

COC-Y Program Request for Reimbursement (RFR) Required Supporting Documentation

Purpose and Accountability

The Supporting Documentation Guide establishes documentation standards for Subrecipients receiving funds under the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program, as administered by the Regional Task Force on Homelessness (RTFH).

The purpose of this guide is to streamline documentation submission requirements while ensuring full compliance with all applicable federal regulations, including 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 24 CFR Part 578 (Continuum of Care) program.

Regulatory Framework

The following regulations provide the foundation for RTFH's documentation and reimbursement requirements:

- 2 CFR § 200.302 – Financial Management
- 2 CFR § 200.403–405 – Allowable, Allocable, and Reasonable Costs
- 2 CFR § 200.430 – Compensation for Personal Services
- 2 CFR § 200.431 – Fringe Benefits
- 2 CFR § 200.332(d) – Subrecipient Monitoring and Risk Assessment
- 2 CFR § 200.334 – Record Retention
- 24 CFR § 578.75 – Housing Quality Standards and Inspections

Subrecipients must comply with these regulations to ensure proper stewardship of federal funds and maintain eligibility for reimbursement.

Documentation Standards

RTFH has adopted a risk-based documentation approach to reduce administrative burden for COC Subrecipients while maintaining full accountability and regulatory compliance.

Under this model, Subrecipients are required to:

- Upload summary-level documentation with each RFR, and
- Maintain all detailed source documentation on file for review during monitoring activities, audits or desk reviews per CFR 200.333.

Required Documentation

Subrecipients must maintain and submit the following documentation, as applicable:

Personnel Expenses	
Personnel	<ul style="list-style-type: none"> • Timesheets for the specific month of the requested reimbursement. • Payroll records for the month that matches the timesheets. Include pay stubs and the payroll ledger for the employee(s). (Labor Distribution) • Employee benefits will need sufficient documentation to demonstrate the agency's costs for employee's benefits, and how often.
Leasing and Rental Assistance Expenses	
Leasing / Rental Assistance	<ul style="list-style-type: none"> • A copy of the landlord lease agreement (First time only) • Master Lease (if applicable, First time only) • Occupancy Agreement (TH units) • Leasing Worksheet (RRH/TH) • Copy of original invoice and copy of the original check showing payment.
Security Deposit	
Utility Assistance	
Moving Costs	
Equipment	
Communications	
Consultants & Contract Expenses	
Consultants & Contracts	<ul style="list-style-type: none"> • Copy of the original invoice and check showing payment. • Copy of contract/MOU/SOW
Program Operation Expenses	
Program Delivery Supplies	<ul style="list-style-type: none"> • General Ledger for Expenses (Desk Audit for Detail Invoice Review)
Program Operations: Facility, Utilities, and Maintenance	
Telephone, Fax, Internet, Postage & Shipping	
Travel/Mileage (Fuel and Vehicle Expenses)	
Staff Development and Training (COC)	

Matching Documentation	
Identify the source of Match	<ul style="list-style-type: none"> • Cash Match/In Kind Match. Must be tracked using the Match Form and uploaded with the invoice submissions.
Cash Match	<ul style="list-style-type: none"> • Include the same supporting documentation used in the chart above.
In Kind Match	<ul style="list-style-type: none"> • An MOU should be in place for any services provided to project participants from a third-party agency.
Ex. Staff Time	<ul style="list-style-type: none"> • Include the same supporting documentation used in the chart above under Personnel.

Reminder: If the expenditures are paid for by more than one source (e.g., federal, United Way, private donations), the split costs should be accurately tracked within the recipient's or sub-recipient's accounting system