

Prohousing Incentive Program

Annual Supplemental GAAP Report Instructions

Per Generally Accepted Accounting Principles (GAAP), the California Department of Housing and Community Development (HCD) must report accrued grant amounts owed, even if HCD has not been invoiced, and reduce advance amounts outstanding on a fiscal year (FY) basis.

This report is applicable to the Prohousing Incentive Program (PIP) Standard Agreements executed any time before the reporting FY end. This report is due to the PIP team by May 31 prior to the end of each FY until the agreement expires.

Expenditure records requested in this report are for grant expenses occurring only during the reporting FY. Estimated expenditures are permitted. Not all Sections may be required. Review the instructions below carefully to determine applicability and how to complete each Section.

Section 1 - Details

Specify the fiscal year reporting period, grant details as shown on the latest executed Standard Agreement, grantee contact person information, and date.

Section 2 – Outstanding Advance

This section should be completed if you received PIP funds in the form of an advance at any time, AND those funds were not fully expended by FY end.

Check the Not Applicable box if: (A) No advance funding was received at any time, OR (B) All advance funding received was expended by the report date.

If this section should be completed, input the total expenses occurring during the FY for grant funds disbursed/received in advance.

For **Section 3-A** and **Section 3-B**, only one Section may apply. Where one Section applies, the Not Applicable box should be checked for the other.

Section 3-A – Liability

This section should be completed if you have received PIP funds in the form of a reimbursement any time by the report date. Check the Not Applicable box if no grant reimbursements have been received by the report date.

If this section should be completed, input the total amount of grant expenses accrued during the FY not reimbursed by HCD (even if \$0.00 estimated).

Section 3-B – Equal Liability to Costs

This section should be completed if you have not received any PIP funds in the form of a reimbursement by the report date. Check the Not Applicable box if you have received at least one grant reimbursement at any time by the report date.

If this section should be completed, input the total amount of expenses accrued during the FY (even if \$0.00 estimated).

Complete the form on the next page, and email the form by May 31 to the PIP team at PIPreimbursements@hcd.ca.gov as an email attachment. Please contact the PIP team at the same email address if you have any questions.

PIP Annual Supplemental GAAP Report

Section 1 – Details

For Fiscal Year:	July 1, _____ to June 30,
Grantee Name:	
Agreement Number:	
Maximum Grant Amount:	\$
Contact Person Name:	
Contact Person Phone Number:	
Contact Person Email Address:	
Report Date:	

Section 2 – Outstanding Advance

If funds were disbursed/received in advance, input expenditures during the FY.

Total expenditures for advances disbursed/received during the FY:	\$
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☐ Not Applicable.

Section 3-A – Liability

If a reimbursement has been received, input FY expenditures not reimbursed.

Expenditures accrued during the FY:	\$
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☐ Not Applicable.

Section 3-B – Equal Liability to Costs

If no reimbursement has been received, input FY expenditures for later invoice.

Expenditures accrued during the FY:	\$
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☐ Not Applicable.