



Attachment: C

**Neighborhood Stabilization Program
Closeout Checklist**

For the purposes of expediting the grant closeout process, HUD asks that applicants submit the following checklist.

Jurisdiction Name _____	Grant Number _____
Official Contact Name _____	Telephone Number _____
Email Address _____	Fax Number _____

1. NSP Activities

(i) Are any of the activities ineligible under the HERA, Recovery Act or Dodd-Frank Act (s) or published *Federal Register* Notices?

Yes No if yes, explain and specify which NSP program:

Explanation box

2. Expenditures

(i) Is there evidence that no more than 10 percent of the grant amount and program income earned was spent on administration and planning?

Yes No if no, explain: _

(ii) Is there evidence that 25 percent set aside requirement has been met?

Yes No if no, explain:

Explanation box

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3. Activities eligible and meet a national objective

(i) Do all activities meet a National Objective?



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- Yes No if no, explain:
- (ii) Is there evidence that 100 percent of the grant amount principally benefitted persons of low, moderate and middle income (individuals or families whose incomes do not exceed 120 percent of AMI)?
Yes No
- (iii) Did grantee use more than 10 percent of its NSP2/NSP3 grant for demolition activities?
Yes No N/A if yes, date(s) of waiver:
- (iv) Are all NSP-assisted homes occupied by income-eligible residents?
Yes No if no, explain:
- (v) Did all NSP-assisted rental units meet the "affordable rents" standards?
Yes No N/A if no, explain:
- (vi) Do all NSP assisted units have appropriate mechanisms in place to ensure compliance with the required minimum affordability period?
Yes No
- (vii) Do all rental projects meet the NSP proportional requirements of units occupied by income-eligible households or the CDBG criteria in 24 CFR 570.208(a)(3)?
Yes No N/A if no, explain:
- (viii) Does the grantee have property(s) still held in a land bank? (NSP properties can be land banked for a maximum of 10 years after closeout.)
Yes No If yes, are the properties logged into DRGR? Yes No
- (ix) Does the grantee have a feasible plan to obligate each property in a land bank for redevelopment?
Yes No N/A if no, explain:
- (x) Will the end use of the property still in a land bank meet a National Objective?
Yes No N/A if no, explain:
- (xi) Does the grantee still have unused funds held in a Loan Loss Reserve?
Yes No If yes, explain:
- (xii) **NSP2 only** - Did the grantee meet all energy efficiency improvement and sustainable development plans laid put in their application? (Factor 5 of the NSP2 NOFA included: green building standards, transit accessibility, re-use of cleared sites, deconstruction, sustainable development practices)
Yes No N/A if no, explain:
- (xiii) **NSP2 only** - Did the grantee work in all of the census tracts provided as part of its target area in its application or amended application?
Yes No if no, explain:
- (xiv) **NSP2 only** - Is there evidence that a NSP2 grantee has either returned a minimum of 100 abandoned or foreclosed homes back to productive use or otherwise eliminated or mitigated their negative effects on the stability of the target geography?
Yes No N/A if no, did the grantee do its due diligence?

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- (xv) **NSP3 only** - Did all gut rehabilitation or new construction of residential buildings up to three stories meet or exceed the Energy Star Qualified New Homes standard?
Yes No N/A if no, explain:

Explanation box



4. Program Income

- (i) Is there any program income on hand at the time the close out agreement is signed?
Yes No
- (ii) If yes, does the grantee understand that all rules and regulations that currently govern NSP Program Income will continue to apply to the funds on hand at the time of closeout?
Yes No

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5. Monitoring and Audits

- (i) Does the grantee currently have an audit being performed on its grant funds?
Yes No If yes, explain:
- (ii) Are there any open Audit Findings?
Yes No If yes, explain:
- (iii) Did the grantee monitor review and/or audit subrecipients, state grant recipients and/or developers?
Yes No If no, explain:
- (iv) Are there any open HUD monitoring findings?
Yes No If yes, explain:

Explanation box



6. Reporting

- (i) Within 90 days of the execution by HUD of the closeout certification, will the final quarterly performance report (QPR) in DRGR be current and accurate?
Yes No N/A If no, explain:
- (ii) Did the grantee report on the name, location, and contact information for the entity that carried out each activity?
Yes No If no, explain:
- (iii) Does the RAMPS data system, as applicable, indicate that the environment review is complete?
Yes No N/A If no, explain:
- (iv) Did the grantee maintain sufficient documentation about the purchase and sale amounts of each property to ensure compliance with applicable NSP regulations?
Yes No If no, explain:

Explanation box

7. Certifications

- (i) Did the grantee adhere to all of the following certifications included in their NSP Substantial Amendment or NSP2 NOFA application?
Yes No If no, explain:

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States and Entitlement:

- Affirmative Furthering Fair Housing
- Anti-displacement and Relocation Plan
- Anti-lobbying
- Authority of jurisdiction or State
- Consistency with Plan
- Acquisition and Relocation
- Section 3
- Citizen Participation
- Following a Plan
- Use of Funds
- Excessive Force
- Compliance with anti-discrimination laws



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- Compliance with lead-based paint procedures
- Compliance with laws
- Continued affordability

Nonentitlement Local Governments or Nonprofit, Consortium (Not Led By an Entitlement Community):

- Affirmative Furthering Fair Housing
- Anti-displacement and Relocation Plan
- Anti-lobbying
- Authority of jurisdiction
- Consistency with Plan
- Acquisition and Relocation
- Section 3
- Citizen Participation
- Following a Plan
- Use of Funds
- Excessive Force
- Compliance with anti-discrimination laws
- Compliance with lead-based paint procedures
- Compliance with laws
- Continued affordability

Explanation box

GRANTEE

By: _____
Type name/ Grantee Authorized Representative's Signature

Date
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