



**Department of  
Development**

Ted Strickland, Governor  
Lee Fisher, Lt. Governor

Lisa Patt-McDaniel, Director

November 29, 2010

TO: Ohio Neighborhood Stabilization Program 1 and 2 Award Recipients  
FROM: Michael A. Hiler, Office Chief, Office of Housing and Community Partnerships  
SUBJECT: Request for Payment and Status of Funds (DS5) Processing Timeline

As you may know, the Office of Housing and Community Partnerships (OHCP) is required to input the Ohio Neighborhood Stabilization Program 1, 2 and 3 obligations, expenditures, drawdowns, and accomplishments into the U.S. Department of Housing and Urban Development's Disaster Recovery and Grant Reporting (DRGR) System. The system identifies action plan activities and link budgets and performance goals to those activities.

Every quarter, the DRGR System is closed for a period of time to generate a report for Congress. During that period, the system is inaccessible to OHCP, which delays the issuance of draw reimbursements to Ohio's NSP 1, 2 and 3 award recipients.

Therefore, to ensure timely processing of NSP Request for Payment and Status of Funds (DS5) forms submitted to OHCP, it is imperative that Ohio NSP 1, 2 and 3 award recipients be cognizant of the following draw request processing timelines:

<b>Draw Submission Date</b>	<b>Approximate Processing Time</b>
July 11-September 19	2-3 weeks
September 20-October 10	4-5 weeks
October 11-December 19	2-3 weeks
December 20- January 10	4-5 weeks
January 11-March 19	2-3 weeks
March 20-April 10	4-5 weeks
April 11-May 31	2-3 weeks
After June 1-July 10	6 weeks*

\*The processing time is effected not only by the DRGR System, but also by the end of the state fiscal year shut down.

Questions regarding the processing time for Ohio NSP DS5s should be directed to Lori Jordan, OHCP Fiscal Grant Management Section Manager, by telephone at (614) 466-6980 or by e-mail at [Lori.Jordan@development.ohio.gov](mailto:Lori.Jordan@development.ohio.gov).

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*[Signature]*