

#	Flag	Program	Flag Level	Condition	Grantee Action	HUD Action
1	Activity end date passed but activity not completed	CDBG-DR NSP	Action Plan – Activity	Activity with <u>Activity Status</u> of <u>Underway</u> has a <u>Projected Activity End Date</u> that has passed.	<ol style="list-style-type: none"> <li>1. Edit <u>Projected Activity End Date</u> to reflect new date the activity is expected to be completed; and</li> <li>2. Enter <u>Action Plan Submission Comments</u> to explain reason for the delay;</li> </ol> Or <ol style="list-style-type: none"> <li>3. Change the <u>Activity Status</u> to <u>Complete</u>, if appropriate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review action taken and reasons for delay.</li> <li>2. Work with grantee to ensure timely expenditure of funds.</li> </ol>
2	Activity underway with no drawdowns in 180 days	CDBG-DR NSP	Action Plan – Activity	Activity with <u>Activity Status</u> of <u>Underway</u> , and: <ol style="list-style-type: none"> <li>1. Has at least one <u>Drawdown</u>;</li> <li>2. Is not fully drawn; and</li> <li>3. No additional <u>Drawdowns</u> within the last 180 days.</li> </ol>	<ol style="list-style-type: none"> <li>1. Reduce <u>Activity Budget</u> to match <u>Drawdowns</u> if no additional <u>Drawdowns</u> will be made;</li> </ol> Or <ol style="list-style-type: none"> <li>2. Create a <u>Drawdown</u> if an eligible expenditure exists; and enter <u>QPR Submission Comments</u> to explain reason for the delay;</li> </ol> Or <ol style="list-style-type: none"> <li>3. Enter <u>Flag Remediation Comments</u> to explain reason for the delay.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review action taken and reasons for delay.</li> <li>2. Work with grantee to ensure timely expenditure of funds.</li> </ol>
3	Activity underway with no drawdowns in two years	CDBG-DR NSP	Action Plan – Activity	Activity with <u>Activity Status</u> of <u>Underway</u> , and: <ol style="list-style-type: none"> <li>1. Has at least one <u>Drawdown</u>;</li> <li>2. Is not fully drawn; and</li> <li>3. No additional <u>Drawdowns</u> within the last two years.</li> </ol>	<ol style="list-style-type: none"> <li>1. Reduce <u>Activity Budget</u> to match <u>Drawdowns</u> if no additional <u>Drawdowns</u> will be made;</li> </ol> Or <ol style="list-style-type: none"> <li>2. Create a <u>Drawdown</u> if an eligible expenditure exists; and enter <u>QPR Submission Comments</u> to explain reason for the delay;</li> </ol> Or <ol style="list-style-type: none"> <li>3. Enter <u>Flag Remediation Comments</u> to explain reason for the delay.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review action taken and reasons for delay.</li> <li>2. Work with grantee to ensure timely expenditure of funds.</li> </ol>

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4	Admin cap exceeded	CDBG-DR NSP	Action Plan – Activity	The cumulative sum of <u>Activity Budgets</u> with the <u>Administration Activity Type</u> exceeds the allowable cap. <ul style="list-style-type: none"> <li>• <b>CDBG-DR:</b> 5% of Grant Award + Estimated PI</li> <li>• <b>NSP:</b> 10% of Grant Award + Estimated PI</li> </ul>	Reduce <u>Activity budget(s)</u> with the <u>Administration Activity Type</u> so that the cap is not exceeded.	Ensure the grantee has not proposed <u>Activity Budgets</u> that will result in exceeding the Admin cap.
5	Admin + Planning cap exceeded	CDBG-DR	Action Plan – Activity	The cumulative sum of <u>Activity Budgets</u> with the <u>Administration and Planning Activity Types</u> exceeds the allowable 20% cap.	Reduce <u>Activity budget(s)</u> with the <u>Administration and Planning Activity Types</u> so that the cap is not exceeded.	Ensure the grantee has not proposed <u>Activity Budgets</u> that will result in exceeding the Admin + Planning cap.
6	Public service cap exceeded	CDBG-DR	Action Plan – Activity	The cumulative sum of <u>Activity Budgets</u> with the <u>Public Service Activity Type</u> exceeds the allowable 15% cap.	Reduce <u>Activity budget(s)</u> with the <u>Public Service Activity Type</u> so that the cap is not exceeded.	Ensure the grantee has not proposed <u>Activity Budgets</u> that will result in exceeding the Public Service cap.
7	Environmental review status not selected	CDBG-DR NSP	Action Plan – Activity	The activity <u>Environmental Review Status</u> is not selected.	Edit the activity and select an <u>Environmental Review Status</u> .	Review the Action Plan - Activity and ensure the appropriate <u>Environmental Review Status</u> is selected.
8	QPR not submitted by deadline	CDBG-DR NSP	QPR	The QPR was not submitted by the required deadline. <ul style="list-style-type: none"> <li>• <b>CDBG-DR and NSP1&amp;3:</b> QPRs due within 30 days after the end of each quarter.</li> <li>• <b>NSP2:</b> QPRs due within 10 days after the end of each quarter.</li> </ul>	<ol style="list-style-type: none"> <li>1. Complete and <u>Submit</u> the QPR; and</li> <li>2. Enter <u>QPR Submission Comments</u> to explain reason for the delay.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review the QPR and reason for delay.</li> <li>2. Note the late QPR submission and take appropriation action for repeated late submissions.</li> </ol>

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9	Activity fully drawn and no accomplishments	CDBG-DR NSP	QPR	Activity <u>Drawdowns</u> equal <u>Activity Budget</u> , but no <u>Accomplishments</u> have been reported in the QPR.	<ol style="list-style-type: none"> <li>1. Enter activity <u>Accomplishments</u> in the QPR – Activity; Or</li> <li>2. Enter <u>Flag Remediation Comments</u> to explain reason for the delay (e.g., Housing New Construction completed but not yet leased).</li> </ol>	<ol style="list-style-type: none"> <li>1. Carefully review the <u>Accomplishments</u> entered or the <u>Flag Remediation Comments</u> describing the reason accomplishments are not yet entered.</li> <li>2. Work with grantee to ensure timely expenditure of funds.</li> </ol>
10	Activity expenditures exceed draws by more than 10%	CDBG-DR NSP	QPR	Cumulative activity <u>Expenditures</u> exceeds activity <u>Drawdowns</u> by 10% or more.	<ol style="list-style-type: none"> <li>1. Correct <u>Drawdowns</u> or <u>Expenditures</u>, if appropriate; or</li> <li>2. Enter <u>Flag Remediation Comments</u> to explain reason <u>Expenditures</u> exceed <u>Drawdowns</u> (e.g. Lump Sum draws approved).</li> </ol>	<ol style="list-style-type: none"> <li>1. Review QPR activity <u>Expenditures</u> or <u>Flag Remediation Comments</u> to ensure the grantee is not drawing funds in advance of need.</li> </ol>