



U.S. Department of Housing and Urban Development  
Community Planning and Development

**Attachment: C**

**Neighborhood Stabilization Program  
Closeout Checklist**

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

|                                    |                               |
|------------------------------------|-------------------------------|
| <b>Jurisdiction Name</b> _____     | <b>Grant Number</b> _____     |
| <b>Official Contact Name</b> _____ | <b>Telephone Number</b> _____ |
| <b>Email Address</b> _____         | <b>Fax Number</b> _____       |

**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 wavier:
- (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



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**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      | <input type="checkbox"/> |
| Anti-displacement and Relocation Plan    | <input type="checkbox"/> |
| Anti-lobbying                            | <input type="checkbox"/> |
| Authority of jurisdiction or State       | <input type="checkbox"/> |
| Consistency with Plan                    | <input type="checkbox"/> |
| Acquisition and Relocation               | <input type="checkbox"/> |
| Section 3                                | <input type="checkbox"/> |
| Citizen Participation                    | <input type="checkbox"/> |
| Following a Plan                         | <input type="checkbox"/> |
| Use of Funds                             | <input type="checkbox"/> |
| Excessive Force                          | <input type="checkbox"/> |
| Compliance with anti-discrimination laws | <input type="checkbox"/> |



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|                                             |                          |
|---------------------------------------------|--------------------------|
| Compliance with lead-based paint procedures | <input type="checkbox"/> |
| Compliance with laws                        | <input type="checkbox"/> |
| Continued affordability                     | <input type="checkbox"/> |

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

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

Explanation box

**GRANTEE**

By: \_\_\_\_\_  
Type name/ Grantee Authorized Representative's Signature

\_\_\_\_\_  
Date  
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