

GRANT CLOSEOUT OVERVIEW
NEIGHBORHOOD STABILIZATION PROGRAM (NSP)
U.S. Department of Housing and Urban Development (HUD)
Office of Community Planning and Development
September 15, 2016

- **GRANTEES** who have determined that they are ready for grant closeout should review the [NSP Closeout Guidance](#) located on the HUD Exchange. Contact your Community Planning and Development (CPD) Representative and let them know that you are prepared to close the grant. In addition, please review the steps below for further guidance on the closeout process. Note: technical assistance (TA) is available but it is not required to close NSP grants.

- **FIELD OFFICES (FO)** that identify Grantees as ready to close should send the NSP Closeout Forms to the Grantee. Closeout Forms include: 1) [Closeout Cover Letter](#), 2) [Closeout Certification](#), 3) [Closeout Checklist](#), 4) [Closeout Agreement](#), and 5) [Management Plan for Continued Affordability](#). **FO's will need to complete portions of the Forms before they are sent to the grantee. The Forms provide guidance for inserting the necessary information.**
 - ✓ After the Grantee receives the Closeout Forms from the FO, the Grantee completes the Forms and submits them to the FO for review. If TA was previously provided to complete the Forms, Grantees should allow the TA provider to review the Forms before they are submitted. If TA has not been assigned, the Grantee may request technical assistance at any time during preparation.

 - ✓ Following submission of the completed Closeout Forms by the Grantee, the FO will review the Forms. If there are errors or clarifications that need to be addressed, the FO will work with the Grantee until the revisions are complete.

 - ✓ As part of the closeout process, the Grantee submits the final Quarterly Performance Report (QPR). Grantees do not have to wait for a quarterly reporting deadline to submit the final QPR. The FO reviews and approves the final QPR, if they have not done so already. Grantees should consult with their CPD Representative for additional guidance on the timing of submitting the QPR.

 - ✓ After the FO review is complete, the Grantee receives a fully executed copy of the Closeout Agreement. The date HUD executes this agreement is the official date the grant is considered closed.

 - ✓ After the FO review is complete and all Forms are finalized, the FO sends a copy of the fully executed Closeout Agreement and [Form 7082](#) to HUD's Financial Accounting Center in Fort Worth Texas.

- ✓ FO completes the Disaster Recovery Grant Reporting (DRGR) Closeout Checklist located under the Grant Closeout Checklist tab on the View Grants Screen. Note: only add dates in the comments field in this format (DD-MM-YYYY). For additional guidance go to Appendix 1-Closeout Checklist, page 6-33 in the [DRGR User Manual](#).
 - ✓ FO notifies the Headquarters (HQ) NSP Team at nsp-questions@HUD.gov that:
 - The DRGR Closeout Checklist is complete
 - All Forms are uploaded to DRGR
 - Program income (PI) is on hand, PI will be earned in the future, or no future PI is anticipated
 - ✓ HQ NSP Team confirms the Closeout Checklist is complete and all Forms have been uploaded to DRGR.
 - ✓ HQ NSP Team instructs a DRGR Super User to close the grant as either “Closed with PI Active” or “Closed” and change the reporting cycle from quarterly to annual.
 - ✓ Grantee will continue to submit Annual Performance Reports (similar to a QPR, just submitted annually) until the end of all NSP affordability periods.
 - ✓ HQ NSP Team maintains a record of all Grantees closed, and the date of grant closure.
- **TECHNICAL ASSISTANCE (TA) PROVIDERS** will be assigned to assist predetermined FO’s and grantees as follows:
- ✓ TA provider will contact the FO (TA providers have been instructed to contact only the designated FO point-of-contact(s) identified by the CPD Director) before reaching out to grantees that:
 - Were previously reviewed by TA providers and need assistance with completing the Closeout Forms (up to 10 hours); or
 - Have not been reviewed and will undergo a Closeout Readiness Check (up to 16 hours).
 - ✓ Following contact with Grantees, the FO should expect the TA provider to work in cooperation with the FO on its review of a Grantee’s readiness to close. TA providers will inform the FO of any major obstacles to closeout and will make recommendations for Closeout Forms to be sent to Grantees and, in some cases, for technical assistance to be assigned to Grantees. TA providers will review the Closeout Forms before the Grantee returns the completed Forms to the FO.

- ✓ Grantees should expect the TA providers to: 1) review their program and confirm the closeout criteria and requirements have been met, 2) review DRGR reports for possible areas in need of reconciliation, and 3) identify points of discussion such as a considerable amounts of program income, land banks, or activities that have not been marked complete. TA providers will work with Grantees to identify any additional TA needs that would help expedite closeout for the Grantee. TA providers may assist with connecting Grantees to additional resources, such as DRGR Office Hours or On-Call Assistance, as needed. TA providers will review the Closeout Forms completed by the Grantee before the Grantee sends them to the FO.

□ RESOURCES

- ✓ Grantees or FO's with questions about the closeout process, TA, or inquires in general, please contact the HQ NSP Team at nsp-questions@HUD.gov. Additional closeout resources are located on the HUD Exchange, including step-by step instructional videos for completing the Closeout Forms.
- ✓ DRGR Reports
Financial Report 7b may be used to complete the Closeout Cover Letter, Closeout Certification and the Closeout Agreement. This report shows the amount of program funds disbursed, which can be used to determine the amount of program funds remaining when compared to the grant amount. Financial Report 7b is also useful when completing the 25% Set-Aside Worksheet attached to the Closeout Agreement. The report helps with determining the total amount of program income received and the total expended on LH25 Set-Aside activities. The LH25 Expenditure Report located in the NSP Closeout Reports folder (DRGR Reports Module) is useful, but it is important to understand that this report is based solely on expenditures entered by the Grantee throughout the QPRs. Any errors in reporting expenditures will result in errors in this report.

The Support Data for Addresses Report may be submitted as an attachment to the Management Plan for Continued Affordability Form. The report is located in the NSP Closeout Report Folder (DRGR Reports Module). Grantees will still need to submit the Management Plan for Continued Affordability Form to capture the required signature but attaching the report may be more efficient. It may also help with ensuring that all information has been properly entered in DRGR. Note: Grantees with Land Bank activities that still have undisposed properties will need to submit a Land Bank Plan.