Georgia Department of Community Affairs (DCA)
NSP Closeout Readiness Checklist

Grantee: _____   Completed by: _____

Grant Number: _____   Phone Number: _____

Date Complete: _____   Email Address: _____

To determine if your NSP grant is ready for Closeout, the completion of this Closeout Readiness Checklist is required. You must answer the six questions below, and return the **completed** checklist to DCA. If you answer "no" to any question, an explanation is required. Space has been provided for comments. Please refer to the DCA NSP Closeout Manual for checklist completion guidance. If you have any questions during the process of completing this form, please contact the NSP Program Manager at 404-679-0629.

1. Has an amount equal to 100% of your original NSP award been expended on NSP-eligible properties? (Can be a combination of both Treasury Funds and Program Income Funds.)

   _____ Yes   _____ No

   If no, please explain:

2. Have all projects assisted by NSP funds (Treasury Funds and/or Program Income Funds) met a National Objective?

   _____ Yes   _____ No

   If no, please explain:

3. Has an amount equal to at least 25% of the original grant amount and program income been spent on housing individuals at or below 50% of the Area Medium Income?

_____ Yes   _____ No

If no, please explain:

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4. Do all NSP properties have mechanisms in place (such as liens) to ensure continued affordability?

_____ Yes   _____ No

If no, please explain:

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5. Are your project and financial files in order, and do they tell a complete and accurate story?

_____ Yes   _____ No

If no, please explain:

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6. Are you up-to-date on the submission of all Quarterly Performance Reports (QPRs) and other required reporting to DCA?

_____ Yes   _____ No

If no, please explain:

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If you have any further questions/comments, please include them below:

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Please submit the **completed** checklist to DCA via email to NSP.biz@dca.ga.gov; or if you prefer to send by mail, please forward to:

Georgia Department of Community Affairs
ATTN: NSP Office
60 Executive Park South, NE
Atlanta, GA 30329

DCA Office Use Only

Date Received: _____   Reviewed By: _____   Review Date: _____

Grantee Ready for Closeout: ___ Yes   ___ No   Closeout Review Scheduled: _____