



NSP Data Clean-Up: Performance Report (Accomplishment and Beneficiary Data) Guidance



PC#	Label	Criteria	Condition	Grantee Action	HUD Action
Tab 1 Criteria—All Measure Types Displayed					
PC1	\$0 budg w/ accomps	Activities with no budget are reporting accomplishments.	<p>Activities with budget equal to \$0.00 have cumulative actual accomplishments greater than zero.</p> <p>This is likely because activities have been cancelled after accomplishments were entered.</p>	<p>For all activities where no funding is budgeted, make prior period corrections in the QPR to assure that the cumulative sum of accomplishments equals zero. Cancelled activities may then be deleted.ⁱ</p> <p>GO TO: The current period QPR to make prior period corrections to actual accomplishments.ⁱⁱ See reports P42, P33, and F67.</p>	<p>Review the QPR narratives to see that the grantee has described the cancellation of the project if necessary. Assure that corresponding financial revisions have also been made if the activity was underway then abandoned. Assure that the cumulative sum of accomplishments equals zero for canceled activities.</p>
PC2*	Acquisition - general	Activities using activity type "Acquisition – general."	<p>One or more activities are using the activity type "Acquisition – general."</p> <p>If the acquisition activity resulted in rehabilitation, new construction, or another NSP end use, "Acquisition – general" is not the correct activity type. DRGR will not collect the correct performance measures. The activity type should be changed to the correct type.</p> <p>If the rehabilitation, new construction, or other NSP end use is set up as a separate activity, the related "Acquisition – general" activity may be duplicating reported accomplishments.</p>	<p>If "Acquisition – general" is not the correct activity type, revise the activity to the correct type.</p> <p>If the "Acquisition – general" activity includes the costs of acquiring property that is then assisted under another activity type, the "Acquisition – general" activity must be associated with the end use activity, typically rehabilitation or construction.ⁱⁱⁱ</p> <p>The end use activity must be the primary activity in the association. All performance measures must be reported in the primary activity.</p> <p>GOTO: Action plan to associate activities. See report F67 and DRGR User</p>	<p>Review the activities with the grantee to confirm that the acquisition activity is associated with an end use activity. Assure that the association is made in the action plan and that cumulative performance measures have been corrected to equal zero in the secondary activities. Review activity descriptions to assure that the activity type aligns with the activity as described. The association should be noted in the action plan description and QPR narrative. Remind the grantee to align the costs drawn in the associated acquisition activity with the end use activity.</p>



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				Manual "Add/Edit Activity" on pages 4–38. Edit action plan and QPR narratives to reflect the activity association. In the current period QPR, make prior period corrections to actual accomplishments. ⁱⁱ See reports P42 and P33.	
PC3*	Planned no actual	Activities with planned accomplishments and no actual accomplishments.	There are one or more activities that have planned accomplishments greater than zero where matching actual accomplishments equal zero.	<p>Edit action plan to delete an activity that was not undertaken. Make prior period corrections in the current period QPR to report actual accomplishments.</p> <p>GOTO: Action plan to delete an activity. Current period QPR to make prior period corrections to actual accomplishments. ⁱⁱ See report P42.</p>	QPR narratives should describe if goals have not been met as planned. Check that all required accomplishments (such as green measures for NSP2/3) have been reported as completed. If an activity was not undertaken, the grantee should explain in the general narrative noting that it was canceled and deleted from the action plan. Completed activities should have actual accomplishments reported. ^{iv}
Tab 2 Criteria—Housing activities only. Only housing units.					
PC4	HU type missing	Housing units missing structure type (single family or multi-family).	For housing activity types, ^v the sum of single-family and multi-family units assisted does not equal total housing units assisted. For each housing unit assisted, there should also be a single-family or multi-family structure type reported.	<p>Revise or correct actual housing units for all housing activity types. Enter missing housing units by structure type or correct total housing units.</p> <p>NOTE: If records noting structure type are not available or inconclusive, consult with your HUD Field Representative.</p>	Review QPR narratives to assure the grantee is entering the correct structure type(s) for all housing units assisted. Review the definition of single-family (1–4 units) with the grantee. Each assisted housing unit should also be reported as a unit in a single-family or multi-family structure. If grantee records are not available or are inconclusive, determine if it



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				GOTO: Current period QPR to make prior period corrections to actual accomplishments. ⁱⁱ See report P42.	is feasible or possible to resolve this flag.
PC5*	Housing w/o housing units	Housing activities have no actual housing units reported.	For housing activity types, ^v the activity has a cumulative value of zero actual housing units reported in the QPR.	<p>Revise or correct total actual housing units in the current period QPR for all housing activity types. Note: associated secondary activities may have no planned accomplishments, and planned or underway activities may have no actual accomplishments.</p> <p>GOTO: Current period QPR to make prior period corrections to actual accomplishments.ⁱⁱ See report P42.</p>	Review QPR narratives to be sure actual cumulative accomplishments reported align with the text. Confer with the grantee to ensure the activity status is correct. All completed activities should have actual accomplishments reported. ^{iv}
PC6	HH and HU not equal	Housing activities have mismatched reported housing accomplishments.	For housing activity types, ^v the reported total households assisted does not equal the total housing units assisted.	<p>Revise actual households in the current period QPR for all housing activity types.</p> <p>GOTO: Current period QPR to make prior period corrections to actual accomplishments.ⁱⁱ See report P42.</p>	Housing units should not be reported until occupied. The number of housing units and households should always be equal at completion. ^{iv} Review report P42.
Tab 3 Criteria—Housing activities only. Only households.					
PC7	Mod/Mid HH in LH25	Activities with the LH25 National Objective are reporting that moderate- and/or middle-income households occupy assisted housing units.	One or more activities with the LH25 National Objective are reporting moderate- or middle-income households occupying assisted housing units. LH25 housing units may only be occupied by low-	If entered in error, make prior period corrections in the current period QPR. If the assisted households are in fact moderate or middle-income households the grantee will need to move the	Confirm with the grantee that DRGR matches local records. ^{vi} Advise the grantee to correct QPR cumulative totals. If necessary, advise the grantee to create new LMMI activities to correctly report



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PC#	Label	Criteria	Condition	Grantee Action	HUD Action
			income households (50% AMI).	assisted households, housing units, draws, program income, and expenditures from the LH25 activities to a new or existing LMMI activities. GOTO: Current period QPR to make prior period corrections to actual accomplishments. ⁱⁱ See report P42.	LMMI housing units created and the LMMI households who occupy those housing units. Moderate- and middle-income households may NOT be reported as occupants of LH25 housing units. This may impact the grantee's reported LH25 performance and threshold compliance with NSP's LH25 requirement.
PC8*	Low HH in LMMI	Activities with the LMMI National Objective are reporting that low-income households occupy assisted housing units.	One or more activities with the LMMI National Objective are reporting low-income households as actual cumulative accomplishments completed (housing unit occupied) in the QPR. Note: Low-income (50% AMI) households may occupy LMMI units and be reported as low-income households in LMMI housing units. Also note that low-income households that occupy an assisted housing unit restricted to low-income households will only contribute to meeting the LH25 requirement if the housing unit and household are reported in an activity with the LH25 national objective.	Review LMMI National Objective activities and confirm reported households by income category are correct. Make prior period corrections in the current period QPR to correct reported households assisted by income category. If housing units will be moved from one activity to another (between LMMI and LH25) be sure to also move any associated households and revise financial reporting such as program income receipts and expenditures. Revise draws with the advice of the field office. GOTO: Current period QPR to make prior period corrections to actual accomplishments. ⁱⁱ See report P42.	Discuss with the grantee the importance of assuring that local records support reported households by income for each activity including costs by housing unit or household. ^{vi} Advise the grantee to correct the QPR cumulative totals. If necessary, advise the grantee to create new LH25 activities to correctly report LH25 housing units created. LH25 housing units may be reported in LMMI activities provided that the grantee has met or exceeded the LH25 set aside. Grantees can be encouraged to maximize LH25 performance by reporting the creation of LH25 units above the minimum. Remind grantees that the LH25 requirement may apply to future program income. Grantees should be encouraged to use DRGR AAQ if they have questions about



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PC#	Label	Criteria	Condition	Grantee Action	HUD Action
					making changes between LMMI and LH25 activities. ^{vii}
PC9	HH type missing	Households missing owner or renter type.	For housing activity types, ^v the sum of reported owner and renter households does not equal the total number of reported households. Each household reported must be reported as an owner or renter household.	<p>Enter missing owner or renter households in the current period QPR.</p> <p>NOTE: If records noting household type are not available or inconclusive, consult with your HUD Field Representative.</p> <p>GOTO: A Current period QPR to make prior period corrections to actual accomplishments. See reports P42 and P33.</p>	Review QPR narratives to assure the grantee is entering the correct owner or renter type(s) for all households assisted. Each assisted household reported must also be reported as an owner or renter household. Review the grantee's reported housing accomplishments. ^{iv} If grantee records are not available or inconclusive, determine if it is feasible to resolve this flag.
PC10*	No middle HH	No middle-income households have been reported as assisted.	<p>For housing activity types,^v the sum of low-and moderate-income households reported is equal to the reported total households assisted.</p> <p>Many grantees make the error of including middle-income households in the number entered for low- and moderate-income households.</p> <p>Grantees should report total households assisted and then report low-income (0-50%) and moderate-income (51-80%) households as sub-sets of the total households.</p>	<p>Correct total actual households by income in the QPR for all housing activity types. Assure that the correct income categories have been used. Correct the current period QPR narratives.</p> <p>GOTO: Current period QPR to make prior period corrections to actual accomplishments.ⁱⁱ See reports P42 and P33.</p>	Discuss with the grantee to assure that the moderate and/or low-income beneficiaries are indeed low- and moderate-income households and that no middle-income households have been assisted. Because DRGR does not have a specific column for middle-income beneficiaries, many grantees incorrectly believe that the value entered in the moderate-income column includes middle-income beneficiaries. Review QPR narratives to assure the grantee is entering households using the correct income categories for all households assisted.



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PC#	Label	Criteria	Condition	Grantee Action	HUD Action
			Middle-income households assisted are “reported” as the total households assisted minus low-income (0-50%) and moderate-income (51-80%) households.		
PC11	Housing w/o households	<p>Housing activities have no reported assisted households.</p> <p>NOTE: Activities that demolished housing units will trigger this flag if housing units are reported as accomplishments. These activity types will by their nature have no reported households assisted.</p>	For housing activity types, ^v the activity has a cumulative value of zero assisted households reported in the QPR.	<p>Revise or correct total actual households in the current period QPR for all housing activity types. Note that associated secondary activities may have no accomplishments reported. Planned or underway activities may also have no accomplishments reported.</p> <p>GOTO: Current period QPR to make prior period corrections to actual accomplishments.ⁱⁱ See report P42.</p>	Review QPR narratives to be sure all completed activities have actual accomplishments reported. As noted, activities that demolished housing units may be flagging here. If this is the case, review the activity type and actions undertaken to confirm no assisted households should be reported.

*Represent criteria highlighted in yellow on NSP Data Clean-Up Performance Report; data for that activity should be confirmed by the grantee and Field Office Representatives. Grantees are not required to make corrections to criteria highlighted in yellow if the data entered is correct, but criteria will remain yellow if no change is made to the activity. Criteria highlighted in yellow are not considered data errors by HUD OBGA: NSP Team staff.

ⁱ See DRGR Webinar: Upcoming DRGR Changes, July 24, 2018 <https://www.hudexchange.info/trainings/courses/drgr-webinar-upcoming-drgr-changes/>, the DRGR Release Fact Sheets for Release 7.15 <https://www.hudexchange.info/programs/drgr/releases/>, and DRGR Fact Sheet “Delete and Restore Activities” <https://files.hudexchange.info/resources/documents/DRGR-Fact-Sheet-R-7-15-Deleted-Activities.pdf>

ⁱⁱ FAQ: Can I correct performance data from prior QPRs in my current QPR? February 2015 <https://www.hudexchange.info/faqs/2023/can-i-correct-performance-data-from-prior-qprs-in-my-current-qpr/>



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iii See “E4. Grantee | Associate Activities” in Section “E. Manage Activity: Details,” in Chapter 14: “Activities” of the *DRGR User Manual*

<https://www.hudexchange.info/resource/4915/drgr-user-manual/>

iv Note that within an activity, all the following should be equal at completion: housing units, sum of single-family and multi-family units, households, sum of households by owner and renter, households by race.

v Construction of New Housing, Rehabilitation/Reconstruction of a Residential Structure, Homeownership Assistance to Low- and Moderate-Income, and/or Relocation Payments and Assistance.

vi On monitoring, the Field Office should review the local records maintained by the grantee for assisted households by income by activity including costs by housing unit/household.

vii Notice of Changes to NSP Closeout Requirements Related to Program Income June 2016 <https://www.hudexchange.info/resource/5055/notice-of-changes-to-nsp-closeout-requirements-related-to-program-income/>