**GRANTEE NOTIFICATION TEMPLATE FOR TRANSFER OF STATE**

**NEIGHBORHOOD STABILIZATION PROGRAM (NSP) PROGRAM INCOME (PI)**

*U.S. Department of Housing and Urban Development*

*Office of Community Planning and Development*

SUBJECT: Request to Transfer NSP Program Income

Transmittal of Request Approval 🞎 or Request Denial 🞎

Date: [insert date]

Dear [insert grantee official’s name]:

The [State] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_requests to transfer program income and/or future program income from NSP to the open Community Development Block Grant (CDBG) program for [name of sub-awardee] in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [all future program income]is 🞎 approved or 🞎 not approved for NSP [Appropriation 1, 2, or 3] grant number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If approval is indicated above, the grantee is authorized to proceed with the transfer action. HUD advises the grantee to consult with its local Field Office if the request was not approved.

If HUD approves the request, the grantee is to upload this letter to the Administrative Activity in the Action Plan module in the DRGR as documentation of HUD’s authorization. In addition, the grantee will note in its current Quarterly Performance Report (QPR): 1) HUD’s approval, 2) date of approval, 3) the amount of program income approved for transfer, and 4) the activity number(s) associated with the NSP activity (ies) that generated the program income. The NSP program income transfer is to be completed promptly after the date of receipt of HUD’s authorization. Following completion of the transfer, please email notification, including the Integrated Disbursement Information (IDIS) system program income receipt number for the receipted program income to your Community Planning and Development Representative. Please print and print and maintain a hard copy of this letter in NSP and CDBG program records.

If you have any questions, please contact your Community Planning and Development Representative [Name/Contact Information].

Sincerely,

[Reviewer]

[CPD Director]