

Attachment A - Annual Program Income Statement – things to look for:

- ✓ All State Recipient contractors must file an Attachment A (Annual Program Income Statement) even if:
 - They did not receive any Program Income (PI) or Recaptured Funds (RF) this Reporting Period and have a zero starting and ending balance, or
 - All of the HOME Recipient's Standard Agreements have expired.
- ✓ The current APR forms **must** be used, as they have been significantly revised.
- ✓ Ensure that the **beginning** PI and RF balances (for both activity and admin) are consistent with last year's APR's ending balances, and that the **ending** balances are consistent with your most recent ***Quarterly PI Statement's*** ending balances.
- ✓ No more than 10% of PI received may be retained for admin funds.
- ✓ On page 1, if you have nothing to report in any given field, do **not** leave it blank; please click on the checkbox for the area highlighted in yellow and the blank fields will auto-populate with zeros.
- ✓ Do not list negative PI.
- ✓ Discuss any large balances of PI with your HOME Representative to determine when and how it will be expended because activity-specific General Setup Conditions may be needed regarding program guidelines, borrower application templates, NEPA, etc.
- ✓ For PI/RF-only projects, make sure you complete page 2. **All** fields in each column must be completed (*please disregard column 1*).
- ✓ On page 2, ensure that column 9 "***Is the Project Completed?***" is marked "***yes***" or "***no***". If you indicate that a project has been completed, make sure that the project address has transferred to column 1 on page 3.
- ✓ All demographic data must be entered on page 3 for each project.
- ✓ On page 3, for **FTHB projects**, the "***Total HOME PI/RF Amount***" (column 2) for (completed) PI/RF-only units must match the "***Total Expenditures***" (column 7) on page 2, of the PI Report.
- ✓ On page 3 in the "Household Data" section, **Monthly** Gross Income should be reported (not yearly).