

**The Neighborhood Stabilization Program
Tracking Panel:
OMB Clearance Package Appendix A**

Draft

October 9, 2012

Appendix A

NSP2 Evaluation: Grantee Data Collection Instrument

Tab 1. Instructions

This appendix contains the tool for reporting data on NSP2 activities.

- Tab 2 defines each of the requested data elements. Please review these definitions before completing the data entry worksheet.
- Tab 3 contains the data entry worksheet. Please complete this worksheet for each property where NSP2 activities occur.

Columns: Please complete a new column for each property where NSP2 activities occur. If more than one type of NSP2 activity occurs on a property (e.g. a property contains both demolition and land banking activities), only one column should be created for the property.

Property Characteristics: Please fill in the property characteristics for each property. The last set of variables in this category asks you to identify the type(s) of NSP2 activities that occurred on the property. If more than one NSP2 activity occurs, enter a 1 in the row for each NSP2 activity.

NSP2 Activity Variables: The remaining variables reflect the data elements that are specific to each type of NSP2 activity. Please enter the requested data for each variable associated with each activity that occurred on the property. For the activities that did not occur, you may leave these variables blank. (The boxes will be shaded gray unless you have entered a 1 for the associated activity flag to indicate that the activity occurred.)

Notes: Please use the Notes field to provide any additional information you would like the evaluation team to know about the data entered in Tab 3. In particular, if you have entered data that does not precisely reflect the Data Definition, please include an explanation in the Notes field.

Questions

Questions: If you have any questions about the data definitions or about how to complete the Data Entry tab, please contact the evaluation team member who sent you the data collection instrument. You may also contact [NAME] at [EMAIL].

Tab 2. Data Definitions

Property Characteristics	
Property Street Address:	Street address for the property. Standard format should be Number_Prefix_Street_Suffix, i.e. "1604 W Main St"
Property City:	As it would appear for mailing
Property Zip:	5 digit zip is acceptable
Acquisition Date:	Settlement date (or the date the property is otherwise acquired). N/A if property is not acquired
Acquisition Price:	Settlement price. The HUD 1 is likely the best source if paper documents are used. N/A if property is not acquired.
Acquisition Type:	Arms-length transaction, short sale, foreclosure sale, tax-delinquent foreclosure, bank-owned REO, or other
Previous Owner Type:	Private individual, bank/financial institution, non-financial private company/organization, public agency, non-profit organization, or other.
Multifamily flag:	1 if the property has 5 or more units; 0 if the property has 1-4 units.
Number of Units:	Number of units
Structure type:	Detached, duplex/townhome, apartment/condo
Lot size:	Preferably in square feet. If another measurement is used, please indicate so that we may standardize the data.
Floor Area:	Preferably in square feet. If another measurement is used, please indicate so that we may standardize the data.
Number of Bedrooms:	Number of bedrooms. If multifamily, list the range across units in the number of bedrooms (e.g. 1-3).
Year Built:	Preferably actual year of construction, as opposed to effective year built
Total Amount of NSP2 funds expended:	\$. The total amount of NSP2 funds expended on the property. This should be the sum of the NSP2 amounts reported for each activity type.
Rehab flag:	1 if NSP funds were used on this property for rehabilitation; 0 otherwise. A "1" here will open up the related data cells below.

Redevelopment flag:	1 if NSP funds were used on this property for redevelopment; 0 otherwise. A "1" here will open up the related data cells below.
Financing flag:	1 if NSP funds were used on this property for financing; 0 otherwise. A "1" here will open up the related data cells below.
Demolition flag: related data cells below.	1 if NSP funds were used on this property for demolition; 0 otherwise. A "1" here will open up the related data cells below.
Land banking flag:	1 if NSP funds were used on this property for land banking; 0 otherwise. A "1" here will open up the related data cells below.
Acquisition and Rehabilitation Data:	
NSP2 funds expended on acquisition:	\$. The total amount of NSP2 funds expended to support acquisition of the property. Exclude any funds spent on rehab.
NSP2 funds expended on rehab:	\$. The total amount of NSP2 funds invested in rehab of the property. Exclude any funds spent on acquisition.
Additional investments in rehab:	\$. Any additional non-NSP2 funds the organization has invested in rehab. N/A if NSP2 funds cover all rehab activities.
Rehab start date:	MM/DD/YYYY. Enter the date that rehabilitation/construction activities started.
Rehab end date:	MM/DD/YYYY. Enter the date that rehabilitation/construction activities were completed.
Sale or Rental:	Sale/rental. Enter rental if NSP2 organization will retain ownership of the property and rent the unit(s).
Post-rehab sale/rental date:	MM/DD/YYYY. Settlement date if property is sold. Date of lease/re-occupancy if property is rented. If multifamily, list the date that the first unit is sold/rented.
Post-rehab sale price: N/A if property has not been sold.	Settlement price. If multifamily, list the range across units in the sale price (e.g. \$78,000-\$110,000).
Buyer type:	Individual, public agency, non-profit, or private organization.
Buyer use:	Owner-occupancy, rental-occupancy, or other.
Redevelopment Data:	
NSP2 amount spent on acquisition:	\$. The total amount of NSP2 funds expended to support acquisition of the property. Exclude any funds spent on redevelopment/construction.
NSP2 amount spent on redevelopment:	\$. The total amount of NSP2 funds expended towards redevelopment/construction. Exclude any funds spent on acquisition.

Additional investments in development:	\$. Any additional non-NSP2 funds invested in redevelopment/construction. N/A if NSP2 funds cover all redevelopment/construction activities.
Redevelopment start date:	MM/DD/YYYY. Enter the date that redevelopment/construction activities started.
Redevelopment end date:	MM/DD/YYYY. Enter the date that redevelopment/construction activities were completed.
Sale or Rental:	Sale/rental. Enter rental if NSP2 organization will retain ownership of the property and rent the unit(s).
Post-rehab sale/rental date:	MM/DD/YYYY. Settlement date if property is sold. Date of lease/re-occupancy if property is rented. If multifamily, list the date that the first unit is sold/rented.
Post-rehab sale price:	Settlement price. If multifamily, list the range across units in the sale price (e.g. \$78,000-\$110,000). N/A if property has not been sold.
Buyer type:	Individual, public agency, non-profit, or private organization.
Buyer use:	Owner-occupancy, rental-occupancy, or other.
Financing Data:	
NSP2 amount spent on acquisition:	\$. The total amount of NSP2 funds expended to support acquisition of the property. N/A if property is not acquired.
NSP2 amount spent on financing:	\$. The total amount of NSP2 funds expended towards financing. Exclude any funds spent on acquisition.
Additional investments:	\$. Any additional non-NSP2 funds the organization has invested in the property. N/A if NSP2 funds cover all activities.
Closing date on financing:	MM/DD/YYYY. Settlement date for financing.
Type of financing:	Identify the type of financing provided (e.g. first mortgage, down payment assistance, shared-equity loan, etc.)
Amount of financing:	\$. Total amount of the loan/assistance.
Demolition Data:	
NSP2 amount spent on acquisition:	\$. The total amount of NSP2 funds expended to support acquisition of the property. Exclude any funds spent on demolition. N/A if property is not acquired (e.g. a nuisance demolition).
NSP2 amount spent on demolition:	\$. The total amount of NSP2 funds expended towards demolition. Exclude any funds spent on acquisition.

Additional investments in demolition:	\$. Any additional non-NSP2 funds the organization has invested in demolition. N/A if NSP2 funds cover all demolition activities.
Demolition start date:	MM/DD/YYYY. Enter the date that physical demolition activities started.
Demolition end date:	MM/DD/YYYY. Enter the date that physical demolition activities were completed.
<i>Land Banking Data:</i>	
NSP2 amount spent on acquisition:	\$. The total amount of NSP2 funds expended to support acquisition of the property. Exclude any funds spent on maintenance or other activities.
NSP2 amount spend on additional activities:	\$. The total amount of NSP2 funds expended towards maintenance or other activities on the property. Exclude any funds spent on acquisition.
Additional investments in maintenance:	\$. Any additional non-NSP2 funds the organization has invested in maintenance or other activities on the property. N/A if NSP2 funds cover all activities.
Land banking start date:	MM/DD/YYYY. N/A if this date is identical to the acquisition date.
Land banking end date:	MM/DD/YYYY. Enter the date of resale if applicable. N/A if the property has not been resold.

Tab 3. Data Entry

	Example Property	1	2	3	4	5
Property Street Address	<i>1234 W Main St.</i>					
Property City	<i>Springfield</i>					
Property Zip	<i>01010</i>					
Acquisition Date	<i>02/23/2011</i>					
Acquisition Price	<i>\$70,000</i>					
Acquisition Type	<i>Foreclosure Sale</i>					
Previous Owner Type	<i>Private Individual</i>					
Multifamily Flag	<i>0</i>					
Number of Units	<i>1</i>					
Structure Type	<i>Detached</i>					
Lot Size (pref in sq. ft.)	<i>13000</i>					
Floor Area (pref in sq. ft.)	<i>1700</i>					
Number of Bedrooms	<i>3</i>					
Year Built:	<i>1980</i>					
Total Amount of NSP2 \$	<i>\$94,877</i>					
Rehab Flag	<i>1</i>					
Redevelopment Flag	<i>0</i>					
Financing Flag	<i>0</i>					
Demolition Flag	<i>0</i>					
Land Banking Flag	<i>0</i>					
NSP2 funds expended on acquisition	<i>\$70,000</i>					
NSP2 funds expended on rehab	<i>\$24,877</i>					
Additional investments in rehab	<i>\$0</i>					
Rehab start date	<i>02/28/2011</i>					
Rehab end date	<i>04/13/2011</i>					
Sale or Rental	<i>Sale</i>					
Post-rehab sale/rental date	<i>04/27/2011</i>					

	Example Property	1	2	3	4	5
Post-rehab sale/rental price	\$94,870					
Buyer type	Individual					
Buyer use	Owner-occupancy					
NSP2 amount spend on acquisition						
NSP2 amount spent on financing						
Additional (non-NSP2) investments						
Closing Date on financing						
Financing type						
Amount of Financing						
NSP2 amount spent on acquisition						
NSP2 amount spent on redevelopment						
Additional investments in development						
Redevelopment start date						
Redevelopment end date						
Sale or Rental						
Post-development Sale/Rental Date						
Post-development Sale price						
Buyer Type						
Buyer Use						
NSP2 amount spend on acquisition						
NSP2 amount spent on demolition						
Additional investments in demolition						
Demolition start date						
Demolition end date						
NSP2 amount spend on acquisition						
NSP2 amount spent on additional activities						
Additional investments in maintenance						

	Example Property	1	2	3	4	5
Land banking start date						
Land banking end date						
Notes						

