

APPENDIX B

NSP Program Income Monitoring Checklist

Grantee/Subrecipient: _____

Date of Monitoring: _____

Monitoring Staff: _____

Project/Activity Name: _____

Funding Source(s): NSP1 NSP2 NSP3

Program Income Activity ID: _____

SECTION 1: GENERAL PROGRAM INCOME COMPLIANCE

Item	Question	Yes	No	N/A	Comments/Findings
1.1	Has the organization received any program income since the closeout of NSP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Is there a written policy/procedure for managing program income?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Has program income been correctly identified and reported as NSP PI?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Is PI tracked separately from other federal/non-federal funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Is the PI deposited into an authorized and interest-bearing account (if required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Is PI being used before drawing down additional NSP funds from DRGR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	Are DRGR reports accurately reflecting PI receipts and uses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 2: RECEIPT & ACCOUNTING OF PROGRAM INCOME

Item	Question	Yes	No	N/A	Comments/Findings
2.1	Are program income sources documented (e.g., property sales, loan repayments, rents)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item	Question	Yes	No	N/A	Comments/Findings
2.2	Are PI receipts supported by documentation (e.g., HUD-1, closing statements, bank statements)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Are accurate records of all PI maintained in a centralized ledger or system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Are interest earnings on PI also tracked and used according to NSP rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	Are written agreements in place for any third-party administrators or developers who may generate PI?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



SECTION 3: USE OF PROGRAM INCOME

Item	Question	Yes	No	N/A	Comments/Findings
3.1	Is PI being used for eligible NSP activities only (as defined by 24 CFR 570.201-206)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Are expenditures consistent with approved Action Plan and activity descriptions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Are environmental reviews completed before obligating or spending PI?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Are contracts and procurement processes in compliance with applicable federal requirements (e.g., 2 CFR Part 200)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Has PI been used in the correct order of expenditure (i.e., before regular NSP funds)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



SECTION 4: RECORDKEEPING & FILE MAINTENANCE

Item	Question	Yes	No	N/A	Comments/Findings
4.1	Are complete and organized PI records maintained for at least 5 years after the end of affordability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Are PI transactions supported by source documentation (e.g., receipts, invoices, bank records)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Are financial records periodically reconciled with the general ledger?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Are DRGR system records aligned with internal financial tracking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 5: AFFORDABILITY, MONITORING & COMPLIANCE

Item	Question	Yes	No	N/A	Comments/Findings
5.1	If PI was used for housing activities, are affordability restrictions in place and monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Are resale/recapture provisions being enforced and tracked properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Are tenant incomes verified annually for rental units assisted with PI?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4	Are compliance monitoring visits conducted at least annually or per internal policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.5	Are any compliance issues corrected in a timely manner and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 6: MONITORING SUMMARY & RECOMMENDATIONS

Summary of Findings:

Corrective Actions Required:

Yes No

If Yes, describe required actions and timelines:

Follow-Up Date Scheduled: _____

Signature – Monitor:

Name: _____

Title: _____

Date: _____

Signature – Grantee/Subrecipient:

Name: _____

Title: _____

Date: _____