

Mandatory Supporting Documentation Request for Reimbursement (RFR) YHDP Grant Program

For all Expenses, please submit a General Ledger for the appropriate month showing claimed expenses. ***(All expenses should be clearly marked and totaled matching the amount on the expenditure form).***

Record Keeping: RTFH will need access to all mandatory supporting documentation of your expenses should an onsite Monitoring visit be scheduled.

1. **Supporting Documentation:** A series of documentation to support the reimbursements.
2. **Profit and Loss:** Monthly statement of revenue and expenses, with a line item for the expense under the grant.
3. **Housing Quality Standards:** Copies of initial and annual inspections, in compliance with 24 CFR 578.75 should be in the participant file.
4. **Rent tracking form:** Shows payments made to the landlord with grant funds. The form should be a tracking form kept in the participant file.

The documents listed below should be uploaded into ZoomGrants with each RFR

Personnel Expenses	
Personnel	<ul style="list-style-type: none"> • Timesheets for the specific month you are asking for reimbursement. • Payroll records for the month that matches the timesheets. Include pay stubs and the payroll ledger for the employee(s). • Employee benefits will need sufficient documentation to demonstrate how much the agency is paying 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 (One time only) • Copy of original invoice and copy of 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 original invoice and copy of original check showing payment. • Copy of contract/MOU/SOW
Program Operation Expenses	
Program Delivery Supplies	<ul style="list-style-type: none"> • Copy of the original invoice and copy of check showing payment.
Program Operations: Facility, Utilities, and Maintenance	
Telephone, Fax, Internet, Postage & Shipping	
Travel/Mileage (Fuel and Vehicle Expenses)	
Staff Development and Training	
Matching Documentation	
Identify the source of Match	<ul style="list-style-type: none"> • Cash Match/In Kind Match. Must be tracked using the RTFH Tracking Form and uploaded at a minimum quarterly via ZoomGrants.
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.