



NOP Subsidy Request Instructions – Input cells are blue

Complete site information (rows 5 through 22)

Income

Rental Income section – Rows 25-53

Use the drop-down list in cell N25 to select each month

List NOP unit numbers starting in cell K 27

Select type of NOP subsidy (Permanent Supportive Housing or Family Housing) for each unit from drop down box in column L.

If utility allowance is part of Tenant Rent, input for each unit in column N

Input the Tenant Rent in column O

Input any rental subsidy received specific to the unit in column P (Voucher, RoadHome)

Repeat above for additional months in the requisition period (Row 25, Column U, Column AA)

Other Income – Rows 55-61

Record any other income for the entire requisition period– with description and amount

Expenses

Operating Expenses – Line 85- 125

Input operating expenses in same order as your General Ledger / Backup

Use one line per GL Account (do not combine)

List type of expense, account number, and amount

Debt Service – Use Line 66 for entire requisition period –if not in operating expenses

Other Expenses – Use line 67 for entire requisition period (Provide Backup!)

If there are any variances between GL and expenses listed, use Line 131-132 to describe

See line 134-139 regarding change in NOP units and complete if appropriate.

Submitting requisition

Input preparer's name and date of submission.

Save the excel file with unique name.

SUBMIT EXCEL FILE to NOP@rihousing.com –

Print a copy for your own records if you desire – no need to send hard copy or scanned version to RIHousing.

NOTE: This form has protected formulas. If you have questions, please email NOP@rihousing.com and you will be contacted.