­­­ **NDR[[1]](#footnote-2) DRGR Action Plan Review Checklist**

|  |  |
| --- | --- |
| **Name of Grantee:** | |
| **Disaster Recovery Grant Amount:** | |
| **Disaster Recovery Grant Number:** | |
| **Reviewer(s):** | |
| **Program Manager:** | |
| **HUD Office:** | |
| **Date Performed:** | |
| \_\_ Satisfactory \_\_ Unsatisfactory | \_\_ See Attached Comments |
| If applicable, recommend approval to draw down Disaster Recovery CDBG grant funds based on key (**\*)** items:       [insert yes, no, or n/a]  CPD Staff\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  CPD Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**USER AUTHORIZATIONS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Does the grantee have at least one [DRGR Grantee Administrator] able to certify other users and assign them to grants? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Does the grantee have at least one DRGR user with [Drawdown Request] authorization? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Does the grantee have at least one DRGR user with [Drawdown Approve] authorization? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Does the grantee have at least one DRGR user with [User Profile Request] authorization? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Does the grantee have at least one DRGR user with [Submit Action Plan] authorization? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Does the grantee have at least one DRGR user with [Submit QPR] authorization? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| **Comments:** | |
|  | |

**GRANT LEVEL REVIEW**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Does the Action Plan include an [Executive Summary], [MID-URN], and [Key Partner] narratives that adequately updates the grantees competition application to reflect projects funded by HUD and agreed upon within the grant agreement? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Are the project budgets in the DRGR Action Plan consistent with the program budgets identified in the grantee’s Grant Agreement Terms and Conditions, Appendix A? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Has the grantee estimated any expected program income and-or revolving loan funds? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Does the total amount budgeted for projects equal the LOCCS Authorized Amount (and estimated program income or revolving loan funds, if applicable)? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Does the total amount budgeted for activities within each project equal the total project amount? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Has the grantee established program income accounts for any organizations that will be allowed to retain program income and-or designated any revolving loan funds using the DRGR project screen, if applicable? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Do budgets for planning and administrative expenses fall under the applicable caps (5 percent Admin, 20 percent Admin and Planning) unless the grantee was provided a waiver? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Has the grantee selected [NA] as the national objective for all planning and administrative activities? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Do budgets for low- and moderate-income activities meet the required threshold of >50 percent for the overall spending targets unless the grantee was provided a waiver? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| **Comments:** | |

**PROJECT AND ACTIVITY LEVEL REVIEW**

|  |  |
| --- | --- |
| 1. Does the DRGR Action Plan contain projects and activities for each of the following NDR funded projects or commitments, as applicable? (see CDBG-NDR: DRGR Action Plan Set-up Guidance on the HUD Exchange) |  |
| 1. CDBG-NDR funded projects (NDR) | |  |  | | --- | --- | |  |  | | **Yes** | **No** | |
| 1. Long-term Commitment Projects (LTC) | |  |  | | --- | --- | |  |  | | **Yes** | **No** | |
| 1. Supporting Leverage Projects (SL) | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Outcome Values Projects (OV) | |  |  | | --- | --- | |  |  | | **Yes** | **No** | |
| 1. Do the Project and Activity Titles or Numbers include a reference to the term ‘NDR’ for CDBG-NDR projects, ‘LTC’ for Long-Term Commitment, ‘SL’ for Supporting Leverage, or ‘OV’ for Outcome Value, as applicable? (see CDBG-NDR: DRGR Action Plan Set-up Guidance on the HUD Exchange) |  |
| 1. CDBG-NDR funded projects (NDR) | |  |  | | --- | --- | |  |  | | **Yes** | **No** | |
| 1. Long-term Commitment Projects (LTC) | |  |  | | --- | --- | |  |  | | **Yes** | **No** | |
| 1. Supporting Leverage Projects (SL) | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Outcome Values Projects (OV) | |  |  | | --- | --- | |  |  | | **Yes** | **No** | |
| 1. Do all NDR, SL, and OV projects and activities have an end date that do not exceed September 30, 2022 and does the LTC project and activities have an end date the does not exceed January 31, 2017? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Do all NDR, SL, and OV projects and activities have a [Project Draw Block by HUD] that do not exceed September 30, 2022 and does the LTC project and activities have a [Project Draw Block by HUD] the does not exceed January 31, 2017? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| **Comments:** | |

**ACTIVITY LEVEL REVIEW**

Answer the following questions for all DRGR activities. Questions related specifically to ‘NDR’ CDBG-NDR activities, ‘LTC’ Long-Term Commitment activities, ‘SL’ Supporting Leverage activities, and ‘OV’ Outcome Value activities are listed separately.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. If a program will be implemented using multiple responsible organizations, has the grantee created separate activities for each responsible organization that will be carrying out a program? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. If a program will be implemented using multiple national objectives, has the grantee created separate activities for each national objective used? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Has the grantee identified every DRGR activity type that will be used to carry out a corresponding eligible use, as listed in the competition application and agreed upon by HUD within the grant agreement? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| **Comments:** | |
|  | |

**NDR - INFRASTRUCTURE ACTIVITIES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Do all infrastructure of public facilities activities include GIS coordinates? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. If infrastructure or public facilities activities are classified as area benefit, does the grantee correctly identify the service area of each activity by showing the number of persons which the activity is available to be based on ACS data or survey data? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Do all area benefit activities classified under the low- and moderate-income national objective show the required proportion of low- and moderate-income persons (e.g. >50 percent, unless an exception grantee)? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Do all infrastructure and public facilities activities include other appropriate non-beneficiary performance measures (e.g. number of linear feet of public improvement or public facilities)? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Is the [Number of Elevated Structures] performance measures included in applicable activities? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. If applicable, do activities include direct leverage amounts, at minimum, as listed in the grantee’s grant agreement? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Comments:** | |
|  | |

**NDR - HOUSING ACTIVITIES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Are all housing activities classified as direct benefit activities? Do they include proposed beneficiaries such as number of households assisted by income level? Do the activities include other appropriate non-beneficiary performance measures such as the projected number of housing units? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Does each activity include the proposed number of renter or owner households and the proposed number of single family or multifamily housing units? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Does the sum of proposed renter or owner households equal the total proposed number of households, and the sum of proposed single family or multifamily housing units equal the total proposed number of housing units? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Does the total proposed number of households equal the total proposed number of housing units for each activity? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Is the [Number of Elevated Structures] Performance Measure included in applicable activities? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Has the grantee selected [Number of Substantially Rehabilitated Units] as a measure for activities under Rehabilitation or Reconstruction of Residential Structures activity type? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Is every NDR-funded multifamily housing complex listed as a separate activity? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. If applicable, do activities include direct leverage amounts, at minimum, as listed in the grantee’s grant agreement? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Comments:** | |
|  | |

**NDR - BUYOUT ACTIVITIES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Are all buyout activities classified using the “buyout” activity type in DRGR? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. If the low- and moderate-income national objective is selected, has the grantee consulted with HUD to ensure all requirements of the HCD Act and applicable regulatory criteria described in the Federal Register will be met? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. If applicable, do activities include direct leverage amounts, at minimum, as listed in the grantee’s grant agreement? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Comments:** | |
|  | |

**NDR - ECONOMIC ACTIVITIES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. If economic development activities are classified as direct benefit activities, does the grantee include the proposed number of businesses assisted or jobs created or retained by income level? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. If economic development activities are classified as area benefit activities, does the grantee correctly identify the service area of each activity by showing the number of persons which the activity is available based on census data or survey data? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Are [Activity Description] and [Location Description] narrative adequate for each activity? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Is the [Number of Elevated Structures] Performance Measure included in applicable activities? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. If applicable, do activities include direct leverage amounts, at minimum, as listed in the grantee’s grant agreement? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Comments:** | |
|  | |

**LTC - LONG-TERM COMMITMENTS ACTIVITIES**

|  |  |
| --- | --- |
| 1. Is there a separate long-term commitment activity for each long-term commitment agreed upon by the grantee and HUD? |  |
| **Comments:** | |
|  | |

**SL - SUPPORTING LEVERAGE ACTIVITIES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. If applicable, does the action plan include supporting leverage activities as listed in the grantee’s grant agreement? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Do supporting leverage activities include budget amounts, at minimum, as listed in the grantee’s grant agreement? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Comments:** | |
|  | |

**OV - OUTCOME VALUE ACTIVITIES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Does the action plan include at least one quantitative outcome value activity for each of the following categories? | |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | |
| * 1. Resilience | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| * 1. Environmental | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| * 1. Social | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| * 1. Economic Revitalization | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Did the grantee only select the NDR performance measures agreed to by HUD? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. If the grantee included qualitative outcome value activities, does each qualitative outcome value include a “Percent Progress” measure? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Does each outcome value activity narrative indicate whether the outcome value activity is associated with the overall NDR effort, a CDBG-NDR funded project, a Long-Term Commitment, or a Supporting Leverage project? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Baselines[[2]](#footnote-3). Does each outcome value activity narrative include the following for each performance measure in the activity narrative: | |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | |
| * 1. A description of the baseline (e.g. Median Home Values | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| * 1. The baseline value (e.g. $200,000) | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| * 1. The frequency each performance measure will be reported in the QPR (e.g. quarterly, annually) | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| 1. Does each outcome value activity performance measure contain a projected value (e.g. $230,000)?[[3]](#footnote-4) | |  |  | | --- | --- | |  |  | | **Yes** | **No** | |
| 1. Is there at least one outcome value measure associated with each CDBG-NDR-funded project and each Long-Term Commitment activity? | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** |  | |
| **Comments:** | |

1. For additional information, please refer to the *Federal Register* Notice published on June 7, 2016 and the CDBG-NDR: DRGR Action Plan Set-up Guidance. Both can be found here: https://www.hudexchange.info/programs/cdbg-dr/resilient-recovery/ [↑](#footnote-ref-2)
2. A *baseline* is the value of the performance measure at or near the time of the NDR application submission (e.g. “median home values were $200,000 at the time of the NDR application submission”). The first baseline value must be entered in the *Actual* field in the QPR, and must be updated in the QPR at the frequency described in the activity narrative. [↑](#footnote-ref-3)
3. A projection is the ultimate goal of the performance measure (e.g. due to the NDR investment, median home values are expected to rise to $230,000”). [↑](#footnote-ref-4)