

## CPD Staff Review Guide Worksheet

### DRGR Action Plan

1. Does the NSP Grantee have a DRGR drawdown Request User and a DRGR drawdown Approve User?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Is the NSP Action Plan Status awaiting review?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Are the Disaster Damage (Areas of Greatest Need, Method of Distribution, NSP eligible uses/CDBG eligible activities, project dates and duration of assistance, locations, responsible organizations) and Recovery Needs (activity descriptions, budget, and performance measures) narrative summaries substantially similar to the HUD approved NSP Action Plan?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Are the amounts Budgeted for Projects and Activities consistent with the Grantee's program design?

a) Does the total amount budgeted for Projects in DRGR equal the NSP grant amount?

Yes \_\_\_\_\_ No \_\_\_\_\_

b) Has the Grantee made all of its planned sub-awards?

Yes \_\_\_\_\_; then does the total amount budgeted for Activities in DRGR equal the NSP grant amount? Yes \_\_\_\_\_

No \_\_\_\_\_; then has the Grantee established Activity budgets for all activities that the Grantee will carry out directly and all of the sub-awards that have been made to date? Yes \_\_\_\_\_

5. Has the NSP Grantee identified enough DRGR Activities to show:

a) Every Responsible Organization that will be Carrying Out an Activity?

Yes \_\_\_\_\_ No \_\_\_\_\_

b) Every National Objective that is met by an Activity? (LMMI – low, moderate, middle income households; LH-25 –household income does not exceed 50% of AMI)

Yes\_\_\_\_\_ No\_\_\_\_\_

c) Every DRGR Activity Type that will be used to carry out a corresponding NSP Eligible Use?

Yes\_\_\_\_\_ No\_\_\_\_\_

d) Every multifamily property that will be funded by NSP?

Yes\_\_\_\_\_ No\_\_\_\_\_

6. Has the NSP grantee established an Activity for Planning and Administrative expenses and assigned the correct National Objective, which is designated N/A?

Yes\_\_\_\_\_ No\_\_\_\_\_

7. Is the NSP Action Plan information entered into DRGR consistent with HUD approved NSP Action Plan?

Yes\_\_\_\_\_ No\_\_\_\_\_

(If No, has the grantee amended its NSP Action Plan?)