

NSP– Program Income Set-Up and Draw Checklist for Subrecipient Activities

Contract Administrator (CA):		PI Reservation Agreement Number:	
CA Contact Name:		CA Contact Phone:	
CA Contact email:			
<p><i>Incomplete Set-Up and Draw packets will NOT be processed; they will be returned to Contract Administrator and must then be resubmitted to NSP with ALL required information and support documentation. Disapproved electronic Set-Up and Draw requests remaining in the TDHCA Housing Contract System (HCS) for 10 or more days will be placed into "Pending" status by the NSP Program Specialist. The CA is responsible for follow-up on all Disapproved and Pending electronic requests.</i></p>			

Physical Address of NSP Property:	Street:			
	City:			
	Zip:			

NSP1 Activity Number		Activity Type	<input type="checkbox"/> Rehabilitation
NSP-PI Activity Number			<input type="checkbox"/> New Construction

Household AMFI Classification: 0% to 50% >50% to 120%

PI Activity Budget

Set-Up Draw 1 Final Draw

Description -Total costs incurred for setup or costs incurred for this draw	Amount
Closing Costs – Attach final executed HUD-1 Settlement Statement	
Unreimbursed construction costs – Attach invoices and proof of payment	
Activity Delivery Costs – Attach invoices and proof of payment	
Total	

Itemization of costs incurred for setup or costs incurred for this draw is attached

Contract Administrator's Certification: In accordance with the requirements of the NSP Program, I have reviewed, verified, and confirmed the information provided herein. I hereby certify: (1) the information provided herein is true and correct; (2) Administrator has been determined eligible to participate in the NSP Program; (3) in the event any condition affecting Administrator's eligibility to participate in the NSP Program changes, I will immediately notify the Department of such change(s)

Signature of Contract Administrator _____
Date

FOR TDHCA USE ONLY

DRGR Code	
Amount	
NSP Performance Specialist Signature	Date