_

No \_\_\_\_\_

10. Does the CPD Rep recommend unblocking drawdowns for this NSP3 grantee?

Yes \_\_\_\_\_

No \_\_\_\_\_

CPD Rep/NSP Rep \_\_\_\_\_

Date \_\_\_\_\_

CPD Manager \_\_\_\_\_

Date \_\_\_\_\_