

NSP Quarterly Status Report Instructions:

Section 2: Quarterly Progress Report

I. REPORTING REQUIREMENTS

Neighborhood Stabilization Program (NSP) recipients are required to submit quarterly progress reports to Commerce. This information will be used to compare actual performance to the implementation schedule and budget targets established in the Sub-grantee Allocation Agreement. The Department will provide technical assistance to recipients in the preparation of the reports and will offer follow-up assistance to recipients whose reported performance may be lagging.

The information requested in the NSP Quarterly Progress Report is critical to the State's own reporting requirements. Each quarter the Department is required to submit a Performance Evaluation Report on the Disaster Recovery Grant Reporting (DRGR) system to the U.S. Department of Housing and Urban Development (HUD) consisting of financial and performance data related to the State's total grant allocation. By aggregating data from all recipients, the Department is able to meet this requirement. The data is also useful for evaluation purposes, allowing the Department to measure accomplishments in relation to overall program goals.

In addition to serving the Department's need, the cost, accomplishment, and beneficiary data developed for reporting purposes supports program and financial monitoring by local officials and administrators. Based on a clear definition of current status, resources may be reallocated to achieve objective; staff assignments may be clarified; and closer supervision of grant sponsored contractors may be provided.

Recipient reports shall be developed as of the following dates:

March 31
June 30
September 30
December 31

and submitted in accordance with the reporting schedule established in the Sub-Grantee Agreement. Reports are due at the Department offices within ten days after the established report submission deadline.

Top Portion: left to right

- County/City of: Enter name of NSP sub-grantee.
- Grant#: Enter assigned NSP grant number.
- Total NSP Grant: Enter total dollar amount of NSP grant.
- Total Local Funds: Enter total dollar amount of Local funds.

Second line:

- Chief Elected Official: Enter name of official (Mayor/Chairperson, etc).
- Contract Start Date: Enter commencement date on NSP contract.
- Total NSP Expended: Enter dollar amount of NSP funds spent to date.
- Total Local Expended: Enter dollar amount of Local funds spent to date.

Third Line:

- Report #: Enter number.
- Contract End Date: Enter contract end date.

Fourth Line:

- Qtr Ending Date: Enter end date of Quarter period.

Bottom Portion: left to right

- A. Physical Address: the physical address of the property
- B. Apt / Unit #: Unit number of any multi-family properties
- C. City: City
- D. ST: State
- E. Zip: 5 digit zip code
- F. LMMA < 50%: Select from Drop Down Box
 - a. Yes
 - b. No
- G. Start Date:
 - a. Start date of each activity
- H. Completion Date:
 - a. Enter completion date of activity
- I. Bid Date:
 - a. If a contractor is used, provide the bid deadline.
- J. Contractor: Enter name of contractor if applicable
- K. DBE: Disadvantaged Business Enterprise: Select from Drop Down Box
 - a. Yes
 - b. No
- L. Type of Activity: Select from Drop Down Box
 - a. Financing mechanisms
 - b. Purchase & Rehab House
 - c. Land Banking and Relocation
 - d. Demolition
 - e. Redevelop Demo/Vacant Property
- M. Financing\$: Enter dollar amount spent on financing property.
- N. Appraisal\$: Certified appraised value of property.

- O. Purchase\$: Enter amount of original purchase price.
- P. Discount%: The Discount % of the purchase price below the appraised price.
- Q. Rehab\$: Enter amount of dollars spent on rehabilitation
- R. LBP\$: Enter dollar amount spent on Lead based paint abatement.
- S. Land Bank\$: Enter dollar amount spent on land banking.
- T. Relocation\$: Enter dollars spent on relocation due to land banking or purchase and rehab
- U. Demo\$: Enter amount of dollars spent for demolition of property-not to exceed 10% of allocation.
- V. Redevelop\$: Enter amount of dollars spent on redevelopment of demolished or vacant properties.
- W. Admin\$: Administration cost NOT to exceed 7%.
- X. Resell\$: Enter amount of listed sale price.
- Y. Discount\$: Enter total cost in property-less the resell price.
- Z. Rental\$: If the property is not resold, what is the rent for the unit/property?
- AA. Name: Name of Head of Household.
- BB. Race & Ethnicity: drop down screen.

1. White
2. Black/African American
3. Asian
4. American Indian/Alaskan Native
5. Native Hawaiian/Other Pacific Islander
6. American Indian/ Alaskan Native & White
7. Asian & White
8. Black/African American & White
9. American Indian/Alaskan Native & Black/African American
10. Other Multi Racial
11. Non-Hispanic

AA. Age: Age of Head of Household.

BB. Female HOH?: Female Head of Household-drop down

- a. Yes

b. No

CC. Total Beneficiaries: Enter total # in household.

DD. # of Children under 6: Enter number of children in household under the age of six.

EE. # of Disabled: Enter number of disabled in household.

FF. Household Qualification Status: drop down

a. LMMH < 120%

b. LMMH < 50%

c. LMMC < 120%

d. LMMC < 50%