

# Memorandum

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**To: Youth Homelessness Demonstration Plan (YHDP) Subrecipients**

**From: RTFH Grants & Contracts**

**Date: October 1, 2020**

**Subject: Request for Reimbursements (RFR) Mandatory Supporting Documentation Guide**

## **INTRODUCTION**

On September 18, 2020, RTFH Grants & Contracts presented and introduced the Mandatory Supporting Documentation Request for Reimbursements Guide to the YHDP subrecipients.

## **BACKGROUND**

RTFH has seen much improvement after the presentation and will continue to partner with each subrecipient.

RTFH emailed the [presentation](#) and the supporting documentation guide to the YHDP subrecipients before the training, available in [Grant & Contract Subrecipient Resources](#) and the [Guide](#) was uploaded in [ZoomGrants](#) in the RFR Tab under "Documents Requested."

## **ACTIONS NEEDED**

Beginning December 1, 2020 all YHDP subrecipients are **required** to provide supporting documentation when submitting an RFR.

- Failure to provide supporting documentation will result in a declined request for reimbursement and delayed payment.
- It is **highly encouraged** to implement this change immediately.

To ensure RTFH and sub-recipients are in compliance with HUD guidelines, RTFH will review all previously submitted RFRs and supporting documentation. The RTFH Grants & Contracts team will follow up with each YHDP sub-recipient to resolve any documentation that is missing or incorrect.

Please contact Jessica Torres, Program Analyst at [Jessica.torres@rtfhdsd.org](mailto:Jessica.torres@rtfhdsd.org) or Heidi Kone, Grants and Contracts Manager at [Heidi.kone@rtfhdsd.org](mailto:Heidi.kone@rtfhdsd.org) for additional questions or assistance.

Attachments:

[YHDP Supporting Documentation](#)

[YHDP Supporting Documentation Presentation](#)